



"Seek first to understand, then to be understood" Stephen R Covey

The above quotation emphasises the importance of communication and soft skills. It highlights the value of active listening and empathy in communication, which we focus on at Ellendel in our Speech and Drama lessons.

What skills do students need to succeed?

"The World Economic Forum (WEF) asked 350 HR leaders from the world's biggest organisations which skills will be in greatest demand in their business in 2020. Their findings? Although AI and smart machines may claim many jobs, there will be increasing demand for skills where the human touch is still required. Building on WEF's research, and developing it using our own experts, we've identified these key future

skills you simply cannot afford to ignore when you're setting out your path to career success:"

- Creativity
- Emotional Intelligence
- Collaboration
- Cognitive
- Flexibility
- Communication
- Problem Solving
- Digital Ability
- Leadership
- Empathy

**Employers want good communicators, collaborators and problem solvers.
Candidates with a strong skill set always stand out. We are here to teach them!**



Students are empowered to:

- Gain formal, internationally recognised qualifications in the arts LAMDA and Trinity
- Achieve additional UCAS points for university
- Improve the clarity of their speaking, including their pronunciation of sounds
- Learn to read out loud and improve their comprehension
- Become confident public speakers with enhanced communication skills, teamwork and leadership qualities
- Nurture and grow their creative intelligence and foster divergent thinking skills
- Critically engage with a range of literature, exploring themes and issues that intersect with the areas of learning on the National school curriculum and the texts they are studying in school

10 years of outstanding results

Ellendel School started in 2016 and is today an award winning school that has expanded into Education Tuition. Ellendel School is one of the UK's leading Speech and Drama schools, preparing students for formal, internationally recognised qualifications in the arts. Here, we teach the five 'C's: confidence, creativity, collaboration, communication and critical thinking. These are invaluable and transferable skills that students can take with them into their personal and professional lives, helping them to succeed in school and in the workplace. Our educational services are carefully tailored to map students' needs and provide rewarding classes for students of all ages and experience levels. Our students are frequently rewarded for their talent and skill in a wide variety of extra-curricular activities including public speaking competitions, Theatre productions, acting fellowships and their LAMDA & Trinity examinations.

About LAMDA

LAMDA exams inspire and empower learners across the globe to be confident communicators. At Ellendel, students can take LAMDA exams in Communication: Speaking Verse and Prose, Reading for Performance and Speaking in Public.

Elocution *the skill of clear and expressive speech, especially of distinct pronunciation and articulation.*

As Speech and Drama teachers, we are empowering students of all ages to achieve natural and intelligible speech habits. As well as addressing functional speech disorders with closely guided speech exercises, our lessons provide students with an opportunity to convert this training into habits by applying it in fun, creative drama activities.

Common challenges we work on include:

- The 'th', 't', 's', 'r', and 'l' sounds

- Lip laziness
- Rapid speech
- Mumbling and throaty tone
- The elision (removal) of sounds
- Unnatural speech rhythm
- Inappropriate pause and stress
- Inappropriate intonation (rising and falling tones)
- Monotony (lacking vocal colour and expression)
- Shallow breathing / breathy tone
- Faulty tones such as excess nasality Lack of resonance (speaks too quietly or too loudly)
- Lack of non-verbal communication (eye contact, gesture and facial expression)
- Confidence to communicate

Online Classes - *Making classes available for all*

No matter where students are located in London, UK or internationally, we can provide expert tuition, close mentoring and coaching. We have mature digital safety policies and procedures that help us to deliver effective online tuition with high levels of care. We have carefully tailored our online lessons to maximise the impact of e-learning formats.

Ellendel provides a range of digital resources, including access to video conferencing for live learning sessions, pre-recorded videos, digital activities and online class documents. We are here to support our students to feel confident to communicate online and to enhance their digital literacy and technology skills.

“Communication – the human connection- is the jet to personal and career success”,
Paul J Meyer

This quotation underscores the crucial role that effective communication and interpersonal skills play in achieving success in all areas of life.

