

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE



TAKE THE LEAD 2021 PARTICIPANT INFORMATION PACK

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TAKE THE LEAD 2021 MUSICAL THEATRE SUMMER SCHOOL Participant Information Pack

Dear Participant,

Welcome to Take the Lead 2021!

The following information pack should provide you with everything you need to know about the course.

This Summer School is a great opportunity to be fully immersed in Musical Theatre for a busy week with us. We hope the course will be a rich and inspiring experience for you. Alongside the daily classes, you will be able to find out about full-time training, look after your body through additional health and well-being activities, watch a leading West End show as well as making new friends, socialising and relaxing in the wonderful Laban Building environment!

This is our seventh year of delivering this course, and we would be very happy to receive feedback as we go throughout the week as we aim to make you feel as welcome and supported as possible.

We are aware of the challenges that COVID-19 presents and continue to monitor and adhere to updates from the UK government. We will ensure our buildings are Covid secure at all times and will continue to update you regarding implications for this summer school.

Should you have any questions prior to the start of the course, or throughout your week with us, please do not hesitate to contact the mtsummerschool@trinitylaban.ac.uk.

We look forward to welcoming you to the Summer School 2020.

Best Wishes

Elizabeth Green
Interim Programme Manager, Community & Professional Development

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I. STAFF AND ESSENTIAL CONTACT DETAILS

The Summer School Team

It's a friendly environment at Trinity Laban and we ensure that during the course participants are supported by both our Summer School team and current Musical Theatre student assistants. If you encounter any problems at all please alert a member of the team and we will be happy to help.

You can contact us before the Summer School:

mtsummerschool@trinitylaban.ac.uk

020 8305 4390

Student Assistants

We are pleased to welcome BA Musical Theatre students to assist with the Summer School. They will be here to support you, answer any questions and take part in the workshops.

The Summer School Tutors

Alongside Trinity Laban's Head of Musical Theatre and Programme Leader [Victoria Stretton](#), our Musical Theatre Summer School tutor team consists of industry professionals and current members of Trinity Laban's Musical Theatre degree course teaching staff. All tutors have established track records of working in a range of roles across the West End including musical direction, singing, and choreography. Tutors will be announced throughout spring 2021, [check out our website](#) for updates.

Class Announcements and Notices

The Laban Building notice boards are where students can usually find general information and notices. However, this year all notices and schedules will be circulated via email in order to ensure Covid-19 secure protocol.

We will email all changes throughout the week e.g. scheduling, staffing or studio changes.

