



## **ASSOCIATE SCHOOLS PROGRAMME LEAD ASSOCIATE SCHOOL AGREEMENT**

This Agreement is dated **XXXXXX** and covers the period September 2024 – July 2026.

### **PARTIES:**

1. **The Royal Shakespeare Company** a corporation incorporated by Royal Charter of, Waterside, Stratford-upon-Avon, Warwickshire CV37 6BH (registered charity no. 212481) (the “RSC”); and
2. **Lead School Name, Lead School address & postcode** (the “Lead Associate School”).

### **Summary of contents within this Agreement:**

This agreement outlines our partnership and the shared vision and ambitions for our work together. It includes specific project information about the Associate Schools Programme, our responsibilities and expectations for each other and the legal aspects of our partnership.

#### **1) The values at the heart of the RSCs work and partnerships:**

- a. **Creative:** We apply bold and imaginative thinking to any challenge and find new ways of building a dynamic future together.
- b. **Inclusive:** We are consciously inclusive, respectful and equitable through the words we use and the actions we take.
- c. **Accountable:** We use data to inform our decisions and strategy. We challenge practice and empower people to achieve our charitable aims.
- d. **Sustainable:** We make sustainable choices for the environment, our financial health and our wellbeing.
- e. **Collaborative:** We believe in the power of working together to achieve a greater impact. We work with generosity and respect with our teams, partners and allies.

#### **2) Our shared vision**

Through our work together, we aim to achieve the following outcomes:

- 1.1** Create vibrant partnerships with schools and theatres in which we co-create performances, productions, talent development pathways and community events that respond to local context and need.
- 1.2** Engage communities in which children and young people with least access to arts experience positive changes in their sense of self, behaviour, attitudes, attainment and life choices through deep connection with Shakespeare’s plays and theatre-based pedagogies.
- 1.3** Create a national network of teachers in primary, secondary and special schools (specifically those serving areas of structural disadvantage, i.e. areas that are disadvantaged by the way resources are allocated) who confidently use and apply the work of actors and directors in their classrooms to teach Shakespeare and demonstrate the

difference that makes to the attainment, behaviour and attitudes of children and young people.

- 1.4 Create a national network of school and community leaders who exemplify and advocate for the transformative impact of Shakespeare's work and arts practice in their schools and / or communities.
- 1.5 Create a national network of young and adult Shakespeare Ambassadors who activate and lead arts projects in their communities extending access to and participation in Shakespeare's work.

We achieve these outcomes through the Associate Schools Programme, a long-term partnership programme with schools and regional theatres across England. The programme is open to primary, secondary and special state-maintained schools in England, with a specific focus on schools serving areas of structural disadvantage. It is built around the principle of schools working in local partnerships to develop communities of practice.

Each local partnership consists of a Lead Associate School, at least five Associate Schools and in some cases, an Associate Regional Theatre partner.

Lead Associate Schools are identified as eligible for the partnership based on the following criteria:

- Situated in one of the Priority Places and Levelling Up for Culture Places by Arts Council England
- Situated in one of the 55 Education Investment Areas, as defined by the DfE
- The FSM/pupil premium percentage of the school exceeds the national average.

## 1. LEAD ASSOCIATE SCHOOL RESPONSIBILITIES

### a. *Administration and staffing:*

- i. facilitate the programme through Senior Leadership, who are advocates for and a driving force behind the work and its implementation and resourcing;
- ii. designate at least two nominated members of staff as Lead Teachers for the project, releasing them to attend meetings, training days, performances and other project events in school, Stratford-upon-Avon or at the Associate Regional Theatre partner venue;
- iii. commit at least two teachers to attending Connected, our annual two-day training event for the Associate Schools Programme network to explore practice, develop skills and share work;
- iv. ensure that RSC rehearsal room pedagogy is an embedded and regular part of classroom practice in the majority of classrooms, across all year groups in a primary school and with particular emphasis on English and Drama departments in secondary;
- v. bring young people from the Associate Schools together at the end of each academic year for Playmaking: a celebration of work created together with young people, teachers and artists, shared with an audience;
- vi. embed research and practice into activity, collating and sharing evidence of the impact of the work for teachers and young people with the RSC. Primary schools in the cluster may take part in the Outcomes Framework and all teachers are invited to engage with the Teacher Research Network;

