

Hello & Welcome to Toonspeak !

We are absolutely delighted to have you join us. You are now officially a **'Toonie'**.

Toonspeak were founded in 1987 and have been based in the North of Glasgow since then.

We are proudly youth-led, with up to 6 spaces on our Board being filled by young people aged below 25. We believe in the power and importance of our young people's voices and always want to ensure they are involved in the Big Decisions for Toonspeak and its future.

In 2020 we were delighted to be nominated for 2 awards, due to our work throughout the COVID-19 pandemic :

The SURF Awards for Best Practice in Community Regeneration (Creative Regeneration category) and the Achatas Philanthropy Prize 2020.

This pack should tell you everything you need to know about being a Toonie. If there is anything missing, please contact us - we'd love to hear from you !

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Our Mission, Vision and Values

We've recently consulted with our young people on our organisational vision, mission and values. We're working on this right now and will update you very soon on our progress.

Meet Team Toonspeak

Alex Bewley - Fundraising Officer
Caroline Wilson - Administration & Participant Liaison
Chris Lang - Head of Finance & Operations
Hazel Wotherspoon - Chief Executive
Julie Brown - Programme Manager
Katie Gillespie - Outreach & Comms Officer

We also have 3 freelance team members working on independent projects at the moment :

Emma Stewart-Jones - Culture Collective Project Coordinator
Enya Fortuna - Toonspeak Connectors Coordinator
Martin O'Connor - Progression Associate

How do you contact us ?

The Toonspeak office is located on the first floor of the Barmulloch Resident's Centre. You can find us at 54 Quarrywood Road, Glasgow, G21 3ET

Our usual office hours are Monday - Thursday (10am - 6pm) and Friday (10am - 5pm)

There are several ways to contact us including :

Email : info@toonspeak.co.uk
Phone : 0141-552-0234
Mobile : 07818 686 267

You can also follow us on social media Toonspeak Young People's Theatre **@toonspeak**

- Twitter
- Instagram
- Facebook
- You Tube

Our website also holds lots of information on classes (on the 'Projects' tab) as well as updates on the 'Latest' tab

www.toonspeak.co.uk

Where do our workshops take place ?

At the moment, we are based in two different venues :

BCDC

Barmulloch Residents Centre, 54 Quarrywood Road, G21 3ET

Townhead Village Hall

60 St Mungo Ave, Glasgow G4 0PL

Term Timetable

Most of our classes run for 10 weeks, over 3 terms. We'll email any changes to these in advance.

Term 01 : Sept - Nov

Week 01 : Week Commencing Mon 13 Sept

Week 02 : Week Commencing Mon 20 Sept

Week 03 : Week Commencing Mon 27 Sept

Week 04 : Week Commencing Mon 4 Oct

OFF

Week 05 : Week Commencing Mon 18 Oct

Week 06 : Week Commencing Mon 25 Oct

Week 07 : Week Commencing Mon 01 Nov

Week 08 : Week Commencing Mon 08 Nov

Week 09 : Week Commencing Mon 15 Nov

Week 10 : Week Commencing Mon 22 Nov

Term 02 : Jan - Mar (Provisional Dates)

Week 01 : Commencing Mon 10 Jan 2022

Week 02 : Commencing Mon 17 Jan 2022

Week 03 : Commencing Mon 24 Jan 2022

Week 04 : Commencing Mon 31 Jan 2022

Week 05 : Commencing Mon 7 Feb 2022

OFF

Week 06 : Commencing Mon 21 Feb 2022

Week 07 : Commencing Mon 28 Feb 2022

Week 08 : Commencing Mon 7 Mar 2022

Week 09 : Commencing Mon 14 Mar 2022

Week 10 : Commencing Mon 21 Mar 2022

Term 03 : Apr - Jun (Provisional Dates)

Week 01 : Commencing Mon 18 April 2022

Week 02 : Commencing Mon 25 April 2022

OFF

Week 03 : Commencing Mon 09 May 2022

Week 04 : Commencing Mon 16 May 2022

Week 05 : Commencing Mon 23 May 2022

Week 06 : Commencing Mon 30 May 2022

Week 07 : Commencing Mon 06 June 2022

Week 08 : Commencing Mon 13 June 2022

Week 09 : Commencing Mon 20 June 2022

Week 10 : Commencing Mon 27 June 2022

Other events and performance opportunities will be updated once known.

