



Pre-arrival Handbook London Theatre Program

ADDRESS

14 Gloucester Gate
London
NW1 4HG

CONTACT

www.bada.org.uk
info@bada.org.uk

WELCOME!



Congratulations and welcome to the London Theatre Programme.
Please read through this handbook carefully as it contains essential information
for your participation in the course.

If you have any questions, please feel free to contact:

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Students arrive	Saturday 17th January
Classes	Monday 19th January– Friday 13th March
Midterm break	Monday 16th March– Friday 20th March
Rehearsal period	Monday 23rd March– Friday 17 th April r
Production Week	Week of Monday 20th April
End of Term	Friday 24th April
Students Must Vacate Housing	Saturday 25th April

Please arrive in London on the Saturday stipulated, and be aware that you are required to be present throughout the course of study.

ENTRY REQUIREMENTS

FOR STUDYING IN THE UK FOR 6 MONTHS OR LESS

PAGE 03

PLEASE NOTE

Please consult this document to ensure that you have the correct documentation to be granted leave to study in the United Kingdom. BADA and Sarah Lawrence College must comply with the legal requirements set out by United Kingdom Visas and Immigration (UKVI). It is important that you read and fully understand this document to ensure your smooth entry into the UK. Should you have any questions, please contact **Prema Samuel** (psamuel@sarahlawrence.edu).

If you are citizen of the United States, or an EU, EEA or Swiss national, you will need to apply for an Electronic Travel Authorization visa to study in the UK prior to your arrival. You will be entering as a Visitor, which permits study of up to 6 months, in effect on arrival at your point of entry. Given that you are entering the UK under a Visitor visa, permitting up to 6 months of study, we strongly recommend that you have **at least 6 months remaining on your passport** from the start date of your period of study.

ETA: To enter the UK for your BADA summer course you are required to apply for an Electronic Travel Authorization (ETA) that will allow you to partake in short-term study for the duration of your course. With this visa you cannot stay in the UK longer than 6 months and will still be required to use an e-gate or see a border force officer at the airport. Additionally work, paid or unpaid, for a UK company or for self-employment is not allowed. You are required to have this completed before arriving in the UK.

Please be sure to take on the plane with you all the documents given to you by Sarah Lawrence College and BADA for your entry to the UK. It is essential that you have with you your **BADA Visa Letter**, which contains information required by UKVI for evidencing your intention to undertake studying the UK. This letter will be sent to you separately by BADA.

AT YOUR POINT OF ENTRY (THE UK BORDER) YOU WILL HAVE THE CHOICE OF EITHER:

1.

Using eGates to enter the UK: In order to use an eGate, your passport must have a biometric symbol on the cover. On passing through the eGates, you will be permitted to enter the UK as a visitor for a period of six months. You will need to evidence your arrival date to BADA using your paper or electronic boarding pass or e-ticket in order for us to complete the checks we are required to carry out by UKVI, so please retain these until a member of staff at BADA has inspected them (please bring them to the office on your first day at BADA).

OR

2.

Passing through an immigration point staffed by a Border Force Officer: If using a staffed immigration point, you will need to present all necessary documents to support your application to enter the UK as a visitor to the Border Force Officer (see below).

AT THE UK BORDER YOU WILL NEED:

1. **A valid passport.** Your passport must be valid for the whole of your stay in the UK, and we strongly recommend that you have **at least 6 months remaining** on your passport from the start date of your period of study.
2. **Your plane ticket.** We strongly recommend that you purchase a return ticket, as this enables you to comply with the potential need to evidence at entry that you will leave the UK at the end of your visit and that you are able to pay for your return or onward journey (or have funding from someone else to do so).
3. **A letter of acceptance from BADA and Sarah Lawrence College** in paper copy. This is to enable you to evidence that you have been accepted on to a course by an accredited institution. This is evidenced by separate letters which will be sent to you by BADA and SLC.
4. **Documentary evidence that you have enough money to pay your tuition fees and accommodate yourself** while you are in the UK. This is evidenced by separate letters which will be sent to you by BADA and SLC.

