

- **Speech & Drama**
- **Public Speaking**
- **Communication & Leadership**
- **Creativity & Critical Thinking**
- **English Tutoring Groups**
- **Creative Writing**



“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

8 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 2024-25

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.

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.

Class Subscription and Payment

The Ellendel Speech and Drama School operates a monthly subscription payment system. Our subscriptions are rolling on a 12 monthly basis that are subject to change every September depending on how many sessions across the year are taught from September to July (excluding school holidays). Any increase in fees will be minimal, and you will be notified before, if any changes will occur starting September 1st each year.

The Ellendel School of Speech and Drama run classes during the school term time. Your payment plan covers the cost of your child's weekly Speech and Drama class across the 6 half terms in the year. The annual cost is spread equally over 12 months of the year, therefore fees/subscriptions are still payable during school holiday months where no lessons are taking place. There are 38 weeks of lessons in the 2024/25 school year. The cost of each week is spread across 12 months.

We plan our classes on a termly basis and to get the most out of our programme of Speech and Drama lessons. We encourage you to join Ellendel with a commitment to completing each term in full. Your payments are on a running subscription with monthly payments meaning you do not need to re-book each term as you will automatically be re-enrolled.

Payments are taken from your credit/ debit card on the 1st of every month.

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 alternatively class please send us an email to info@ellendel.co.uk

Term dates can be found on our website.

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.

Payment for the year 2024/25	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Payment in Sept covers	09/09; 16/09; 23/09	10/09; 17/09; 24/09	11/09; 18/09; 25/09	12/09; 19/09; 26/09	13/09; 20/09; 27/09	07/09; 14/09; 21/09	08/09; 15/09; 22/09
Payment in Oct covers	30/09; 07/10; 14/10	01/10; 08/10; 15/10	02/10; 09/10; 16/10	03/10; 10/10; 17/10	04/10; 11/10; 18/10	28/09; 05/10; 12/10	29/09; 06/10; 13/10
Payment in Nov covers	21/10; 04/11; 11/11	22/10; 05/11; 12/11	23/10; 06/11; 13/11	24/10; 07/11; 14/11	25/10; 08/11; 15/11	19/10; 09/11; 16/11	20/10; 10/11; 17/11
Payment in May covers	31/03; 28/04; 05/05	01/04; 22/04; 29/04	02/04; 23/04; 30/04	03/04; 24/04; 01/05	04/04; 25/04; 02/05	05/04; 26/04; 03/05	06/04; 27/04; 04/05
Payment in Mar covers	10/02; 24/02; 03/03	11/02; 25/02; 04/03	12/02; 26/02; 05/03	13/02; 27/02; 06/03	14/02; 28/02; 07/03	15/02; 01/03; 08/03	16/02; 02/03; 09/03
Payment in June covers	12/05; 19/05; 02/06	06/05; 13/05; 20/05	07/05; 14/05; 21/05	08/05; 15/05; 22/05	09/05; 16/05; 23/05	10/05; 17/05; 24/05	11/05; 18/05; 25/05
Payment in July covers	09/06; 16/06; 23/06	03/06; 10/06; 17/06	04/06; 11/06; 18/06	05/06; 12/06; 19/06	06/06; 13/06; 20/06	07/06; 14/06; 21/06	08/06; 15/06; 22/06
Payment in Jan covers	09/12; 06/01; 13/01	10/12; 07/01; 14/01	11/12; 08/01; 15/01	12/12; 09/01; 16/01	13/12; 10/01; 17/01	14/12; 11/01; 28/01	15/01; 12/01; 19/01
Payment in Feb covers	20/01; 27/01; 03/02	21/01; 28/01; 04/02	22/01; 29/01; 05/02	23/01; 30/01; 06/02	24/01; 31/01; 07/02	25/01; 01/02; 08/02	26/01; 02/02; 09/02
Payment in Dec covers	18/11; 25/11; 02/12	19/11; 26/11; 03/12	20/11; 27/11; 04/12	21/11; 28/11; 05/12	22/11; 29/11; 06/12	23/11; 30/11; 07/12	24/11; 01/12; 08/12
Payment in Aug covers	30/06; 07/06; 14/07	24/06; 01/07; 08/07	25/06; 02/07; 09/07	26/06; 03/07; 10/07	27/06; 04/07; 11/07	28/06; 05/07; 12/07	29/06; 06/07; 13/07
Payment in Apr covers	10/03; 17/03; 24/03	11/03; 18/03; 25/03	12/03; 19/03; 26/03	13/03; 20/03; 27/03	14/03; 21/03; 28/03	15/03; 22/03; 29/03	16/03; 23/03; 30/03

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

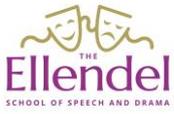
All teachers at Ellendel are fully qualified professionals, who are covered with public liability insurance and teachers conduct lessons with health and safety as a priority at all times. You should ensure that we have full details on any medical conditions which your child might have and ensure that 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.

Photography Withdrawal

Pupils may on occasions be photographed or filmed during class. By taking part in our school activities you are agreeing to this happening, unless you have otherwise informed the school by writing explicitly stating: 'opt out' . You may note, photos can be withdrawn at any time - before or after publication.



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