



**STAGE & SCREEN PRODUCTION
ACADEMY**

**BOA STAGE & SCREEN
PRODUCTION ACADEMY**

Welcome Handbook

2024/25

www.trainbackstage.com

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Principal's Welcome

I hope you are looking forward to your first term at BOA Stage & Screen Production Academy and that you settle into life at the Academy quickly, enjoying the courses and making new friends.

This booklet has been written so that you are well informed about how the academy runs and what we can expect of each-other. It is intended to be no more than an introduction.

I hope that your time with us will prove to be the start of a bright career for you and I look forward to seeing you in September.

Yours sincerely

Michael Painter
Principal

Key Dates

Important dates for your diary!

Virtual Open Event Courses & Careers in the Creative Industries

20th June 2024 at 6:00pm

Learn more about our range of post-16 pathways and how studying with us can prepare you for a career in the creative industries. Join the event via <https://shorturl.at/2xE5q>

SCAN ME



On Campus Open Event Tour & Explore

25th June 2024 from 4.30pm - 7.00pm

We will be opening our doors for applicants and their families to come along and view our campus facilities, meet some of our current students and to view some of the work that they have been producing throughout the year.

Virtual Information Evening

3rd July 2024 at 6.00pm - 7.00pm

Critical information event for all new students starting the academy in September 2024. Join the event via <https://shorturl.at/L2Ct7>

SCAN ME



Transition Day

8th July 2024 at 9.00am - 12.15pm

Invite Only: Held at the Academy for students with special educational needs and disabilities.

Careers & Progression Evening

9th July 2024 at 6.30pm - 7.30pm

A live online event aimed at current students. But you are welcome to join. Find out more about the progression options and destinations for young people when they complete their studies at BOA Stage and Screen Production Academy. Join the event via <https://shorturl.at/ml5vo>

SCAN ME



New Starters Day

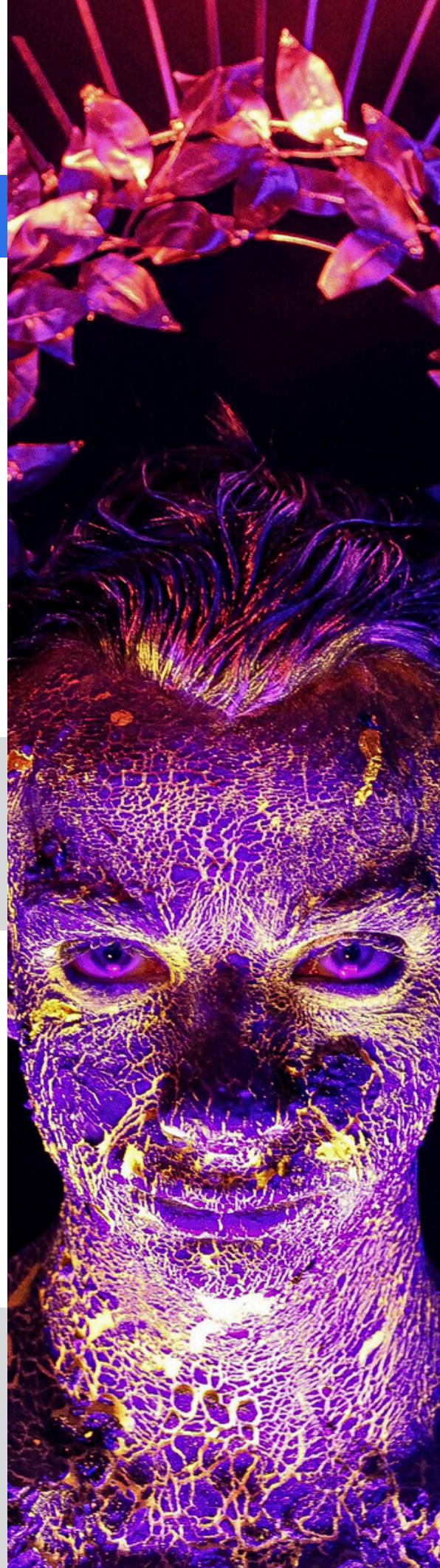
10th July 2024 at 1.15pm - 4.15pm

Highly recommended for all new students. Held at the Academy for all new students starting in September 2024. Meet the team, have fun, make new friends.