2. ABOUT TRINITY LABAN

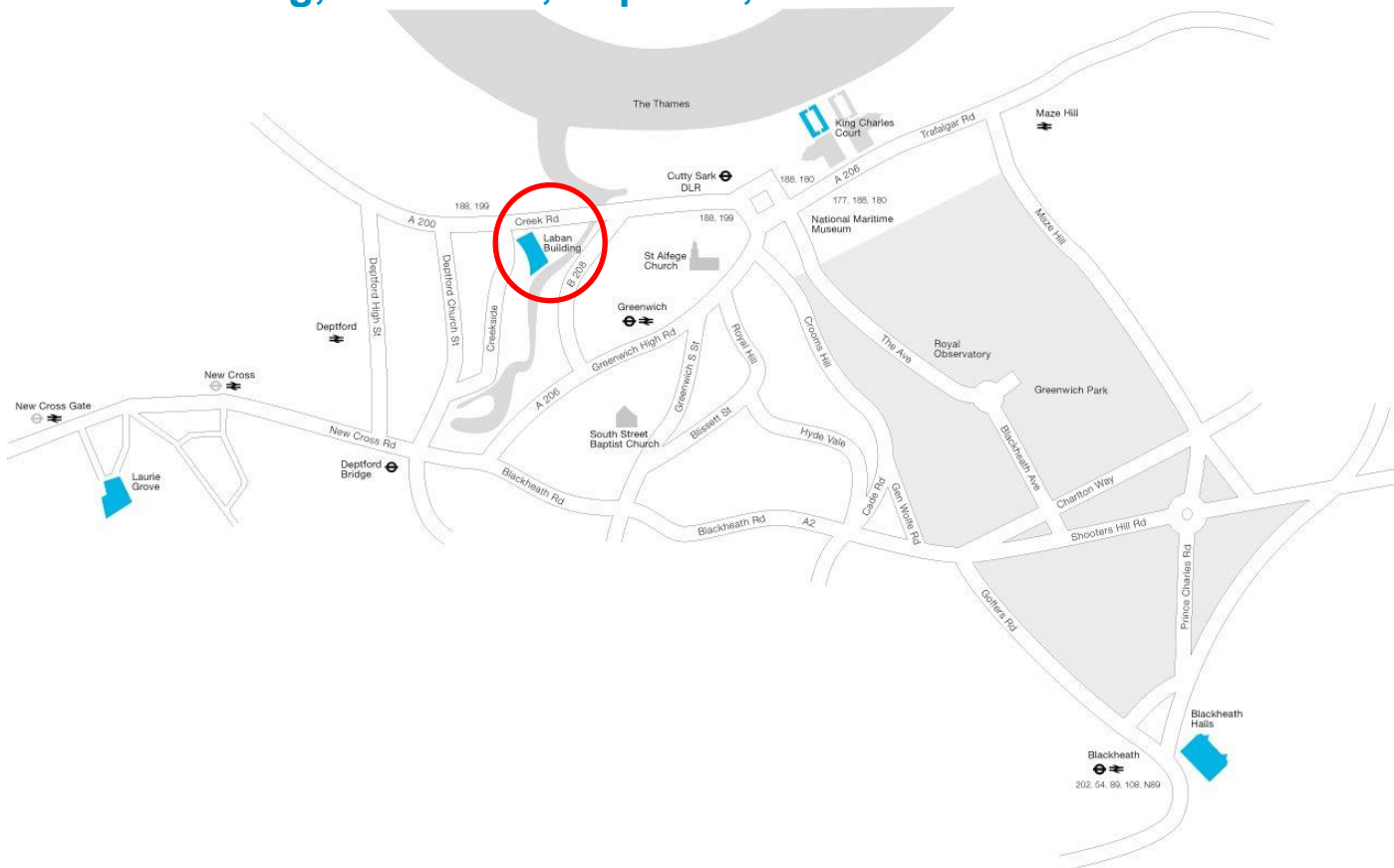
Trinity Laban is the UK's only leading conservatoire of music and contemporary dance. We provide exciting opportunities for the public to encounter dance and music and access arts health programmes. The unequalled expertise and experience of our staff and our world-class facilities are housed in landmark buildings.

The award winning Laban Building is one of Europe's leading centres for the training of professional contemporary dance artists. At the heart of South East London's thriving arts community, Trinity Laban is a creative and cosmopolitan community of performers, choreographers, teachers, designers and researchers, and is acknowledged internationally as a leader in the contemporary arts. Our world-class facilities include a 300-seat theatre, studio theatre and outdoor theatre, 13 purpose-built dance studios and an extensive library and archive.



3. FINDING THE LABAN BUILDING

Laban Building, Creekside, Deptford, London SE8 3DZ



By Docklands Light Railway (DLR)

(recommended route)

The DLR offers a frequent service to Cutty Sark station which is a few minutes' walk from Laban. The DLR joins to the London Underground at Monument / Bank (Central, Circle and District Lines), Shadwell (East London Line), Canary Wharf (Jubilee Line) and Stratford (Central Line). At Cutty Sark turn right out of the station and right again on to Creek Road. Take the second left after the bridge, Creekside and Laban is on your left. (10 min walk).

By Train

From Deptford Train Station

Leave the train station and turn right onto Deptford High Street. Walk down the road until you can see HSBC Bank on the left. Turn left down Griffin Street so that HSBC Bank is on your right. Walk to the end of the road (past Deptford Lounge – a golden building and Wave Lengths Leisure Centre on your left) and turn left onto Deptford Church Street. Walk as far as the zebra crossing and cross the road. Continue in the same direction until you reach Berthon Street on your right. Walk to the end of Berthon Street and you will be able to see Laban directly in front of you.

