



Moreton Bay
Boys' College

Speech and Communication

Tuition Program
&
Enrolment Booklet
2017

Extra-curricular Speech and Communication at Moreton Bay Boys' College

Moreton Bay Boys' College recognizes that effective communication skills are fundamental to success in all facets of life. The College is committed to offering students a wide range of educational experiences in curricular, co-curricular and extra-curricular contexts. In view of this, Moreton Bay Boys' College offers an extra-curricular Speech and Communication program to all of its students. The program is conducted by qualified tutors on a private basis within the College facility and is managed by Mrs Karen Neale in consultation with key college staff.

What is Speech and Communication and how would it benefit your child?

Speech and Communication is a facet of the Arts which promotes the development of informal and formal communication through the use of personal resources such as speech and movement. Not only is it concerned with self expression, it is also a way to foster an understanding of human motivations, opinions, ideas and feelings.

The program's mission statement is:

To nurture confident, clear and expressive communication in each individual in order that he can express his own thoughts, personality and voice assertively, independently and creatively.

Some of the main objectives of Speech and Communication are to:

- Encourage confidence and positive self-esteem in a variety of communication contexts
- Develop voice production, articulation, projection and expressive speech
- Develop supportive and appropriate non-verbal skills
- Promote an understanding of various literary genres and the means to communicate them
- Develop effective presentation skills
- Nurture social skills which include negotiation strategies and emotional and moral development.
- Foster and develop creative thinking

A variety of activities are employed to achieve desired outcomes and areas of focus include:

- Oracy and self expression
- Voice and speech training (posture, breathing, articulation, tone, projection, capacity, control, expression, muscularity of speech organs, and correction of speech negligence)
- Public speaking and debating (impromptu speaking/prepared speaking; content and technique)
- Reading aloud skills and memorised interpretations of a variety of texts
- Drama including role-play, improvisation, characterisation, play building in theatrical contexts such as puppetry, clowning, mime, physical theatre, musical theatre and period work
- Performance opportunities in a variety of performance contexts.

Programs and curriculum

Students are grouped and programs created according to the needs of individuals and may include foci on self expression and speech development, confidence-building in public speaking situations and/or developing acting and performance skills. Small groups are a perfect environment in which to enhance confident communication and negotiation skills. A curriculum has been devised to reflect current teaching theory and practise and a variety of Speech, Drama and Communication syllabi advocated in Queensland. Program content can be discussed with parents/guardians to ensure the needs of their child are suitably addressed.

Students who wish to pursue Speech, Drama and Communication examinations can do so by utilising the syllabi of Trinity College of London and The Australian Music Examinations Board. There are also several opportunities throughout the school year to participate in eisteddfods, drama festivals and public speaking competitions. Non-competitive performance environments are also provided. These activities may be scheduled during school hours, however, exams can be requested outside of school hours.

Lesson Time

The tuition program is conducted during school hours and students are permitted to exit existing classes on a designated day to attend their half hour Speech and Communication lesson each week. This is arranged on a rotational basis each week so that students do not miss the same classroom session from one week to the next. It is your responsibility to make the tutor aware within 24hrs if your child will be unavailable to attend their lesson. Once your child has signed up with Speech and Communication they are to commit to a minimum of an entire term.

Fees

Fees are based on the recommend rate suggested by the Speech and Drama Teachers' Association of Queensland (Inc.)

- Individual - 30 minute lesson: \$35.00 per student
- Pairs - 30 minute lesson: \$19.50 per student
- Trio - 30 minute lesson: \$14.50 per student

Accounts will be issued at the commencement of each term and will be for the number of weekly lessons within that term. Accounts are due within ten days of being issued.

Requirements of students and responsibilities

1. Bring materials to lessons

Students are required to bring a display folder (minimum 20 sleeves), an exercise book and a pencil to lessons. The back of the exercise book will be designated for parent/teacher communication

2. Attend lessons on time

Attendance at lessons at the arranged time is compulsory unless absence has been previously notified. In most circumstances (especially Year 1-3) students will be collected from their class for their lessons. A timetable of lessons will be provided to students in their folder and to their classroom teacher at the commencement of the term.

3. Inform tutor of absence

As extensive planning is invested in each child's program, it is important to advise your son's Speech and Communication tutor 24hrs before their scheduled lesson of *their* absence. If you are an individual student and notification of absence has been given then the teacher will endeavour to reschedule the lesson at a mutually convenient time. ***Please note, this cannot be done for pairs or trios as scheduled lessons will go ahead as planned for others in the group.*** If, for any unforeseen reason, the teacher is absent, the student/s will be offered an alternative lesson or the account will be credited accordingly.

