



LAMDA Information Sheet

The London Academy of Music & Dramatic Art (LAMDA) aims to inspire and empower learners to be confident communicators. LAMDA lessons, provided by certified Vocal & Drama Teachers (VDTs), are available for pupils at Feltonfleet from Year 3.

Communication and support between school, home and a pupil's VDT are important to ensure each individual pupil is getting the best out of their LAMDA lessons.

Timetabling

Lessons take place during the school day on a rotational basis, and parents are asked to sign to agree to this. The school asks that no more than two peri lessons are taken by any one child in a term to minimise the disruption on learning within the wider school curriculum. Whilst every effort will be made to accommodate the child's needs, VDTs will not normally be able to make up lessons if – at short notice – the pupil has been taken off-site for any reason. It is parental responsibility to notify VDTs of any such interruption to lessons with as much notice as possible.

Fees and Invoicing

Fees are to be paid in advance on a termly basis. If an invoice is not paid before the first lesson, or contract not signed, teachers may decide not to give any further lessons until these are settled.

Exams

Exams will take place at the school by a registered LAMDA examiner. Additional fees apply for examinations subject to syllabus and grade. Initial exam enquiries about results, queries and appeals are to be directed to the VDT. If there is still found to be a discrepancy in results the LAMDA appeals and complaints process will be shared, for parents to contact LAMDA directly.

Conflict of interest

A simple definition of conflict of interest is a situation in which an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances, for example:

- An individual whose personal interests conflict with his/her professional position
- An individual scheduled to assess, invigilate or internally verify the work of friends, relatives

Where a conflict of interest should arise, this must be reported directly by teacher or parent to the school line manager for visiting staff, Simon Pomeroy.

Malpractice and Maladministration

Should the actions of a school staff member, parent or student impact lessons or assessment process, this should be raised with the school line manager, Simon Pomeroy, and will be dealt with on a case-by-case basis depending on the action.

Feltonfleet complaints policy and procedures can be found on our website [here](#).

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