From Greenwich Train Station

Leave the station and walk across the car park to the main road, Greenwich High Road. Turn right onto Greenwich High Road and continue walking (past Davy's Wine Cellar) until you get to The North Pole Bar and Restaurant on your right. Turn right immediately after The North Pole Bar and Restaurant down Norman Road. Take the first left which is a pedestrian path over Half Penny Hatch Bridge. Turn right at the end of this path onto Creekside. After a few minutes' walk you will see Laban on your right.

From Lewisham Train Station

From Lewisham train station you can get the DLR to Cutty Sark and follow the directions above. Alternatively, you could hail a taxi, as there is a taxi rank outside the station. It will take about 10 - 15 minutes to get to Laban and will cost approximately £8 - £10.

By Bus

Bus numbers 47, 53, 89, 177, 188, 225 and 453 stop near Laban.

By Road

From Central London: Take the Old Kent Road to its end in New Cross then follow the A2 until you reach the junction for Deptford Church Street. Turn left and continue to the mini roundabout, then turn right into Creekside. From M2/M25: Follow the A2 until you reach the turning for the junction for Deptford Church Street. Turn right and continue to the mini roundabout, then turn right into Creekside. There is limited parking at Laban but there is also public street parking. We have cycle racks at the rear of the building and also a number of disabled parking spaces to the front of the building.

4. COURSE STRUCTURE

When you first arrive here at the Laban Building...

REGISTRATION: 08.45– 9.00 Monday 2 August 2021.

Please aim to arrive at Laban building **at 08.45am** on Monday 2 August, where we will meet you at reception for registration. There will be signage and support to ensure social distancing is adhered to if necessary.

At registration we will check that we have all of your contact details correctly recorded and that your necessary paperwork has been returned.

During registration we will give you a hardcopy of your Participant Handbook with a map of Laban Building and a security pass to access the areas of Laban Building the school is based in. Please note that regretfully in the event that you lose or fail to return your pass a replacement fee of £10 replacement will be charged.

From approximately 9am we will take you on a tour of the building to make sure you are comfortable in your surroundings for the week, before moving to the theatre studio for your Introduction session. This may be done in groups later in the day in order to comply with covid-19 guidelines.

A Typical Day

A typical day runs from **9.15am-4.45pm**, with time for breaks and lunch in between. At the end of the course, there will be an informal sharing event to give you the opportunity to perform to each other and share some of what you've learnt. Sessions will be evenly split into two groups and you will stay in your designated group to minimise risk and ensure covid-19 safety protocols are followed.

For health and safety reasons, participants who arrive later than 15 minutes after the start of each class may be permitted to watch the class but not take part. This is because they will have missed the essential warm-up and introduction to the class, which is vital in the prevention of injuries to participants.

We also expect all participants to behave respectfully to each other, our Summer School teachers, staff and our facilities. Anyone found to be in breach of this will be requested to leave the course with immediate effect. In this instance, no refund of fees paid will be made. Similarly, participants who do not adhere to covid-19 safety regulations may be asked to leave if endangering the safety and wellbeing of themselves or others. Further guidance on covid-19 protocols will be announced in Spring 2021.

Please note, a draft timetable will be available in Spring 2021.

Class Detail

Dance

Our dance classes will concentrate on performance/acting skills within musical theatre choreography and are fast paced, in order to show the technique needed in picking up combinations quickly and overcoming nerves. Along with this, you will explore choreography from a well-known show.

Acting

This class will introduce you to the skills and techniques needed for acting within musical theatre.

Musical Theatre Integration

This class explores how to combine the skills of singing, acting and dancing for musical theatre.

Ballet

This class will introduce and guide you through the basics of Ballet and introduce new techniques to help you refine your skills with content that complements that of the general dance classes.

Acting & Singing for Audition

In these sessions you will explore acting through song, giving an insight into how to effectively prepare for and present yourself in singing auditions, and how to prepare a monologue for audition.

Participants are requested to bring an audition song and a short monologue to work on during these session.