Our Classes

Name : Movin' Makers Minis

Ages : P1-P2

Day : Tuesdays

Time : 3.45pm-4.30pm

Where : Hall 2 - BCDC, 54 Quarrywood Road, Barmulloch, G21 3ET

Sessions which use movement, storytelling and creative play to encourage younger children to use their imaginations, whilst having fun and learning how to work together. It's all about silliness and play.

Name : Movin' Makers Megas

Ages : P3-P4

Day : Tuesdays

Time : 4.45pm-5.45pm

Where : Hall 2 - BCDC, 54 Quarrywood Road, Barmulloch, G21 3ET

Sessions which use movement, storytelling and creative play to encourage younger children to use their imaginations, whilst having fun and learning how to work together. It's all about silliness and play.

Name : Toonie Makers (Barmulloch)

Ages : P5-P7

Day : Tuesdays

Time : 4.30pm-5.45pm

Where : Hall 1 - BCDC, 54 Quarrywood Road, Barmulloch, G21 3ET

Sessions using games, movement, dance, drama. It's a soft intro session into drama but a lot about having fun and making friends. This group will work towards a small sharing at the end of term.

Name : Toonie Makers (Townhead)

Ages : P5-P7

Day : Thursdays

Time : 4.30pm-5.45pm

Where : Townhead Village Hall, 60 St Mungo Ave, G4 0PL

Sessions using games, movement, dance, drama. It's a soft intro session into drama but a lot about having fun and making friends. This group will work towards a small sharing at the end of term.

Name: Theatre Makers

Ages: S1-S3

Day: Thursdays

Time: 6.00pm-8.00pm

Where : Hall 2 - BCDC, 54 Quarrywood Road, Barmulloch, G21 3ET

This is the first step to really getting involved in drama. Exploring both script work and devising techniques. This group will work towards a public theatre performance.

Name: Theatre Makers Plus

Ages: S4 onwards

Day: Tuesdays

Time: 6.00pm-8.00pm

Where : Hall 1 - BCDC, 54 Quarrywood Road, Barmulloch, G21 3ET

Workshops focused on looking at wider aspects of performance as well as working with text, creating and devising theatre and upskilling participants. This group will work towards a public theatre performance.

Name : Arts Award

We offer the opportunity to all Toonspeak participants to undertake an Arts Award, in conjunction with their class tutors as well as affiliated Arts Awards tutors. If you'd like to know more, please do contact us.

www.artsaward.org.uk

What do we expect from you ?

Support Each Other

If you're in the room, you have to join in – drama is about losing your self-consciousness and gaining confidence, as well as having fun! We'd like you to try to the best of your ability.

Be prepared to work with everyone and anyone – from playing a simple game to putting on a high quality theatre production, you have to learn to work as a group – that means with everyone, not just friends.

Respect Each Other

No racism, No sectarianism, No territorialism, No sexism – it's never acceptable to pick on someone because of the colour of their skin or where they come from, their religion or football team, where they live or their gender.

No violence, No play-fighting, No threatening anyone – even if you're just playing around, people can get hurt and others can find it intimidating.

No bad behaviour, No arguing, No swearing - we want everyone to have fun and feel safe at Toonspeak and if people are not behaving appropriately it makes it difficult for us to do this.

Respect the Space and the Workshop

No mobile phones - use of mobile phones during the session is not allowed unless on break or in an emergency. This is to make sure we are all keeping focused and working together. We will ask you to keep your mobile phone on silent, in a bag or jacket pocket - but not to have it on you when taking part.

Turn up on time, stay for the whole session – by coming along late or leaving early , this impacts the session and also any work we might be trying to create together. We want you to get the most out of Toonspeak by being able to be there for the whole session if you can.

Dress Appropriately - drama is a physical activity and as such, we would ask you to make sure you can move easily in your clothes. Soft flat shoes (like trainers) are most appropriate. Also, please leave your glamorous jewellery for another occasion - it might not be safe to wear hooped earrings in a class and tutors will ask you to remove them.

IMPORTANT : Toonspeak classes all have enquiry lists with lots of young people eager to take part. It's important that you are committed to taking part. Therefore, if you miss 3 or more classes in a term (for any reason) there might not be a guarantee that we can offer you a space in that same class for the next term. We will make sure we talk to you about this during the term however.

Taster Sessions ; if you would like to try a class, or if you know someone who might be interested in taking part, we can arrange for this to happen as a one-off taster session. This can only happen **within the first 3 weeks of a term.** After that, we will be unable to offer places to new Toonies.