4. Practice

If students are to improve their skills, regular practice is vital. Recommended daily practice:

- Primary school: 10 - 15 minutes
- Middle/Senior school: 15- 30 minutes

5. Catch up on classroom work

Students are to ensure they are informed about the work that they may have missed in their normal class. It is the student and parent's/ guardian's responsibility to ensure that other schoolwork is not compromised.

It is the responsibility of the parent/ guardian

- to contact the tutor via email if you have any concerns or questions.
- to read the parent/teacher communication section at the back of their child's exercise book after each lesson
- to ensure their child attends performance forums as organised
- to pay accounts by the due date
- to assist their child in sourcing props, costumes and other materials to support performances
- to pay for exam and eisteddfod entry (if entered) by the due date
- to encourage and assist their child's practice at home
- to inform the tutor of any absence (for any reason; illness, excursion etc) prior to the lesson
- Advise your son's tutor of any change to contact details subsequent to those provided on the enrolment form
- Advise your son's tutor writing if you wish to withdraw your son from the program at least two weeks prior to the end of the term. If you withdraw before the end of the term payment for lessons is still required if this has not been undertaken.

Students and parents/guardians will receive from their tutor

- timetable of lesson each week and tutor details
- an overview of each term's objectives
- a logical, informative and engaging lesson each week
- a clear outline of any homework requirements
- prior notification and an outline of expectations for exams and eisteddfods
- a report at the end of each semester
- communication opportunities for parents including: e-mail, telephone contact (due to teaching considerations please leave a message on the tutor's mobile and they will endeavour to get back to you as soon as possible). Personal interviews can be arranged with your child's tutor.
- lots of encouragement!!

Staff

The Program is managed by Mrs Karen Neale. All tutors who work within the program are qualified and experienced Speech, Communication and Drama tutors.

Mrs Karen Neale

kazneale@outlook.com

PH: 0400 170 373

Enrolment

It is advisable that if you intend to enrol your child in the Program that you do so for at least a semester. Progress is cumulative and goals can only be met through dedication and commitment to your child's development in this field. If you would like to enrol your child in the Moreton Bay Boys' College Extra-Curricular Speech and Communication Program, please fill out the details attached in the enrolment form and email the form to admin@mbbc.qld.edu.au or hand in person to student reception.

You will be notified via email of your child's lesson day/time, brief resume and contact details in the week prior to lessons commencing. If you have any queries about the Program prior to enrolment, please contact the Program teacher, Mrs Karen Neale kazneale@outlook.com and she will be pleased to assist you. Once your son is enrolled in the program, queries or concerns should, in the first instance, be discussed with your son's tutor, Mrs Neale.

MORETON BAY BOYS' COLLEGE EXTRA-CURRICULAR SPEECH AND COMMUNICATION PROGRAM ENROLMENT FORM

I would like to enrol my child in (please tick):

- Individual tuition
- Tuition in a pair
- Tuition in a trio

Personal details:

Student's Name (in full): _____

Date of Birth: _____ Current Year Level: _____

Classroom/form teacher (if known): _____

Parent/guardian name/s: _____

Address: _____

Contact phone numbers - Home: _____ Work: _____

Mobile: _____

E-mail: _____

Is your child enrolled in instrumental music for which they may be scheduled to come out of class: **Yes/No** (NB: Students may not be permitted to come out of class more than once a week to attend specialist lessons.)

Requested area/s of focus (please tick):

<input type="checkbox"/> Communication skills	<input type="checkbox"/> Drama
<input type="checkbox"/> Articulation and speech improvement	<input type="checkbox"/> A.M.E.B. /Trinity College Examinations
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Public performances

Additional comments (including **pairing requests**, specific needs, medical requirements):

Would you like your child's performance results published in the school newsletter: **Yes/No**
*N.B. Please be advised that it is necessary for all students involved in the program to complete an enrolment form. Once enrolment has been confirmed it will be valid until such time as a child's parent/ guardian advises the co-ordinator, Msrs Karen Neale in writing that it is their wish that tuition ceases.

Declaration:

I have thoroughly read the Moreton Bay Boys' College Extra-Curricular Speech and Communication Tuition Booklet and understand the conditions of the program.

Signature: _____ Date: _____

Please send your enrolment form to: admin@mbbc.qld.edu.au or hand in person to student reception at MBBC.