Open Sharing

The Open Sharing is an informal performance at the end of the Summer School where you will present the material you have worked on over your week with us.

Optional Consultation Lessons

Participants are also able to book 30 min or 1 hour optional 'add-on' consultation lessons in either singing or acting. These sessions (held during lunch or after course hours) provide valuable one-to-one time with our industry professionals, and are an excellent way to focus on a particular aspect of your individual development. To get the most from these sessions we recommend your prepare a song or monologue for these consultations and/or come prepared with questions.

Trip to the West End / Livestreamed Show

As part of Take the Lead, there will be a West End performance featured as part of the timetable. If theatres are not yet able to facilitate group bookings by August 2021 due to Covid-19 then we will endeavour to organise a livestream of a West End performance.

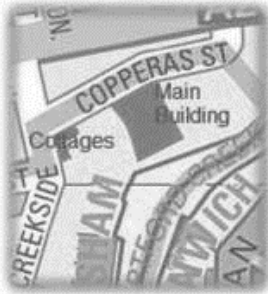
If a West End trip is possible - Classes will finish early so participants can change/shower in the changing rooms. Participants are free to make their own way to theatre but we strongly advise if you are not familiar with London or under 18 years of age that you travel with the course leaders.

All participants will be responsible for their journey home. If you are under 18, please gain permission from your parents/carers to make your journey home or arrange for your parents/carers to pick you up from the theatre at the end of the performance.

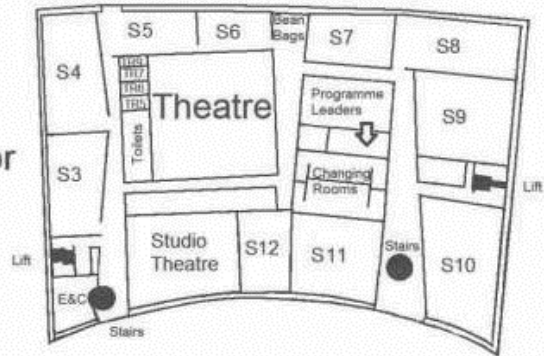
5. BUILDING MAP

TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

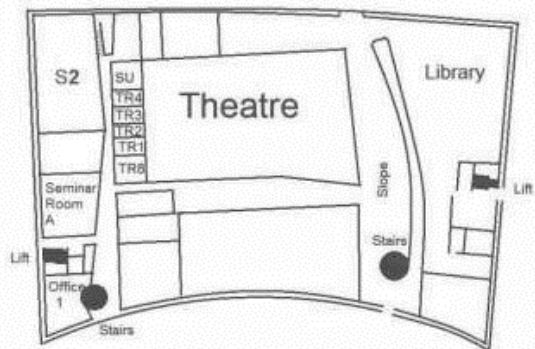
Dance Faculty Map



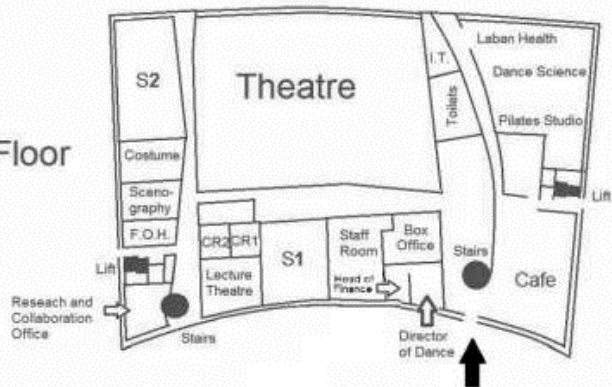
Second Floor



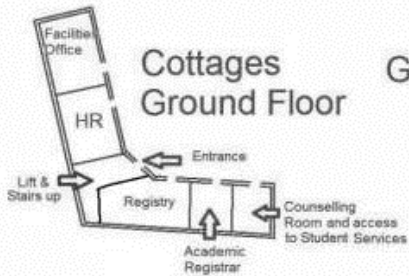
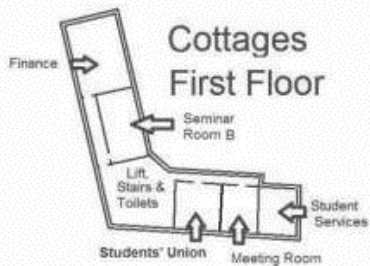
First Floor