Online Enrolment

from 21st August 2024

Essential. The admissions team will send you a notification via email. Follow the instructions to enroll on your course.



Welcome Day

4th September

All new students, must attend this day.

- 1-to-1 meeting with form tutor
- Discuss aspirations and inspiration
- Introduction to student societies and extra-curricular activities
- Discuss and choose additional subjects, placements, industry qualifications
- Discuss any additional support needs

Induction

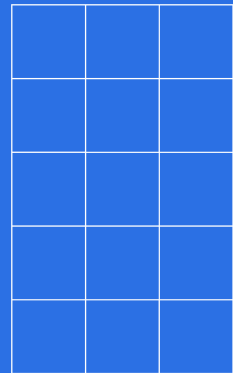
9th - 20th September

Your full-time timetable starts here.

- Introduction to pathways and courses
- Team-building
- Core skills masterclasses
- Trips and visits
- Guest speakers from industry
- Initial assessments
- Meet the Senior4 team
- Set up portfolio
- Showcase of work



Vision and Mission



BOA Stage & Screen Production Academy is committed to providing high-quality distinctive education through a specialist curriculum delivered in outstanding facilities supported by our creative partners.

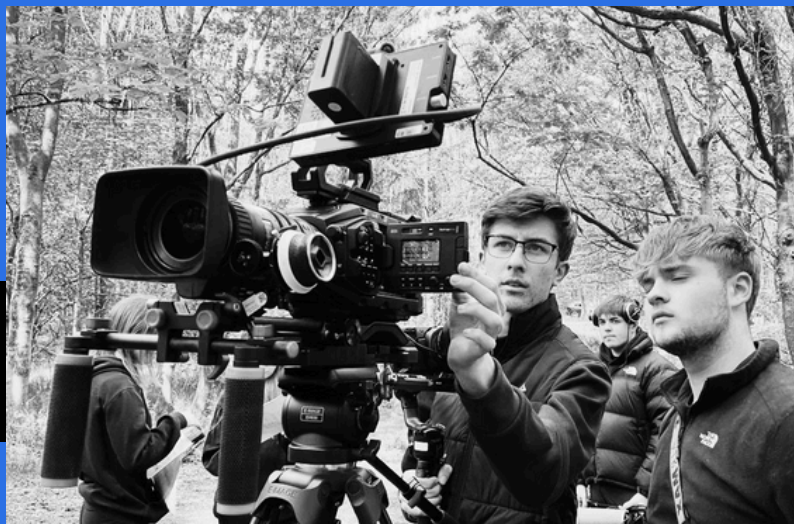
Specialising in stage and screen production, we provide a dynamic and personalised learning pathway for you. We aim to maximise your life chances by providing a stimulating, challenging, respectful and safe environment where you feel listened to, responded to and valued

We believe you should:

- Have a passion and enthusiasm for your specialist areas
- Be ambitious and work hard
- Strive to be an independent learner and fulfil your potential
- Be flexible in your approach to work and adaptable in challenging circumstances
- Understand and adopt an open mind and integrity
- Seize opportunities as they arise

We expect you to:

- Work hard to achieve your best
- Have full attendance - all day, every day
- Behave in a sensible way following our behaviour and dress code
- Embrace the vision and values of BOA Stage & Screen





Professional Expectations

Respect | Reliability
Positivity | Professionalism

WE EXPECT ALL LEARNERS, STAFF & INDUSTRY
PARTNERS TO MEET THESE EXPECTATIONS AT
ALL TIMES.

