

Terms and Conditions

Effective Date: 29th July 2025

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LAMDA Examinations

1.1 Attendance

- 1.1.1 If a student misses a scheduled session for any reason the session will not be rescheduled, and it will be marked as a completed session. Materials will be sent to the student, school staff, and parents/carers to ensure the student can catch up.
- 1.1.2 It is the responsibility of the students, parents/carers, and the school staff to ensure the student's attendance at their session.

1.2 Location

- 1.2.1 It is the responsibility of the school to provide an adequate space for LAMDA coaching sessions.
- 1.2.2 It is the responsibility of the student and parents/carers to get the student to the location of their exam at the correct time.

1.3 Fees

- 1.3.1 Fees for all LAMDA sessions and the examination cost are required in full before the coaching programme begins.
- 1.3.2 Students who start the process but choose to withdraw can be refunded the sessions they did not have but they will not get their examination fee back.
- 1.3.3 There will be no refunds for missed sessions.

1.4 Guarantee

- 1.4.1 Holly Jones Acting Coach will provide a comprehensive session plan at the beginning of the coaching programme which will outline the aims of each session, the expectations of work to be done outside of the session, and milestones to work towards.
- 1.4.2 The programme plan will be shared digitally with the student, parent/carer, and school staff so that updates can be made and viewed in real time.
- 1.4.3 Detailed session notes will be provided at the end of each session and sent out to the student, parent/carers, and school staff by the end of the day of the session (23:59).
- 1.4.4 All scripts and texts will be provided by Holly Jones Acting Coach.

- 1.4.5 In the event that Holly Jones from Holly Jones Acting Coach cannot attend the session, suitable cover will be found and the session will go ahead.

1.5 Expectations

- 1.5.1 Students will complete all of the work set for them by Holly Jones Acting Coach as per their programme plan.
- 1.5.2 Students will be punctual to their sessions.
- 1.5.3 The student and/or parents/carers are to notify the school staff and/or Holly Jones Acting Coach if they are going to be missing a session.
- 1.5.4 There is no guarantee of any student obtaining a particular grade. Holly Jones Acting Coach will work them to the highest level of their capability but this requires additional work on the part of the student.

2 Masterclasses and Workshops

2.1 Location

- 2.1.1 It is the responsibility of the school to provide an adequate space for masterclasses and workshops.

2.2 Staff

- 2.2.1 Although Holly Jones Acting Coach has an Enhanced DBS, schools must ensure at least one other member of staff is in the room at all times for student wellbeing.

2.3 Participants

- 2.3.1 All students taking part must be aged 14 and above.
- 2.3.2 The group size is a minimum of 4 and a maximum of 20. The workshop will not take place if this is not adhered to.
- 2.3.3 Details of any EHCP's, access needs or support plans must be shared with Holly Jones Acting Coach at least 7 days prior to the workshop date.

2.4 Injury

- 2.4.1 Holly Jones Acting Coach is not liable for any injury that may occur during the workshop.

- 2.4.2 Holly Jones Acting Coach will provide safety instructions if required for an exercise. It is the responsibility of the participants to adhere to this.

2.5 Fees

- 2.5.1 Fees are fixed regardless of the number of participants.
- 2.5.2 All fees must be paid in full by at least 24 hours prior to the workshop. Failure to do so means the session will not happen.
- 2.5.3 If a session must be cancelled with more than 14 days-notice, schools will have the choice of rescheduling or obtaining a full refund.
- 2.5.4 If a session must be cancelled with less than 14 days-notice but more than 24 hours-notice, schools will have the choice to reschedule but a refund will not be possible.
- 2.5.5 If a session must be cancelled with less than 24 hours-notice, there is a charge of £50.

2.6 Guarantee

- 2.6.1 In the event that Holly Jones from Holly Jones Acting Coach cannot attend the session, suitable cover will be found and the session will go ahead.
- 2.6.2 All scripts, texts and resources will be provided by Holly Jones Acting Coach.
- 2.6.3 Schools are entitled to (and encouraged) to virtually meet with Holly Jones Acting Coach to go over the day, the plans for the masterclasses, and to see if there are ways of making the sessions more bespoke based on the school's curriculum.

3 Writing and Directing

3.1 Fees

- 3.1.1 Each project will be quoted on a case-by-case basis, and separate, bespoke terms and conditions will be created for each project.
- 3.1.2 Fees are required in full before the start of any project.

3.2 Guarantee

- 3.2.1 Holly Jones Acting Coach will provide a bespoke terms and conditions for approval of the company for each individual project.

- 3.2.2 In the event that Holly Jones from Holly Jones Acting Coach cannot attend the session, suitable cover will be found and the session will go ahead.

3.3 Participants

- 3.3.1 There is no restriction on age or number of participants.
- 3.3.2 Details of any access needs, support plans, or medical conditions must be shared with Holly Jones Acting Coach prior to the project starting.
- 3.3.3 Holly Jones Acting Coach does have an Enhanced DBS but in the event that a participant needs a carer or support worker, these must be in attendance at all sessions.

3.4 Location

- 3.4.1 It is the responsibility of the company to provide an adequate space for rehearsals and performance.