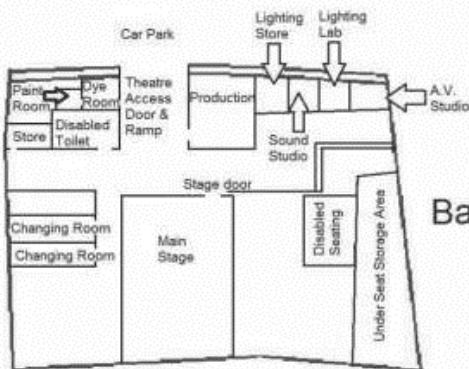
Ground Floor



Entrance to Main Building



Back of Theatre



S = Studio
TR = Tutor Room
CR = Conference Room

6. HELPFUL NOTES FOR THE WEEK

Changing, shower facilities & lockers

Changing rooms and shower facilities are available for all participants to use. If you wish to shower you should **bring your own towel and toiletries with you**. Lockers are available for participants to use; **please bring your own padlock and key** if you wish to use one. Lockers are along each of the main corridors and can be used by summer school students. In each studio there are storage areas should you wish to keep your belongings with you throughout the day. Belongings are left at the owners risk and Trinity Laban accepts no liability for loss or damage to items.

Please note, it will be confirmed in Spring 2021 whether changing rooms, shower facilities and lockers will be available or if covid-19 safeguarding will prevent this.

What to wear

Clothes: Participants are advised to wear loose fitting clothes for the classes, with layers you can add or remove, that are suitable for dancing in. (Tracksuit bottoms, t shirt)

Footwear: Outdoor footwear is not permitted in the dance studio spaces so classes should be attended in **bare feet or white soled indoor trainers**. Tap shoes are not permitted.

To ensure your safety and the safety of others, we ask that that you don't wear jewellery when taking part in the classes.

What to bring

You should also ensure you have a plastic drinking water bottle or flask with you. Drinking water fountains are provided around the Laban Building.

Bringing a notebook and pen is also advisable so you can make your own notes. You are also welcome to bring a hand held recorder if you wish to record some sessions. **Participants are encouraged to bring audition music and monologues** as there will be opportunities for feedback and discussion around audition choices and preparation as part of Summer School.

Health and Well-being

You will have completed an Essential Information form online when booking, prior to the start of the course, and we will flag anything requiring consideration during classes with the tutors - but please also let your class leader know if you have an illness or any injuries which they should be aware of during your participation in classes.

If you sustain an injury or feel unwell at any point during the Musical Theatre Summer School, please let a member of the staff team know. There are First Aiders on site throughout to assist in case of emergency.

If you feel overwhelmed or anxious at any point, please come and see a member of the Summer School team. There are trained Mental Health First Aiders on site.

The course is fun but can be physically demanding, so we have programmed morning and lunch breaks to enable participants to rest properly. Please take care of yourself and ensure you allow time for warming up prior to classes and ensure you eat and drink sufficiently to sustain yourself appropriately.

Trinity Laban continues to monitor and adhere to updates from the UK government in relation to the COVID-19 pandemic. We will ensure our buildings our Covid secure at all times and will continue to update you regarding implications for this summer school.

Wi-Fi & Internet Access

Summer School students can use the computers for internet access in the Laban library throughout the course at no charge. Wi-Fi is available throughout the building. Select **VisitorTL** and register.

Laban Café

Meals are **not** provided at Summer School. However the Laban Cafe sells breakfast, snacks, hot food at lunchtimes, a range of salads, sandwiches, freshly baked pastries and hot and cold drinks throughout the Summer School. You are welcome to bring your own food with you each day if you want to. Open from 08.30 – 18.30, Monday - Saturday and until 19.30 on performance evenings.