Taxis

Toonspeak provides free transport for any participant who cannot travel to venues on their own.

Taxis are booked the day prior to the workshop (or a Friday if the workshop is a Monday)

It is important that you let us know by 3pm at the latest (on the day of your workshop) if there are any changes.

Any such changes to taxi pick up / drop off points or times, must be phoned or texted in by contacting Caroline Wilson on 0141-552-0234 or 07818 686 267

This will ensure we are able to make the emergency changes you require - we do not monitor social media on a daily basis so we won't pick up messages this way.

Facebook Groups

We have two private Facebook pages for our weekly classes. This is for our current participants and parents/caregivers of our current participants, so that they can keep updated and see relevant information posted out about their classes. These groups are monitored by our 'Tina Spoke' Facebook. It is the Toonspeak Team who will often post on this in the private groups. To join the private groups then you will need to add 'Tina Spoke' on Facebook and then we can invite you to join the relevant group. If you are already a friend then we can invite you straight away.

Inspire

Participant parents/caregivers of Preschoolers & P1-P7's

Transform

Participants S1-S6 and up to 25 year olds

*Only those aged 13+ can hold a Facebook account. Parents/Caregivers of participants 13-15 will need to give permission for their young people to be added to the group. Alternatively, parents / caregivers can themselves join the group.

Throughout our programme, there may also be groups created for specific projects or one-off groups made for trips and specialist workshops. We would therefore inform and invite where appropriate.

Child Protection

How do we keep you/your young person safe?

- All Toonspeak staff and volunteers are PVG (Protecting Vulnerable Groups) checked through Disclosure Scotland. Any staff not processed through PVG will always be accompanied by a member of staff with their PVG check in place.
- Our Children and Young People Protection Policy is enforced by our designated Child Protection Officer.
- All freelance staff (at induction prior to starting teaching) are taken through our Children and Young People Protection Policy.

Toonspeak work with children and young people from 0-25 years. The safety and protection of children and young people is paramount to our work.

If you ever have any concerns relating to Child Protection, you can contact our Designated Child Protection Officer, Katie Gillespie by calling 07796 718 132 or emailing katie@toonspeak.co.uk.

Consent & Data Protection

Consent

The safeguarding of our participants is our number one priority.

Images / Films / Audio of participants will be kept for use within 3 years and we will then archive all material unless we have asked for further consent from you.

Please note that your consent to use images / films / audio can be withdrawn at any time. To do so, please contact Toonspeak on 0141-552-0234 / info@toonspeak.co.uk

Sometimes, we may share Toonspeak images / films / audio with partners / collaborators however, we will let you know if this is the case.

Data

The security and management of personal data is important to ensure that Toonspeak can function effectively and successfully for the benefit of our participants and all who support us.

When you sign-up we ask for information such as contact details, address, medical requirements and this is all to ensure we can keep you safe and make sure you have the best time possible with us.

It is important to let you know that we will only use and store your personal information for as long as it is needed for the purposes it was collected for.

We continually review what information we hold and delete what is no longer required. Where appropriate, additional forms will be issued if guidance changes.

At any point you have the right to request to see the information Toonspeak hold on our system for yourself/your young person. To do so, please contact Toonspeak on 0141-552-0234 / info@toonspeak.co.uk

Equal Opportunities

Toonspeak is committed to treating all participants equally. In our sign-up forms we ask for information around participant gender, ethnicity and disability. We understand this information is sensitive; however by providing this information, you will help us work towards ensuring we achieve an inclusive and diverse participant base. The information you supply to us on this form will be maintained on our system only for as long as it is needed and for the purposes it was collected for.

Workshops during COVID-19 restrictions

Participants who intend to take part in face to face workshops are encouraged to take a weekly lateral flow test.

This is a voluntary process. It's part of the Scottish Government national approach on universal lateral flow testing. It aims to prevent the spread of Covid-19 and to reduce the risk of coronavirus transmission.

More information can be found : <https://www.gov.scot/news/regular-rapid-testing-for-everyone/>

In addition, all Toonspeak participants must complete an agreement regards all current Toonspeak procedures being undertaken during this time.

That is a quick tour of Toonspeak! You can always keep up to date with us on our website, social media channels and if you prefer a wee chat then we love that too so give us a call. We are so excited for your journey with Toonspeak to start and we'll see you soon!