Your Staff Team

Senior Leadership Team

Michael Painter (MPA) Principal
James Latham (JLA) Assistant Principal
Michelle Hill (MHI) Assistant Principal, DSL & SENCO

Heads of Department

Louise Tugwell (LTU) Screen Production
Ruth Morgan (RMO) Stage Production

Teachers

Kelly Hurdiss (KHU) Technical Broadcast
Tayyib Mahmood (TMA) Technical Broadcast
Shireenah Ingram (SIN) Acting & Screen Writing
Dwane Perks (DPE) Acting & Screen Writing
Maddy Scott (MSC) Production Arts
Luke Johnson (LJO) Technical Theatre (Light and Sound)
Holly Pearsall (HPE) English & Creative Writing
Suzannah King (SKI) English & Creative Writing
Michelle Hill (MHI) Mathematics
Michael Painter (MPA) Mathematics
James Latham (JLA) Level 4 Professional Diploma

Resident Industry Professionals

Leanne Fitchett (LFI) [Pro Costume Designer] Costume

Curriculum Support

Megan Knight (MKN) Pastoral Manager
Lloyd Jones (LJON) Curriculum Support Assistant

Technicians

Lewis Hooper (LHO) Broadcast Technician
Isobel Porter (IPO) Creative Venues Technician (App)
David Hunter (DHU) Workshop Technician

Academy Administration Support

Chantelle Nolan-Beach (CNB) Receptionist, General Administrator

Uniform

We have a corporate image rather than a uniform. This allows us to establish our identity and gives all learners a sense of belonging. It also enables us to recognise our students in the building and has been designed to be appropriate for the courses you are taking, and professional job-roles you will be performing.

Upper body clothing should always be black, BOA branded uniform.

This can be ordered from our supplier

www.swischoolwear.co.uk

search 'Birmingham Ormiston Stage & Screen'



Black
T-Shirt

Black LS
T-Shirt

Black
Hoodie

For lower body, we expect learners to wear plain black garments, that are both safe and appropriate for the activities they are doing that day, and be in-keeping with our professional expectations. These can be purchased from your choice of retailer, to suit your personal budget and preferences.



Black
Trousers



Black
Shorts

Typically a choice of trainers or boots would be appropriate footwear.

For safety reasons, we cannot permit open-toe shoes, sandals or sliders to be worn.

Reliability & Attendance

Having a reputation for reliability is absolutely key to success in the stage and screen industries. At BOA Stage & Screen Production Academy we expect everyone to strive to be reliable and resilient.

Being reliable means you can be relied upon to be where you are supposed to be, every time and on time. It means you deliver to your promises and meet deadlines. It means being a team player. It means being resilient when times get tough.

Attendance and punctuality are essential factors of success, whether you are studying or working!

We expect 100% attendance, a minimum of 95%. We expect learners to be on time each day and for every lesson and production call.



All learners must ensure that they plan their journey time and allow plenty of time to account for possible delays with public transport.

Students must always “swipe” in and out at Reception with their ID lanyard - so we know who is in the building at all times.

Independent Learning

At BOA Stage & Screen Production Academy we expect you to be an independent learner. Independent learning is a way of consolidating knowledge, understanding and skills acquired in a lesson, as well as providing the opportunity for investigation or research in preparation for new topics and to extend and reinforce learning.

Homework – we don't call it 'homework', but just like in the professional world, you will be given tasks which need to be completed by a specified date.

The following are examples of independent work that encourages responsible, self-reliant, independent learners:

Investigations

Revision

Extension work

Projects

Reading

Drafting, redrafting

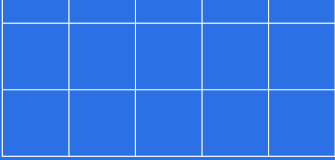
Practice

Reviewing, evaluating

Research

Planning or preparation





Progress Review & Reporting

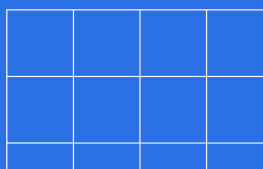
Learners receive daily, weekly and termly feedback on their progress and development, organised by skill, project, unit and qualification.

In addition, parents/carers receive a progress report three times per year that summarises the recent academic and professional achievements, progress, and development of their young person.

We report on banked units, predicted grades, work ethic, attendance and punctuality. At key times in the study programme we also report on the development of ScreenSkills WRySE competencies, progress with university/work applications, and the competition of work placements.