- vii. recruit at least eight Associate Schools every other year according to the criteria above using the recruitment tools provided by the RSC, serving to refresh the cluster and reestablish Associate Schools' commitment to the programme;
- viii. engage in annual meetings with the RSC to review the partnership, featuring the voices and reflections of young people and/or Shakespeare Ambassadors from the cluster;
- ix. maintain effective and regular communication with the cluster of Associate Schools including co-ordinating and leading (with the Associate Regional Theatre partner where relevant) termly or half-termly cluster meetings either in person or online;
- x. collaborate with the Associate Regional Theatre partner (where relevant) and RSC to agree a Year Plan for the programme and provide names of the Associate Schools to the RSC by October half term 2024 and October half term 2025;
- xi. ensure that all arrangements regarding a minimum of two CPD days of training in the region, led by an RSC practitioner, are made available to Associate Schools and any other schools that are attending, per year;
- xii. provide catering for training days held in school;
- xiii. provide a teacher in loco parentis for any project activity with young people.

**b. Credit and communications:**

- i. On your website, and in all other marketing materials, you will provide the following credit when connected to the project: "The Associate Schools Programme: a collaboration between the RSC and Associate Regional Theatres".
  - ii. When you refer to the Associate Schools Programme on your website or other marketing materials, you will ensure that the supplied logo lock-up for the Associate Schools Programme is used.
  - iii. You will be responsible for all local and regional press for the Project in your region, noting that we will consult and collaborate regarding all press releases about the Project prior to their release. We will be responsible for all press for the Associate Schools Programme on a national basis.
- c. *Insurance:* You will obtain and maintain appropriate and adequate insurance to cover for all risks you may take on in respect of the Project.
- d. *Data protection:* You will comply with all relevant data protection laws in respect of data used in connection with the Project.

## **2. OUR RESPONSIBILITIES**

**a. Credit and communications:**

- i. We will:
  - a. credit you on our website, all promotional materials and press releases relating to the partnership, touring work (where appropriate) and specific projects wherever reasonably possible;

- b. provide to you a logo lock-up for use on your website and in print;
- c. lead on all national Press and Marketing. This will be done in consultation with you taking into account any specific circumstances, needs or requirements. We will then share all press releases relating to partnership with you before released.
- e. *Evaluation and reporting:*
  - i. We will
    - a. lead on the evaluation and reporting of the project in consultation with you and the Associate Regional Theatre partner (where relevant) and utilising the data and feedback shared by you for evaluation and reporting purpose; and
    - b. share evaluation and research results with all partners.
- f. *Administration and staffing:*
  - i. We will:
    - a. take primary responsibility for the administration and co-ordination of the Project nationally;
    - b. designate Project Leads to manage and oversee national co-ordination of the Project;
    - c. take responsibility for the programming of all Stratford-upon-Avon based training and planning days or their online equivalents; and
    - d. host performance and other events in Stratford-upon-Avon that celebrate and share the work of our Partners in the Programme.
- g. *Finances:*
  - i. We agree to cover the reasonable cost of accommodation, travel, catering and theatre tickets for teachers and young people to attend training days, performance festivals and other events related to the Project as agreed in advance.
  - ii. Any box office income received by the Lead Associate School from sharing or performance events as part of the Project will be retained by the Lead Associate School unless otherwise agreed with the Associate Regional Theatre partner and any box office income received by us in relation to the Playmaking Festivals will be retained by us and invested back into the programme.

### 3) **The legal aspects.**

- a. *Events outside of our control:* In an event such as an act of God, government restrictions, wars, a national emergency, a pandemic, industrial action, an unforeseen closure of the RSC or something similar to these events that are outside of either your or our control then we agree that neither of us will be in breach of this Agreement and we agree that the Agreement, and any other relevant timescales, will be extended for an appropriate period of time.
- b. *What we each own:*
  - i. We grant you a royalty-free, non-exclusive licence to use our name and logo in marketing and publicity materials for the Associate Schools Programme to use as required. Any use of the RSC logo outside of these programmes will require approval from us first.