YOU MAY ALSO BE ASKED TO PROVE THAT:

1. You have arranged accommodation for your stay. This is evidenced by separate letters which will be sent to you by BADA and SLC
2. You are able to support yourself during your trip (or have funding from someone else to support you). This is evidenced by separate letters which will be sent to you by BADA and SLC.



You are responsible for making your own flight arrangements.

Please shop around all the familiar travel sites such as [skyscanner.com](https://www.skyscanner.com), [kayak.com](https://www.kayak.com), [cheapflights.com](https://www.cheapflights.com), [expedia.com](https://www.expedia.com), [studentuniverse.com](https://www.studentuniverse.com), etc. and choose what makes sense for your budget and traveling needs.

If you plan on sightseeing before or after the program, please ensure that the ticket you purchase doesn't charge you a huge penalty for changing your dates should the need arise.

Above all, do your best to arrive at BADA on time!

You must register with STEP (Smart Traveler Enrollment Program).

This is a free service to allow U.S. citizens and nationals travelling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.



Students will be housed Stay Club Kentish Town

STAY CLUB KENTISH TOWN

This newly-built accommodation complex is a short journey on public transport from central London, with buses and tubes a short walk from the complex. The closest stations are Kentish Town and Chalk Farm. BADA can be reached from Stay Club Kentish Town in 13 minutes (25 by walking). The complex is also close to the beautiful Hampstead Heath and lively Camden Market. Rooms in Stay Club are double occupancy.

Each room includes:

- Bathroom
- Private kitchenette
- Crockery/Cutlery and Utensils
- Cooker and microwave
- Refrigerator
- Wireless Internet Access (please note that BADA accepts no responsibility for ensuring computer access)

General facilities:

- Café (opening hours 7:00 – 15:00 at time of writing)
- Cinema
- Gym
- Laundry
- Bike storage
- CCTV
- 24/7 staffed reception
- Cleaning can be provided by Stay Club at an additional charge (£25/clean/room), or vacuum cleaners are available for student use
- Linen is provided but washing of linen is up to the individual

Stay Club Kentish Town
65-69 Holmes Road
London
NW5 3AN



GETTING TO YOUR HOUSING

You should arrive in London on the Saturday before the start of the semester between 9AM – 4 PM, and go straight to your accommodation at The Stay Club Kentish Town.

From Gatwick:

- **TO STAY CLUB:** Take the Thameslink train (towards Cambridge). Exit at St. Pancras International. Take the Northern Line (towards High Barnet) to Kentish Town station. Walk to destination.

From Heathrow:

- **TO STAY CLUB:** Board the Elizabeth Line (towards Abbey Wood or Shenfield). Switch over at Tottenham Court Road to the Northern line towards High Barnet and exit Kentish Town station and walk to destination.



PLEASE BRING:



- Clothes for movement. This means loose and comfortable (but not revealing) clothes. Jeans are not appropriate clothes for class.
- One outfit for a formal occasion.
- Formal/character shoes if you already own them (BADA has these onsite if you wish to borrow them).
- Any items of clothing that will help you explore character.

YOU MAY WISH TO BRING:

- A laptop or tablet; please note individual laptops are not covered by BADA's insurance, so you must organize insurance of your own. There are computer facilities and WiFi at BADA as well as WiFi at The Stay Club.

DO NOT PACK:

- Electrical appliances (hair dryer, alarm clock, etc) as the voltage is not compatible with UK sockets.
- Electrical converters for small appliances
- Any valuable or items that are not insured or replaceable.



SECURITY

The safety of all students while studying in London is paramount to both BADA and our housing providers. Every effort is made to minimize risk to students and their belongings. However, BADA also expects students to act responsibly to ensure their own well-being; living in a major city inevitably brings new risks that need to be taken very seriously to avoid incident. Valuable belongings, such as passports, laptops, mobile phones, etc. should be kept under lock and key, not left out in public spaces around the accommodation. If for any reason you have suspicions or concerns about strangers, please notify a representative of BADA or your housing immediately.