Terms and Conditions

Our primary concern is the wellbeing and happiness of our students. Ellendel policies are put in place to ensure that we are able to provide a safe and professional service. By enrolling in one of our classes, you are becoming a member of the Ellendel School and we ask that you also uphold our values and policies. By enrolling in classes with Ellendel School, students and parents agree to the following Terms and Conditions.

The Ellendel School of Speech and Drama will provide group and individual Speech and Drama classes. We have minimum numbers which must be reached in order for us to be able to run classes. If you wish to discuss your child's progress with the teacher you will be able to do this by telephone or email.

1. Enrolment

- Enrolment is confirmed once a completed enrolment form is submitted via Class4Kids and payment (or payment plan agreement) is received.
- Enrolment is for the full term unless otherwise agreed in writing.
- Ellendel reserves the right to refuse or discontinue enrolment where behaviour, non-payment, or other circumstances make continuation unsuitable.

2. Fees and Payment

- Tuition fees are calculated based on the number of lessons delivered within each half-term across the academic year.
- To support families with predictable and manageable payments, the total annual tuition fee is divided into 12 equal monthly payments, spread evenly across the year.
- This means:
 - monthly payments remain the same, even though the number of lessons may vary between half terms.
 - monthly payments reflect an averaged cost of tuition across the full year.
- This structure allows Ellendel to provide continuity of teaching, planning, and resources while offering families a consistent payment schedule.
- All fees are non-refundable except where required by law.
- Public holidays and school holidays are not included in term fees unless otherwise stated.
- As our costs are fixed, fees remain payable in cases of absence. There are no reductions for sickness or holidays. However, we can invite you to attend an alternative class for the one you have missed (subject to availability).

- To request an alternative class, please send us an email to info@ellendel.co.uk
- Your child will automatically be included every term in their current class. If you wish to leave or change classes please see "Cancellation of Subscription" below
- **We do not store credit card details nor do we share customer details with any 3rd parties.**

3. Classes: In-Person and Online

- Ellendel offers both in-person and online classes.
- At the teacher's discretion, in-person classes may move temporarily to an online format, provided reasonable notice is given to students/parents.
- Such changes do not affect term tuition fees, which remain payable in full.
- Online classes are considered equivalent in educational value and form part of the agreed tuition program.

4. Student Conduct

- Students are expected to behave respectfully toward teachers, peers, and the learning environment.
- Ellendel reserves the right to remove a student from a class or discontinue enrolment if behaviour is disruptive, unsafe, or inappropriate.
- No refund will be provided where enrolment is discontinued due to conduct issues.

5. Health, Safety, and Wellbeing

- Parents/guardians must inform Ellendel of any medical conditions, learning needs, or relevant information that may affect participation.
- Students who are unwell should not attend in-person classes.
- Ellendel takes reasonable steps to provide a safe learning environment but cannot accept responsibility for injuries occurring outside of negligence.

6. Online Class Responsibilities

- Students participating online must have access to a suitable device, internet connection, and quiet learning space.
- Online classes must not be recorded, shared, or distributed without written permission from Ellendel.
- Appropriate behaviour and attire are required during online sessions.

7. Cancellations and Changes by Ellendel

- Ellendel reserves the right to cancel or reschedule classes due to teacher illness, low enrolments, or unforeseen circumstances.
- Where possible, a make-up class or alternative arrangement will be offered, but this is not guaranteed.

8. Performances, Exams, and Assessments

- Participation in performances or examinations may be subject to additional fees and requirements.
- Entry into external examinations is at the discretion of the teacher and subject to readiness.

9. Photography and Media

- Ellendel may take photographs or videos for educational or promotional purposes
- Consent will be obtained where required, and families may opt out in writing.

10. Privacy

- Personal information is collected solely for enrolment, communication, and educational purposes.
- Ellendel complies with applicable privacy legislation and does not share information without consent, except where required by law.

11. Changes to Terms and Conditions

- Ellendel reserves the right to update these Terms and Conditions as needed.
- The most current version will apply and be made available to families.

12. Acceptance

- Enrolment in Ellendel School of Speech and Drama constitutes acceptance of these Terms and Conditions.