- ii. We similarly will not make use of your school name or logo outside of the programmes referenced in this agreement without your prior approval.
  - iii. All copyright and other intellectual property rights in any teaching or other materials provided by us in connection with the project will remain our property.
  - iv. You must not pass on any materials that we provide you for the use of the project to other third parties without first getting written permission from us.
  - v. You grant us a royalty-free, non-exclusive licence to use your name and logo in marketing and publicity materials for the Associate Schools Programme.
  - vi. We acknowledge that all rights in your trademarks are the exclusive property of you and agree not to make any use of them except where you give us permission.
- c. *Our relationship and how it can be ended:*
- i. This Agreement will start once it has been signed by both of us and shall end on 31 July 2026.
  - ii. You may terminate this Agreement at the end of the academic year in July 2025 by providing us with least six months' notice in writing.
  - iii. We may terminate this agreement at the end of the academic year in July 2025 by providing you with at least two months' notice in writing.
  - iv. If either of us defaults, either by breaching this agreement and not fixing the breach in 5 days or due to insolvency, then the other party may end this Agreement immediately by giving notice to the other party in writing.
  - v. After this Agreement has expired, you cannot use any of our IP.
- d. *Other necessary provisions:*
- i. This agreement may not be changed otherwise than by another agreement that is signed by both of us.
  - ii. We will not do anything to damage each other's reputation.
  - iii. Neither of us may transfer, delegate or subcontract its rights and obligations under this Agreement without the prior written approval of the other party.
  - iv. This Agreement describes our entire relationship and will supersede any previous agreements or discussions between us.
  - v. *Health and safety:* We both agree to comply with all applicable laws and regulations connected with the Project and we will meet to discuss in good faith, with appropriate health and safety representatives, to resolve any conflicts between our policies and procedures in relation to the Projects.
  - vi. *Regulations and safeguarding:* You will need to have in place policies and procedures to safeguard children and protect adults at risk which comply with all applicable laws. We will each share our respective Safeguarding policies and procedures with each other on exchange of this contract. In the absence of such policies, you must ensure that you and your staff comply with our [Safeguarding Children Policy and Procedures and Safeguarding Adults at Risk policy and procedures](#).

- vii. *Confidentiality*: both parties agree that information of a confidential nature shall not be disclosed without the written consent from the other party.

SIGNED by an authorised signatory

For and on behalf of  
Royal Shakespeare Company

For and on behalf of  
The Lead Associate School

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Name:

Name:

Title:

Title:

Date:

Date:

## **APPENDIX 1**

### **Definition of 'Lead Associate School'**

A direct partner of the RSC and the Associate Regional Theatre partner (where relevant) sharing operations and responsibilities to successfully deliver the Associate Schools programme in its region.

### **Definition of 'Associate School'**

A partner school of the Lead Associate School and the Associate Regional Theatre partner (where relevant) selected to participate in the Project.

### **Definition of 'Associate Regional Theatre partner'**

A direct partner of the RSC and Lead Associate School sharing operations and responsibilities with the Lead Associate School to successfully deliver the Associate Schools programme in its region.

### **Definition of 'Lead Teacher'**

A teacher employed by the Lead Associate School selected to lead practice, manage, and co-ordinate the Project within the Lead Associate School and with the cluster of Associate Schools, with support from their Associate Regional Theatre partner and the RSC. There must be two members of staff nominated as Lead Teachers at each Lead Associate School.

### **Definition of 'CPD'**

Teacher professional development activities that take place in a school or at the Associate Regional Theatre partner venue.

### **Definition of 'Playmaking'**

Playmaking is a collaboration between the words of Shakespeare and young people's insights and discoveries through a creative process.

## APPENDIX 2

### Costs to Lead Associate Schools

- **‘Connected’ event in Stratford-upon-Avon** – as part of their continuing professional development, we will expect Lead Associate Schools to send at least two teachers to this. The RSC covers the costs of theatre tickets, catering, accommodation and travel. Any other costs will need to be covered by the school.
- **Teacher CPD in the regions** – each Lead Associate School is expected to book two free in-person CPD throughout the academic year. All additional CPD can be arranged at a cost of £400, subject to availability.
- **Twilight INSET in the regions** – A 2-3 hour twilight CPD can be arranged at a cost of £300, subject to availability.
- **Student workshops** in school or in Stratford-upon-Avon, subject to availability. Please contact the Associate Schools Team for more details and costs.
- **Additional training for Shakespeare Ambassadors** (young people) can be arranged, subject to availability. Please contact the Associate Schools Team for more details and costs.
- **Annual Playmaking Packs** at no cost to the school.
- **Regional Playmaking Festivals for schools with RSC as theatre partner** - Each cluster of schools will receive support from an RSC Director Mentor.
- **Additional Support for Regional Playmaking Festivals** can be arranged, subject to availability. Please contact the Associate Schools Team for more details.
- **Playmaking Festival in Stratford-upon-Avon** – an annual festival in Stratford each summer. Participating schools receive accommodation at no cost and a contribution towards their travel.
- **First Encounters Tour** – Some Associate Schools may be invited to host the First Encounters Tour, which has a cost attached. The Associate Schools Team will be in touch separately about this.