During the first year, parents/carers will be invited to a 'settling in' evening during the autumn term followed by a progress review evening in the spring term.



Feeling Prepared

As a Stage and Screen Production Academy learner, you will be expected to take responsibility for making sure you are well prepared and equipped to get the most from your studies. Each subject will have different requirements in terms of the resources you will need on a day-to-day basis. In most cases, the Academy will provide you with specific equipment and resources.



For example, we have a range of specialist camera, lighting and sound recording equipment, which can be loaned by learners for use both on and off site.

However, we do also require you to make your own arrangements for the following:

Stationery

Although many of your lessons will have a practical focus, you will always be required to log your progress in written form. You should always have a pen/pencil, a note pad and, in some pathways, you may benefit from a dictaphone or handheld mobile device to record information. It is always a good idea to have a good stock of general stationery both at home and while on the move.

ICT

Even though you will have access to a wide range of ICT equipment at the Academy, you should have a simple laptop (or similar device) to complement your studies here at BOA Stage & Screen Production Academy (if you don't we may be able to help you source a device through our bursary scheme). You must remember that you will be responsible for your own personal equipment and you should also consider your personal security when travelling with expensive equipment.

Subject Specific Kit

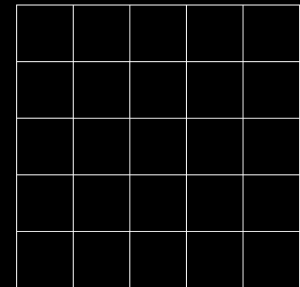
Some pathways will require you to purchase specific kit that you will use on a daily basis during your lessons. For example, a make-up kit will be required if you are studying on the Hair and Make-up for Theatre, Film and TV course. Kit lists will be sent to you by our admissions team. On these you will find examples of what kit to purchase.



Reading Lists

We have an excellent learning resource centre and virtual library at the Academy. You will be required to do a lot of personal study and research outside lesson time. This will involve reading! In some pathways, you may find it useful to buy your own copies (digital formats are encouraged) of certain texts. You can discuss this with your tutor and teachers once you start your course.

Academy Timetable



Although you may not be in lessons/workshops all day every day, we still expect students to be working on their projects, and their studies full-time. This means you must not take a part-time job during the academy day.

Note also that additional subjects, work placements, industry qualifications are generally scheduled around your pathway classes.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Year 12 Pathway	Year 13 Pathway	Year 12 Pathway	Year 12 Pathway	Year 13 Pathway
Period 2	Year 12 Pathway	Year 13 Pathway	Year 12 Pathway	Year 12 Pathway	Year 13 Pathway
Period 3	Year 12 PPD	Year 13 Pathway	Year 12 Pathway	Year 12 Pathway	Year 13 PPD
Period 4	Year 12 Pathway	Year 12 Pathway	Year 13 Pathway	Year 13 Pathway	Year 13 Pathway
Period 5	Year 12 Pathway	Year 12 Pathway	Year 13 Pathway	Year 13 Pathway	Year 13 Pathway
Period 6	Year 12 Pathway	Year 12 Pathway	Year 13 Pathway	Year 13 Pathway	

Times of Day

Monday - Thursday.

Period 1 9.00am - 10.00am
 Period 2 10.00am - 11.00am
 Break 11.00am - 11.15am
 Period 3 11.15am - 12.15pm
 Lunch 12.15pm - 1.15pm
 Period 4 1.15pm - 2.15pm
 Period 5 2.15pm - 3.15pm
 Period 6 3.15pm - 4.15pm

Friday.

Period 1 9.00am - 10.00am
 Period 2 10.00am - 11.00am
 Break 11.00am - 11.15am
 Period 3 11.15am - 12.15pm
 Period 4 12.15pm - 1.15pm
 Period 5 1.15pm - 2.15pm



16-19

Bursary

Our bursary fund provides some financial support to young people from less advantaged backgrounds, in order to help them meet the costs of participating in post-16 education and training.