We will update you in Spring 2021 as to whether the Laban café is operating as normal.

Musical Theatre Summer School Sharing

On **Friday 06 August**, participants will have the opportunity to share what they've learned through an informal sharing. This year, the sharing will be livestreamed to your friends and family. We will be in touch prior to the residential to get the contact details of those you would like to share the livestream online link with.

Certificate of Attendance

Each person who takes part in Summer School will receive a certificate of attendance, which will be given out in the final session on Friday afternoon.

Participants aged 16-18

The Musical Theatre Summer School is primarily designed for adults; however we are pleased to welcome young people aged 16 to 18 as they can benefit from the adult environment and level of training. We do wish to make clear that all Summer School participants, regardless of age, are free to come and go as they wish and we do not provide any special supervision for those participants under the age of 18. We have Trinity Laban Summer School staff and assistants on site during the week but their role is to help in case of emergencies at the Laban Building for the duration of the course and they do not function 'in loco parentis'.

However, we follow strict safeguarding protocol at Trinity Laban and so all tutors and student assistants have up-to-date and valid DBS checks, along with the summer school team. We also have our Designated Safeguarding Officers available throughout the summer school should any problems arise.

7. ACCOMMODATION

Participants who have booked accommodation with us will be allocated a single en-suite room at the McMillan Student Village, just a 5-minute walk from the Laban Building. You will be emailed with your room allocation separately. Accommodation includes the use of a fully equipped kitchen.

Check In / Out Times

CHECK IN: from **3.00 pm at McMillan Main Reception on Sun 01 Aug**

CHECK OUT: **strictly by 10am on Fri 06 Aug**

We are unable to offer any flexibility with the duration or cost of the accommodation.

It is important to note that as these are halls of residence there are normally other groups residing at the site during the week. This can make the student village fairly busy and noisy. Any issues with accommodation should be addressed to the McMillan Reception Team.

McMillan Student Village

The McMillan Student Village is near to Greenwich's cafés, bars, restaurants, food and craft markets, culture, and national heritage. It is located just a short walk away from the centre of Greenwich and offers a safe and comfortable community environment.

Please note it is not possible to book a double room. All rooms are single rooms and must only be occupied by one person. Optional accommodation booked at the McMillan student village is non-refundable unless the event is cancelled by Trinity Laban. By purchasing accommodation, participants are agreeing to the following [terms & conditions](#) set by McMillan.

Please note we may introduce restrictions on socialising in McMillan in order to comply with covid-19 guidelines if necessary.

What's included

In each bedroom/studio:

Bedding

- Bed with mattress
- Mattress protector
- 2 x pillows
- 1 x duvet
- All cover sheets

Towels:

- 1 x bath towel
- 1 x hand towel

Toiletries (disposable):

- Toilet rolls

Desk and desk chair

Wardrobe

Shelving

In each cluster flat communal area:

Kitchen packs

- 1 x large, 1 x small saucepan

- 1 x frying pan
- Crockery:
- At least 1 x large plate, small plate and bowl for every room
- At least 1 x mug and glass for every room
- Cutlery
- At least 1 x fork, knife and table spoon for every room
- Washing up materials
- Sponge
- Dish Cloth
- Multi-surface cleaner spray
- Washing up liquid (disposable)
- Kettle
- Toaster
- Microwave
- Fridge
- Cooker
- Seating
- Iron and ironing board
- Dustpan and brush Requirements

Laundry: Laundry facilities are available on site. The machines are card/coin operated.

Internet: Internet accessible throughout the property.

Cleaning: Washing of dishes and cooking utensils is not included in group departure cleans, and must be done by the guests responsible. Each departing guest is required to empty communal cupboards and fridges of any personal items and/or rubbish, and leave bedrooms and communal areas clean and tidy at the end of each stay.

16-18 year olds staying at the McMillan Student Village

Take the Lead is primarily designed for adults. However, every year we are pleased to welcome young people from the ages of 16 to 18 as they can benefit from the adult environment and level of training. We do wish to make clear that all Summer School participants, regardless of age, have the independence to come and go as they wish and we do not provide any special supervision for those participants under the age of 18.