COST OF LIVING

Spending habits obviously vary widely between participants, but London is an expensive city. We recommend a minimum of £150 (\$190) a week for food, laundry and transport if you mostly prepare your own food and use only public transport. Regular coffees, takeaways, meals out or use of cabs can quickly push the cost of subsistence and transport up beyond £200 (\$250) per week.

PUBLIC TRANSPORT

You can use contactless credit/debit cards and mobile payments throughout the public transport system.

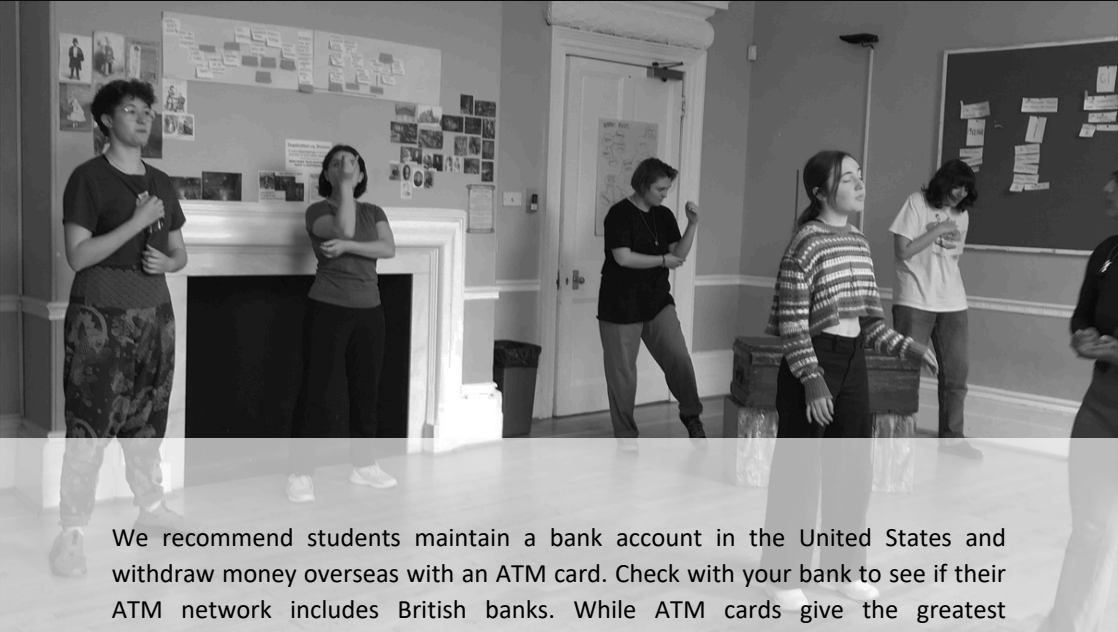


TUITION & HOUSING FEES

A tuition bill will be sent to you through the Sarah Lawrence College Controller's Office. Please address any questions or concerns about this payment directly to the Controller's Office at (914) 395-2553. Different payment plans are available, so feel free to talk directly with the Bursar about the various options. You may not pay your tuition directly to BADA. Sarah Lawrence will also charge you for your room.

HOUSING DAMAGES

You are responsible for ensuring your room is left in a satisfactory state at the end of the programme. Any damages to your room will be assessed at the end of the semester and you will be charged accordingly. Our housing providers determine the charges for students; neither Sarah Lawrence College nor BADA have any say in setting damage charges and are unable to intercede on your behalf if there is a dispute.



We recommend students maintain a bank account in the United States and withdraw money overseas with an ATM card. Check with your bank to see if their ATM network includes British banks. While ATM cards give the greatest convenience (and favorable exchange rates), a lost ATM card can pose delays in your ability to access your money. Be sure to have a back-up system in the event of an emergency: a credit card, or information on Western Union wire transfers can help. Please note: ATMs dispense cash in pounds, not dollars! You should bring a credit card with you if possible but be aware that credit card transactions in the UK can only be processed by ‘chip & pin’ – you will need to memorize your card’s PIN number in advance of your trip.