If you are living in care, a care leaver, are in direct receipt of income support or Universal Credit (in your own name), or are in receipt of Employment Support Allowance and also in receipt of Personal Independence Allowance you will be eligible to receive a Bursary of £1,200 a year.

If you are eligible for free school meals or your household income is less than £25,000 you may be eligible for a bursary of up to £850.

Applications should be submitted to Reception by 13th September 2024.

Files

[>> Download the Application Form](#)

<https://www.boa-stageandscreen.co.uk/about-us/governance-and-policies/policies>

Your Academy Facilities

Large TV and lighting studio

Large influencer studio

Acting for screen studio

Production gallery and machine room

Podcasting suite

Post-production suite

Design suite and fab-lab

Electrical workshop

Costume studio

Hair and make-up suite

Large set-fabrication workshop (wood/metal)

Paint shop

Plastering studio

Drama studios

Study centre

IT suites and classrooms

Canteen and social area

Outdoor events space



Food & Drink

Celebrating food, friends and fun, 'Social Kitchen' is our on-site food offer provided by Aspens. Social Kitchen menus serve up a fantastic range of high street quality beverages, hot and cold deli items, sandwiches, baguettes, fruit and sweet treats.

We also have a vending machine, water fountains, an open-mic stage and table tennis! Our learners are also permitted to leave site during free periods and break times. There is a large Tesco Superstore within a short walking distance.



Free School Meals

All learners are encouraged to check whether they are currently eligible for free school meals via the online portal (<https://www.gov.uk/apply-free-school-meals>). This will entitle you to a credit to spend in the canteen. There are a variety of hot and cold meal deals available within this budget.

If you think you are eligible for free school meals, please contact Miss Megan Knight (Pastoral Manager).

Getting here

BY BUS

The city has an excellent bus service, with regular routes from all key areas and railway stations that will get you to the academy.

The simplest way to find your ideal bus route and time is to visit the following site and enter the start and end postcode (B18 7AJ)

<https://nxbus.co.uk/west-midlands/journey-planning>

BY RAIL

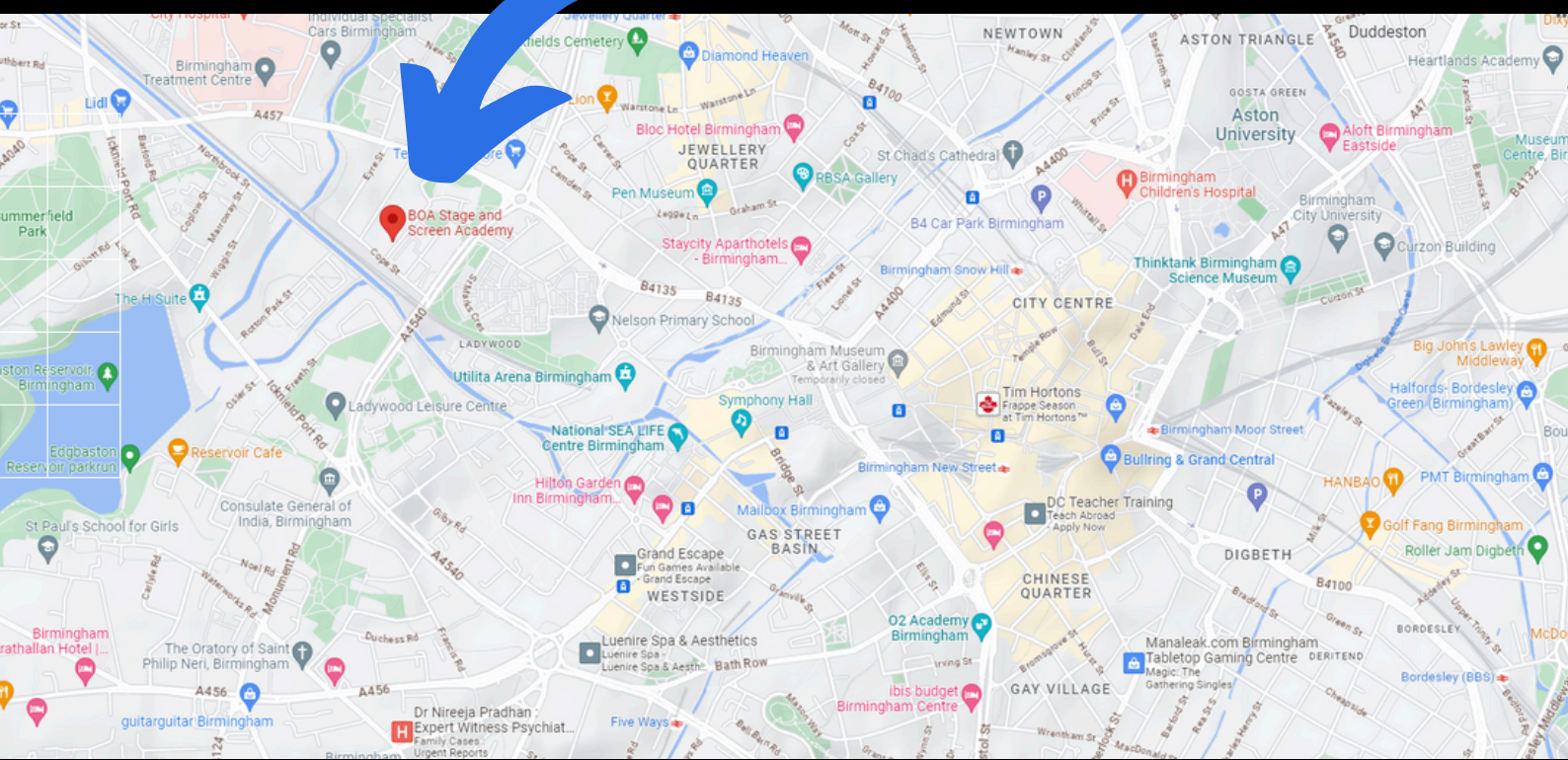
- Jewellery Quarter Station: 16 minute walk
- Moor Street Station: 12 minutes by bus (Route 87)
- New Street Station: 17 minutes by bus (Route 82)



