



## Seymour Centre

# Code of Conduct for School Groups

At the Seymour Centre, we want every visitor to feel safe, comfortable, and able to enjoy their experience. This document is designed to help school groups understand what to expect and how we can all work together to create a positive visit. These guidelines support a safe and enjoyable environment for all students, teachers, staff, and performers participating in our education performances and workshops.

## Key Principles for Students & Teachers

You might be a regular theatregoer now, but for many students, stepping into the Seymour Centre may be their very first time experiencing the magic of live performance or workshop. To help set them up for a great visit, we recommend taking a moment beforehand to chat about what happens during a performance and the important role audiences play. A little preparation goes a long way in creating a positive, comfortable experience. Together, we can ensure everyone feels safe, supported, and ready to enjoy the performance.

Here is a guide to run through with your students to help enjoy live theatre at the Seymour Centre.

## During Productions

Live theatre is a little different from watching a movie or TV show. Everything is happening live right in front of a live audience. Following these guidelines helps everyone enjoy the performance and keeps both students, teachers and performers safe.

### Before the Show Begins

#### **1. Everyone Takes their seat**

The Seymour staff will help work with teachers to help students find where they're meant to sit. Once they're there, please stay in the assigned seats so everyone ends up in the right spot and the show can start smoothly. Avoid moving around during the performance unless Seymour staff asks you to.

#### **2. Keep aisles clear**

Aisles need to remain free of bags and people so everyone can move safely, especially in an emergency. Please keep bags under the individuals seat.

#### **3. Switch phones off and put them away**

Even a small light or vibration can interrupt the experience. Phones and devices must stay off and, in a bag, or pocket the whole time.

#### **4. Be prepared for the lights to dim**

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Just before the performance begins, the lights will go down. There may also be sound effects, bright lights, haze, or smoke used during the show. These are part of the theatre experience, and there is no need to worry.

## **During the Performance**

### **5. Keep noise to a minimum**

Talking, shouting, unnecessary noise, or moving around can distract other audience members and the performers. Staying quiet helps everyone follow the story and enjoy the show.

### **6. No filming or photography**

For everyone's safety and privacy, please don't take photos or videos during the show.

### **7. Respect the performers**

The actors on stage can see and hear the audience. To help them perform their best, please don't talk to them, call out, whistle, or wave during the show, unless directed.

### **8. Avoid touching the stage or set**

The stage and set are designed carefully for each show. Please don't touch, lean on, or climb on the stage or set, it helps keep everyone safe.

### **9. Only step on stage if invited**

Please stay off the stage unless a performer or staff member specifically asks. This helps the performance run smoothly.

## **At the End of the Show**

### **10. Applaud!**

Clapping is a great way to let the performers know that the audience enjoyed the show and appreciated their hard work.

### **11. Exit the theatre when directed**

Seymour staff will work with teachers to direct students out of the theatre. They will make sure everyone has a safe and enjoyable time, so please stay with them and follow their instructions.

## **During Workshops**

Workshops are different from watching a live performance, they're interactive and rely on everyone joining in. Following these guidelines helps make the experience enjoyable, supportive, and safe for all students, performers, teachers and staff.

### **1. Be respectful of others**

Please listen carefully to the workshop facilitators and staff and follow their instructions. Behaviours such as bullying, harassment, or physical violence are not acceptable and will interrupt the learning environment for everyone.

### **2. Take care of the space**

Workshops may take place in various studios and theatres throughout the Seymour Centre. Please help keep these spaces clean and tidy by not littering, damaging property, or removing items from the room. If a teacher or student notices a spill,

something missing, or any damage, please let the workshop facilitator or Seymour staff know so they can manage this effectively and safely.

### **3. Dress for movement**

Workshops often involve drama activities and games that require physical movement. Make sure participants are wearing comfortable clothing so they can move safely and confidently. We suggest clothing such as school sports uniforms.

## **Health and Safety**

Maintaining a safe and hazard free environment is of top priority to Seymour Centre. Please abide by the following guidelines to ensure an enjoyable and safe excursion for all.

### **1. Follow the instructions of Seymour Centre staff**

It is important to follow the instructions of staff at all points of your Seymour Centre excursion.

### **2. No vaping or smoking**

Vaping and smoking indoors is against the law in NSW, and the Seymour Centre is part of the University of Sydney's smoke free zone. Please make sure you do not vape or smoke anywhere inside the Seymour Centre, or in the Seymour Centre courtyard or walkways.

### **3. Keep noise at a respectful volume**

This applies to all areas of Seymour Centre including the foyers and bathrooms. There are numerous staff, guests and patrons in the venue at any time, and it is important to keep unnecessary noise to a minimum.

### **4. Visit the bathroom prior to the commencement of the performance**

It may be difficult to leave during the show to use the bathroom, and teachers or students may not be readmitted into the theatre.

### **5. Walk, don't run**

There is no running in the theatres, corridors or foyers at Seymour Centre, especially during wet weather. The floors can become slippery and may cause injury if an individual slips over.

### **6. No hot food or drinks in the theatres**

Hot food and beverages can become a safety hazard in a darkened theatre and, as such, they are not permitted in any of Seymour Centre's theatres.

### **7. No climbing or standing on seats**

The theatre seats fold up when not in use, so please don't climb or stand on them.

### **8. Do not rest feet on theatre seats**

Please be respectful of our theatres and other audience members and avoid resting your feet on the seats in front.

## **Additional Information**

- Plan your trip to arrive on time**

Latecomers may only be admitted at designated intervals. Missing the beginning of a performance can affect students' understanding and enjoyment, and may disrupt the experience for performers and other audience members.



- **No cloak room available**

The Seymour Centre does not have a cloak room, so please keep bags and personal belongings to a minimum.

- **No indoor meal space provided**

If your group needs to eat while on site, we recommend using the Seymour Centre Courtyard or Victoria Park which is nearby.

- **Purchasing food and beverages**

The Seymour Centre is a licensed venue, and some youth debit cards may have restrictions. Students wishing to buy items from the Box Office Café are advised to bring cash.

## Contacts

If you have witnessed or experienced behaviour that has breached this code of conduct and would like to raise the issue, please speak to our box office staff in person or contact [boxoffice@seymour.sydney.edu.au](mailto:boxoffice@seymour.sydney.edu.au)

Additionally, if you have any questions about this document, please contact [boxoffice@seymour.sydney.edu.au](mailto:boxoffice@seymour.sydney.edu.au)

## Failure to Comply

In the event that a student or school group fails to comply with the expectations set in this document, Seymour Centre reserves the right to remove them from the theatre or workshop space.