Some students have found Revolut multi-currency card a useful option as they do not charge for withdrawals in foreign countries.

We strongly suggest you alert your bank and credit card provider(s) that you will be living abroad for the semester before you depart for London



While on the London Theatre Programme, you must have an active mobile phone where you can be reached in an emergency.

Depending on your provider and phone, your current mobile may work while you are in the UK. Consult with your provider to confirm that your phone will work while living in London and to determine what additional fees you may incur.

If your American phone does not work overseas, you will need to purchase a UK sim and keep it active for the duration of the course. There are a number of options for inexpensive mobile phones in the UK offered as Pay as You Go. Pay as You Go phones do not require an on-going contract and can be topped up inexpensively as needed.

Do not sign an ongoing or multi-month contract for a mobile phone.

If you sign a 12-month contract for a phone, you are liable for that cost for the entire year even after you depart London and return to your home country. Failure to keep to the terms of the contract or to pay the monthly installments will result in your credit being black-listed and may affect your ability to re-enter the UK in the future.

BADA is required to pass on your home details to phone companies if you leave without paying your final bills.



MOBILE PHONE POLICY

BADA has adopted a policy of not allowing mobile phones in classroom spaces, due to the disruption they cause to focus, concentration and mental health. LTP students are required to hand their mobile phone into the office each morning and afternoon before going into class; phones may be retrieved at lunchtime if desired, and at the end of the working day. Phones will be kept securely locked in the BADA Office during the day, and will be received by BADA Office staff alongside recording the student's attendance in the class register. **Exceptions may only be made for genuine health reasons, such as use of mobile devices to track blood sugar or medication timings.**

This policy has been created as a response to extensive studies showing the negative effects of mobile phones on focus, concentration and mental health, and follows guidelines instituted by various educational bodies to remove mobile phones from educational spaces. Other mobile devices (tablets, kindles, laptops etc.) may be used in classroom spaces only with the express agreement of the teacher.

BADA asks that parents and guardians respect this policy by not calling students' mobile phones or expecting a response to text messages during class times (**9am – 6pm London time every weekday**). In the event of a genuine emergency, parents and guardians should call the BADA Office on **+001 207 487 0730**.

You will be covered while abroad by a policy administered by **GeoBlue** unless your home institution (non-SLC students) requires you to be on their policy. Please be aware that GeoBlue insurance **does not cover dental work or continuing sessions (such as physical therapy) during convalescence**. The easiest way for you to see a doctor in London is via your insurance. Further information on GeoBlue (for students who are being billed for it) will be sent to you.