Don't forget to order your FREE **16-18 Photocard** for 50% off travel

View our **Student Travel Guide**

BOA Stage & Screen Production



Staying Safe

Academy learners have unrivalled access to state-of-the-art technologies. New technology plays a large role in your learning and studies.

Whether social networking, researching or preparing assignments, you will be online, using computers and other handheld devices. It is very important you stay safe and use common-sense practices.

DO NOT give out personal information to people online or share information and photos with people you do not know.

DO NOT make comments about other students or staff on social network sites.

We use web filtering to ensure the safety of our learners whilst online in the Academy. Each learner must log on to access our network which provides them with unique identification on either Academy or personal electronic devices.

Electronic Devices & Smart Phones

You are able to use your electronic devices in the Academy when authorised by your teachers or during break and lunch times.

You are not under any circumstances able to charge your mobile phones in the Academy due to health and safety.

Laptops and tablets can be charged on site, provided you have your charger PAT tested by a member of the site team.



For good advice use:
www.thinkyouknow.co.uk
www.childnet.com
www.swgfl.org.uk

For safety concerns use:
www.ceop.police.uk



Safety when travelling

Have a mobile phone with you and let family or friends know when you are expected to be returning home each day.

For your safety, stick to the main roads. Do not go through parks or walk through underpasses. Do not walk with headphones on or looking at your phone.

Please note that BOA Stage & Screen Production Academy is in a residential area and students should be mindful of this, keeping noise to a minimum (especially early morning).

Health & Safety

It is important that all students learn to work safely when handling or operating equipment. We will provide training for all specialist equipment, particularly in our workshops and technical spaces.

However, we expect students to always consider their working environment to ensure the safety of themselves and others.

If you are ever unsure of how to operate a piece of equipment, you should speak to a member of staff before attempting to use it.

If you encounter any equipment or workspace that seems unsafe or damaged, you should report this to a member of staff immediately.

