** PROJECT RECRUITMENT STRATEGY**

**OUR AIMS:** LYT provides free youth theatre activities to young people aged 8 – 21. Members must live or learn in Lewisham and not take part in other out of school drama projects. Priority is given to those in state/free schools, academies and home schooling. We aim to provide a secure environment in which all young people can develop skills and explore ideas, producing performances to a professional standard. In order to make sure that our services remain as inclusive as possible, our project recruitment strategy aims to ensure that there is a mix of young people taking part in each of our projects.

**HOW DOES LYT RECRUIT FOR PROJECTS?**

LYT recruits a new group for each project. We have several partner schools and youth service organisations that meet our targets for inclusion. We hold recruitment sessions in schools and youth clubs, and promote our projects across the borough.

If you are interested in taking part in a project, we ask you to make a **New Enquiry** by calling or emailing Lewisham Youth Theatre and we will take your details, including your name, address, contact details, child’s name and age.

Once we have your details, we will get in touch using the following process:

* **Recruitment Letter:** When we are recruiting for the next appropriate project, we will send a letter to everyone in the project age group who has been in projects with us previously or who has made a new enquiry. This letter is not an offer of a place on the project – we receive many more responses than we have places.
* **Register Your Interest:** As soon as you receive the recruitment letter, we recommend that you contact LYT to register your child’s interest in taking part in the project. Although places are not allocated on a first-come-first-served basis, we do consider the order of responses when assigning places.
* **Receiving a Place:** You will receive another letter from us to let you know whether or not your child has received a place on the project. You will need to confirm that you would like to take up the place by filling in and returning a registration form.
* **Project Waiting List:** Your child may also receive a place on the waiting list for the project. This place will be allocated if others are unable to take up their place or do not attend the first session.

**HOW DOES LYT ALLOCATE PLACES?**

LYT assigns places once the date to Register Your Interest has passed. We want each group to have a mix of:

* Boys and girls
* Young people from across the borough
* Existing and New Members
* Those experienced in drama as well as those who need extra support
* Those who will increase the diversity of Lewisham Youth Theatre

We also consider:

* The goals and targets of our funders
* The needs of partner organisations who refer young people
* If your child has taken part before, their attendance record and likelihood to be able to commit to the project.
* The order in which interest in the project is registered.

*(see back for Frequently Asked Questions)*

**FREQUENTLY ASKED QUESTIONS**

*WHEN SHOULD I EXPECT A RECRUITMENT LETTER?*

The Seniors (ages 14+) usually start in November, the Juniors (ages 8-11) usually starts in January, and the Juniors 2 (ages 12-14) usually start in November and May. You can usually expect a recruitment letter about 2 months before projects starts, but please note that project dates may vary each year.

*WHY HAVEN’T I RECEIVED A RECRUITMENT LETTER?*

If you haven’t received a recruitment letter, it may be that we have incorrect details for you. You may have also made a new enquiry soon after recruitment has closed for the appropriate project. Please feel free to call us on 020 8690 3428 or email [info@lewishamyouththeatre.com](mailto:info@lewishamyouththeatre.com) to check when recruitment for the next project is and that we have your correct details, including address and child’s date of birth.

*CAN I BE PUT ON LYT’S WAITING LIST FOR FUTURE PROJECTS?*

LYT doesn’t hold a waiting list for future projects, only the project waiting list described above. But we will keep your details on our database and you will receive a recruitment letter for the next project for your child’s age group.

*WHY DO YOU NOT GUARANTEE PLACES FOR THOSE WHO HAVE TAKEN PART BEFORE?*

LYT provides a free service. We want to make sure that as many young people can benefit from our work as possible, and that returning as well as new members have a chance to interact with new people and make new friends. In order to provide the same opportunity for everyone, we ask that all register their interest for each project.

*WHY CAN’T YOU OFFER MORE PLACES OR MORE PROJECTS?*

Our projects are often very oversubscribed with sometimes twice as many people registering interest as we have places available. LYT is a small organisation with a limited amount of funding and capacity for running projects. Our group sizes are set to ensure that all remain safe and that everyone benefits from the projects.

*IF MY CHILD HASN’T BEEN OFFERED A PLACE, ARE THERE OTHER WAYS TO BE INVOLVED?*

If your child has taken part in LYT previously but hasn’t been offered a place for the current project, we will offer other alternatives to get involved. This may include taking part in our Members Committee (a youth board that advises on activities for the youth theatre), going on theatre trips, or taking part in mentoring sessions. We encourage you to come to see LYT’s work and stay in touch with us in between projects.