Ellendel School of Speech and Drama

Nurturing confident communicators through speech, drama, and performance.

Extra – Terms and Conditions:

Cover payments for new starters

A covering payment is an additional one-off charge that is added to your first monthly subscription. This charge is to cover any unpaid classes attended before your first monthly payment is taken.

Failure to Pay Monthly Subscription

If we are unable to collect your monthly subscription payment on the 1st of the Month we will attempt to take payment 3 days later, and then 5 days thereafter. After which, we will attempt to contact you to restore your subscription. If your subscription payment is not up to date by the 14th of the month your child and place in the class will be removed and offered to someone else.

Sibling or multiple class discount

A 10% Sibling Discount will be added to your subscription as well as a 10% multiple class discount should your child attend any other classes at Ellendel. Please note that this subscription payment only applies to our Speech and Drama classes.

Trial Classes

We offer one free trial lesson which can be booked via our website. A free trial lesson only applies to our Speech and Drama classes, not any English Enrichment class. We offer trial classes for Creative Writing; however, a fee for that lesson applies.

Following your trial lesson, you will receive an invitation from Ellendel School (bookings@class4kids.co.uk) asking whether you would like to accept or decline the space in the class.

Class Expectations

- It is the parent/Carer's responsibility to inform Ellendel if your child has special health or medical needs before signing up to classes. We will endeavour to accommodate their needs and adapt our teaching to support each student.
- Children should arrive on time to lessons and attend class regularly.
- Please ensure you are on time to collect your child from lessons. If you are running late, please email the school to let us know. Teachers are only responsible for students during class time.
- Children should go to the toilet before lessons to avoid the need to go during lessons. We ask that parents bring their child before the lesson.
- Children are not allowed to leave the studio unless accompanied by an adult.
- Please ensure your child does not bring any food to lessons. We have a strict NO NUTS policy.
- Ellendel does not accept responsibility for items lost or stolen although anything we do find we will inform you and keep safe for collection.
- Classes typically have only 10-13 students, to provide high quality tuition.
- During online classes, parents and carers are encouraged not to be in the room with students to not affect their participation. No parent is allowed to be on camera for

safeguarding reasons. No parent is allowed to take pictures of other students at Ellendel. This applies at festivals also.

- Please do not send your child to lessons if they are sick. Your child is welcome to attend an online class instead. Please email us in advance.

Cancellation of Subscription

We understand that sometimes situations change and you may need to cancel your subscription.

- If you wish to cancel your subscription, please email info@ellendel.co.uk requesting your cancellation by the administration team. Please include into email heading the word "CANCELLATION", so it will be treated with the priority. Please note it is usually takes 3-4 days to get a reply.
- Notice for withdrawal is a minimum half term. We will cancel your subscription in line with notice given. We will send you an email in acknowledgement to confirm the date that your subscription will end. Your child is entitled to attend classes until then.

Unforeseen circumstances

- For class cancellations, teachers will give as much notice as possible. In the event of a last minute class cancellation, you will be notified by text message, email or call, so please ensure you provide your teacher with up to date contact details.
- Ellendel is under no obligation to refund sessions that may be missed in the event of adverse weather conditions local to you which prevent you from attending a class.
- Ellendel reserves the right to replace any teacher of a class without notice to you at any time prior to that class without any liability arising from such a change except in accordance with these terms.

Health and Safety

- All teachers at Ellendel are fully qualified professionals, who are covered with public liability insurance and teachers conduct lessons with health and safety as a priority at all times. You should ensure that we have full details on any medical conditions which your child might have and ensure that we receive notification of any changes in circumstances.
- It is essential that any illness or unlikely injury in class be reported to the school immediately. In the unlikely event of an accident or emergency, Ellendel will call for assistance from a medical professional and you will be notified immediately.
- Ellendel excludes liability for any accident or injury sustained to your child in or outside the class. This does not exclude or limit Ellendel's liability for death or personal injury caused by our negligence or for any matter for which it would be illegal for Ellendel to exclude, or attempt to exclude liability.

Laura McHale, Co Founder and Principal, The Ellendel School of Speech and Drama and Founder of Ellendel Education