Personal & Professional Support

As an inclusive academy, we celebrate diversity and seek to nurture the gifts of each individual through high quality teaching and dedicated pastoral care. We want our learners to be safe, happy, healthy and well-nurtured individuals, that are able to achieve and make a positive contribution to Academy life and society.

Careers

As a graduate, we will ensure that you are fully equipped to enter the industry we love. We ensure that every student finishes their time with us with a bright future ahead of them, so that by the end of their study programme, our learners have the qualifications, credits, experience, connections, skills and knowledge they need to:

- Enter the workplace as a fully equipped freelancer
- Secure entry-level employment contracts in the regional industry
- Progress onto higher apprenticeships
- Pursue related disciplines at the very best Higher Education Institutions (including world renowned universities, film schools, and production academies)



Pastoral Care

All learners are allocated a tutor. The tutor is the first point of contact for parents and carers and oversees the personal and academic welfare of students, through a combination of informal contact and structured sessions.

In addition, regular individual tutorials take place where learners can discuss academic progress and any other issues. Tutors receive regular feedback from subject teachers and will also monitor attendance and punctuality.

Learners can also access a range of additional support services and resources (SEN, mental health, counselling, health and wellbeing, english/maths support) via our learner support hub.



Term Dates 2024/25

Autumn	Y12 First Day	9th September
	Half-Term	28th October - 1st November
	Staff INSET Day	4th November
	Term Ends	19th December
	Staff INSET Day	20th December

Spring	Staff INSET Day	6th January
	Term Starts	7th January
	Half-Term	17th February - 21st February
	Staff INSET Day	24th March
	Term Ends	11th April

Summer	Staff INSET Day	28th April
	Term Starts	29th April
	Bank Holiday	5th May
	Half-Term	26th May - 30th May
	Staff INSET Day	2nd June
	Term Ends	18th July

Please note that these dates are tentative and follow the Birmingham City Council School Term Dates as a guide. These dates may be subject to change.

Code of Conduct

At BOA Stage & Screen Production Academy we have high expectations of conduct on and off the premises. This helps us work together.

This code of conduct states what we expect of each other.

Come to the academy ready to learn, dressed appropriately and properly equipped

- Arrive on time for the start of the day and lessons
- Wear the full BOA uniform correctly at all times in the Academy
- Remove outdoor clothing when inside the Academy buildings
- Prepare for lessons and ensure you have all the basic equipment you need for them. (e.g. pens, pencils etc)
- Jewelry can worn although it must adhere to health and safety regulations
- Academy staff retain the right to ask you to correct your presentation, if they feel your clothing is unsafe, inappropriate, or does not reflect our professional academy values.

Treat others with kindness and respect and listen to their opinions

- Speak to others in a way that will not offend
- Listen to others' opinions-everyone is an individual
- Treat others the way you would like to be treated
- Respect the feelings and property of our neighbours when travelling to and from the Academy

Have high expectations of each other

- Always ensure you are conducting yourself in an appropriate way
- Have a quiet word with your friends if you feel they are breaching the code
- Tell a member of staff if you see or are concerned that the actions or behaviours of others are unacceptable

Be polite and considerate when dealing with all members of our community

- All members of our community are equally valued
- Treat everyone politely and respectfully

Take personal responsibility for your actions

- Deal calmly and professionally with conflicts, without resorting to verbal abuse or violence
- Tell the truth - own up if you do something wrong, or could have done something better.
- Keep promises

Move around the academy in a careful and considerate way

- Keep to the left as you move along corridors and staircases
- Be calm around the building
- Move promptly to where you need to be
- Open doors for others
- Be safe at all times
- Avoid boisterous physical interactions

Look after your own property and that belonging to the academy and others

- Respect and take care of other people's work and work on display
- Return anything that you borrow
- Hand anything you find to the main reception
- Put all rubbish in the bin
- Never bring chewing gum into the Academy
- Never smoke or vape within or anywhere directly outside the Academy building
- Only eat in designated dining areas never in corridors, workshops, studios or classrooms
- We are committed to being a safe, happy and healthy Academy where anything unlawful is also unacceptable.

Protecting Learner Rights

1

I have a right to be treated with kindness and respect.