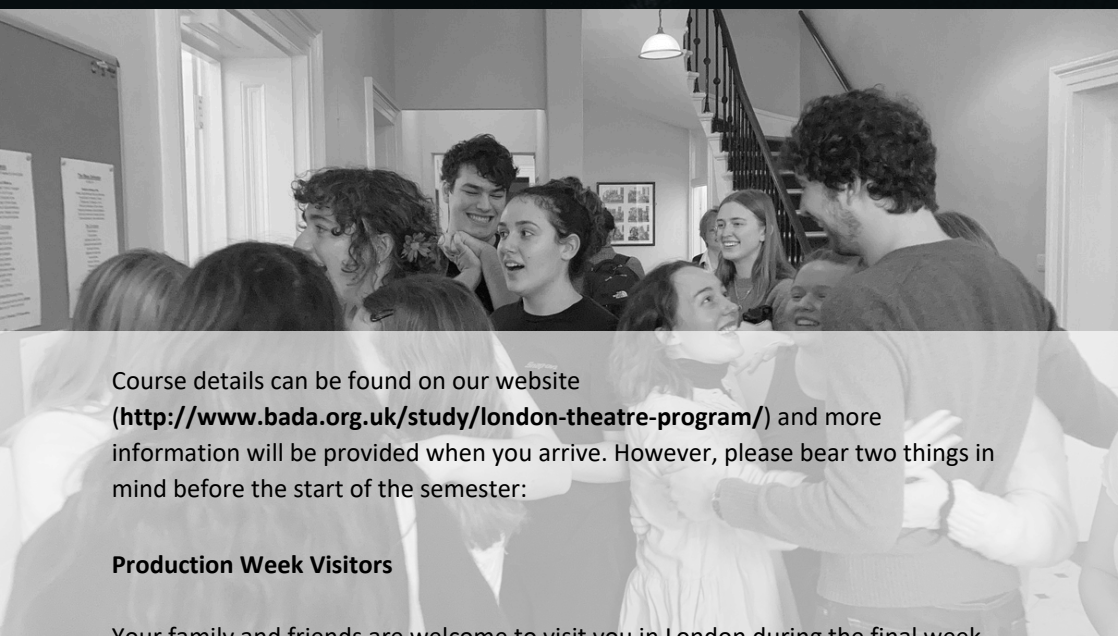
Please note: in addition to this study abroad policy, you need to have your own medical insurance through either the Sarah Lawrence plan or your home institution or your parents. This is to ensure you have adequate health insurance before you leave the US and upon your return. GeoBlue only covers your medical expense while you are studying abroad. To avoid a lapse in your medical coverage, you must have your own medical insurance based in the US in the event you return to the US earlier than anticipated.

All enrolling students are required to complete the medical form in the portal. The information provided will remain confidential and will be shared with program staff, faculty, or appropriate professionals only if pertinent to your own wellbeing.

We strongly advise all students who use prescription medicines to seek their doctor's advice in advance of the start of the programme, and if necessary, request sufficient medicines for the entire duration of your time in England.

Please also bear in mind when travelling that prescription medicines should be carried with you in your hand luggage with any necessary documentation to avoid any delays or difficulties at Immigration and Customs.





Course details can be found on our website (<http://www.bada.org.uk/study/london-theatre-program/>) and more information will be provided when you arrive. However, please bear two things in mind before the start of the semester:

Production Week Visitors

Your family and friends are welcome to visit you in London during the final week to see your performance during the Production period. Those family members visiting you in the final week are also invited to the Farewell Party at the end of the semester.

Personal Travel While on the Program

Travel plans should be made with the expectation that you will be working until 6pm on Fridays. All students travelling on weekends must ensure they return by Sunday night. This is to avoid students missing classes due to travel delays or cancellations.

We ask that students remain in London for the weekend before Production week in order to ensure their availability for technical rehearsals in the theatre.



Barton, J. (1984) *Playing Shakespeare*, London, Methuen

Berry, C. (2000) *The Actor & The Text*, London, Virgin Books

Brook, P. (1972) *The Empty Space*, London, Penguin

Carson, C. & Karim-Cooper, F. (2008) *The Globe: A Theatrical Experiment*, Cambridge, CUP

Donnellan, D. (2002) *The Actor and The Target*, London, London, NHB

Hagen, U. and Frankel, H. (1973) *Respect for Acting*, New York, John Wiley

Hartnoll, P. (2012) *The Theatre: A Concise History*, London, Thames & Hudson

Johnstone, K. (1979) *Impro*, London, Methuen

Lecoq, J. (2006) *The Moving Body: Teaching Creative Theatre*, (trans. D. Bradby), London, Methuen

Oida, Y. and Marshall, L. (2002) *An Actor Adrift*, London, Routledge

St-Denis, M. (1982) *Training for the Theatre*, London, Heinemann

Shakespeare, W. (1623) *Mr William Shakespeare's Comedies, Histories & Tragedies*, London, Blount

Stanislavski, K. (2008) *An Actor's Work*, (trans. J. Benedetti), London, Routledge

The following is not a required reading list, but a general selection of great theatre books you might turn to for inspiration and provocation as you prepare for the programme. You should also aim to read as many Shakespeare plays as possible.

SEE YOU IN THE
FALL!

