

## Stage2 LAMDA Timetable

Week	Work Schedule	Admin Schedule
<b>1</b>	<p style="text-align: center;"><b>Choosing pieces</b></p> <p>Going through a variety of pieces, scoring them and making notes for future exams</p>	<p>(Cheques for Term's fees to have been paid to <b>Stage2</b> at Intro)</p> <p>Check all details on Registration Forms and amend as necessary</p>
<b>2</b>	<p style="text-align: center;"><b>Reading, timing, sorting</b></p> <p>Ensuring contrasting pieces of appropriate length etc</p>	<p style="text-align: center;"><b>Exam forms out to Pupils</b></p> <p>Pupils will fill in all relevant sections accurately, clearly and neatly</p>
<b>3</b>	<p style="text-align: center;"><b>Exam &amp; File Sheet</b></p> <ul style="list-style-type: none"> <li>• Running order of day and exam</li> <li>• Syllabus requirements</li> <li>• Marking in each category</li> <li>• Knowledge section questions</li> <li>• Explaining file sheet</li> <li>• Discussing research</li> </ul>	<p style="text-align: center;"><b>Exam forms &amp; exam fees returned to Tutor</b></p> <p>Make fees payable to <b>Stage2</b> who will then write an overall cheque to LAMDA for all pupils</p>
<b>4</b>	<p style="text-align: center;"><b>Block</b></p> <p>Setting the staging, moves and mood of first piece</p>	<p style="text-align: center;"><b>Initial file session</b></p> <p>First look at file as compiled by pupil to ensure all sections have been started and are on the right track</p>
<b>5</b>	<p style="text-align: center;"><b>Block</b></p> <p>Setting the staging, moves and mood of second piece</p>	<p style="text-align: center;"><b>Tutors to confirm entry</b></p> <p><b>NB:</b> Tutors reserve the right NOT to submit pupils who are not putting the work in with pieces or files!</p>
<b>6</b>	<p style="text-align: center;"><b>Run on-script</b></p> <p>Both pieces learnt well enough to be performed straight through. Script can be used to ensure flow (But must not be totally read from!)</p>	<p style="text-align: center;"><b>File check &amp; confirm props/costumes</b></p> <p>Initial file suggestions complete &amp; all sections finished as far as possible. Real props/costumes to be brought next week.</p>
<b>7</b>	<p style="text-align: center;"><b>Run off-script</b></p> <p>Script not to be used at all, all moves accurate and word/syllable perfect!</p>	<p style="text-align: center;"><b>All lines and moves learnt confidently and appropriately – not negotiable</b></p>
<b>8</b>	<p style="text-align: center;"><b>Polish</b></p> <p>Refine pieces with more attention to detail and add more levels/complexity/depth</p>	<p style="text-align: center;"><b>All real costumes/props needed for polishing the pieces either this week or next</b></p>
<b>9</b>	<p style="text-align: center;"><b>Polish</b></p> <p>Refine pieces with more attention to detail and add more levels/complexity/depth</p>	<p style="text-align: center;"><b>Confirm exam protocol &amp; introductions to pieces</b></p>
<b>10</b>	<p style="text-align: center;"><b>Mock Exam</b></p> <p>Examination conditions, Tutor as examiner with intros/changes perfect!</p>	<p style="text-align: center;"><b>Final file check as part of knowledge section</b></p> <p>Scoring will reflect state of files</p>

**NB: Work Schedule may change slightly due to individual's progress; however, the Admin Schedule is not negotiable!**

If you are missing any weeks due to pre-planned holidays, parents evenings etc you must let your Tutor (and lesson partner) know as soon as possible so this schedule can be rearranged and you don't miss any stage.

Medals will all be over 2 terms and the work schedule will be agreed with the Tutor and the Pupil together on the first week of the first term.