This means no-one will laugh at me, ignore me or hurt my feelings.

2

I have a right to be treated as an individual.

This means no-one will treat me unfairly because of my age, appearance, race, colour, sexual orientation, belief, accent, sex or ability.

3

I have a right to be safe.

This means that no-one will hit me, push me, throw anything, taunt me or hurt me in any way.

4

I have a right to learn about myself.

This means I will be free to express my feelings and opinions in a sensible way, without fear or being interrupted or ridiculed and to ask questions if I do not understand.

5

I have a right to be valued and respected.

Teaching staff unreservedly have the right to challenge unacceptable behaviour in the classroom that affects the learning of other students or challenges their role as the teacher.

Academy Learning Contract

Date of Issue: August 2024

Date of Review: July 2025

We all have rights. Because we have rights we also have responsibilities. No matter what our race, colour, creed, age, gender, personal difficulties, physical abilities, where we live or how much money we have, we all have the same rights and responsibilities. At BOA Stage & Screen Production Academy we treat each other and all others as we would like to be treated.

To help us achieve that aim we have produced this learning contract.

Section 1 | The Academy

The Academy will:

- Care for your safety and happiness
- Work with you to solve any problems that could harm your progress, and respond promptly to any concerns you raise
- Keep you regularly informed and consulted about general Academy matters through newsletters, the VLE and respond as promptly as possible to any communication that you have with us
- Provide a balanced curriculum and high-quality teaching to meet your individual needs
- Offer a broad range of courses and strive to meet our targets for you

- Arrange a Progress Review Evening every year during which the your progress can be discussed with teachers, parents and carers
- Set, track and monitor independent study and coursework, and provide regular, quality feedback
- Contact you (and parents/carers) as early as possible (usually on the first day) if there is a problem with your attendance, punctuality, or conduct.
- Do our best to ensure that you achieve your potential

Signature:



Michael Painter

Principal, BOA Stage & Screen Production Academy

Section 2 | The Learner

I will:

- Attend my lessons, and arrive on time to both the Academy and my lessons
- Bring all the equipment I need every day
- Record work, independent study and assignment deadlines on my outlook calendar
- Do my work as well as I can, showing a positive attitude
- Support the Academy Rules and Code of Conduct
- Arrive appropriately dressed wearing only BOA Stage & Screen Production Academy uniform
- Try to make the best use of the activities and opportunities available to me
- Attend all/any tutorial sessions arranged by my tutor
- Meet all deadlines and produce work to a professional standard

When you enrol, you will be required to sign to confirm that you have read and understood all sections of the Induction Handbook, including the Code of Conduct and Classroom Expectations.

Section 3 | Parent(s)/Carer(s)

I/We will:

- Ensure that my young person attends their lessons, on time, appropriately dressed in BOA Stage and Screen Production Academy uniform
- Inform the Academy as soon as possible on the first day of absence if my/our young person is unable to attend and maintain contact daily until their return. A note/email must be supplied to explain the period of absence or it will be recorded as unauthorised
- Keep the Academy informed of any concerns or problems, which might affect my/our young person's work or conduct
- Support the Academy's policies and guidelines for conduct
- Support my young person's independent learning and opportunities during work placements
- Attend Progress Evening and discussions about my/our young person's progress
- Ensure that my young person attends all/any academic tutorial sessions as arranged by their tutor
- Ensure an attendance level of 95% or above
- Request any known absence in advance by contacting the Attendance Officer to request an absence request form

By enrolling your young person at BOA Stage and Screen Academy, you agree to these terms.



Let's Work Together



@stageandscreen_boa



@stageandscreen_boa



info@boa-stageandscreen.com



trainbackstage.com



0121 359 9390



APPLICATIONS STILL OPEN!

CHOOSE YOUR PATHWAY

Hair & Make-up for
Theatre, Film & TV

Production Arts &
Stage Management

Broadcast, Film and
Content Creation

Writing, Directing &
Screen Craft

Technical Theatre &
Live Events

APPLY NOW!

www.trainbackstage.com