We have Summer School assistants living at McMillan Student Village during week, but their role is to help in case of emergencies and they do not function in loco parentis, either at the accommodation or at the Laban Building for the week course.

Should you need encounter an emergency throughout your stay at McMillan, please seek the 24 hour McMillan team at the main reception. There will be two student assistants staying in McMillan Accommodation through the duration of the Summer School. They will act as pastoral support and an emergency contact point.

8. LOCAL SHOPS AND SERVICES

Surrounding Area

The Laban building is situated on Creekside, a 5-minute walk from both Deptford and Greenwich centres and about a 15-minute walk from Blackheath and New Cross. The local area provides a huge array of shops and entertainment including everything from fine dining to sandwiches and classical music to club nights, plus three weekly markets.

Eating

Food is not included in the summer school course but can be purchased at the Laban Café or a number of shops or restaurants in the local area. Participants are welcome to bring their own food to the building too. If you wish to eat your own food, there is space in the foyer hall or outside on the grass.

Greenwich has a number of lively places to eat and drink. For more information and a full listing of places to eat please visit <http://www.visitgreenwich.org.uk/food-and-drink/>

So Deli at Laban offers daily changing menus of great hot and cold food, as well as snacks and hot drinks.

For a cheap bite to eat, head to Deptford High Street which has a varied selection of cafés and restaurants..

Going Out

London has possibly the greatest range of entertainment of any world city, with Sadler's Wells, The Place and The South Bank particularly good for dance.

Greenwich Dance Agency also has a range of dance performances, whilst Up The Creek, just down the road from Laban, is renowned for stand-up comedy on Friday and Saturday nights.

For music, The Venue in New Cross plays host mainly to cover bands and tribute acts, the Amersham Arms, close to New Cross Station, is a good place for live bands. The Albany in Deptford has a wide range of live music, theatre and club nights, whilst Trinity Laban's own Blackheath Halls also has a wide ranging programme.

Film wise, the Greenwich Picturehouse offers mainstream as well as world cinema. Other nearby cinemas include the Surrey Quays Odeon, Greenwich Filmworks (with a massive 18 screens) and Peckham Multiplex.

Going Out Locally

The Albany	www.thealbany.org.uk
The Amersham Arms	388 New Cross Road, T: 020 8692 2047
APT Gallery	www.a2arts.co.uk/aptos/aptgallery.htm
Bearspace	www.bearspace.co.uk
Blackheath Halls	www.blackheathhalls.com
Greenwich Dance Agency	www.greenwichdance.org.uk
Greenwich Picturehouse	www.picturehouses.co.uk
ODEON Greenwich	http://www.odeon.co.uk/cinemas/greenwich/6/
Greenwich Theatre	www.greenwichtheatre.org.uk
The Place	www.theplace.org.uk
Peckham Multiplex	www.peckhamplex.com
The South Bank	www.sbc.org.uk
Up The Creek	http://www.up-the-creek.com/

Shopping

If you need a department store or designer boutiques then you are going to have to hop into central London. However should you need anything else, then it is pretty likely that you will be able to find it within walking distance.

Need some fresh food? Look no further than the cheap and cheerful Deptford High Street with its great fruit and veg shops, butchers and fishmongers. Or the local Waitrose en route to Cutty Sark station from Laban Building.

Deptford market takes over the High Street and Douglas Square, by The Albany Theatre, on Wednesdays, Fridays and Saturdays, and has a range of stalls with an emphasis on second hand clothes on Fridays.

Greenwich market takes place at the weekends with high quality stalls selling a range of items. Main shops in Greenwich include Waterstones bookshop, Marks & Spencer Simply Food, Superdrug, Boots and several boutique style shops. There is a Post Office (with its own bureau de Change), a pharmacy on Greenwich Church Street and a couple of record shops including a branch of the excellent Music & Video Exchange.

Banks

Barclays Bank plc	197 New Cross Rd, New Cross Gate	T: 0845 755 5555
HSBC Bank plc	275 Greenwich High Road	T: 0845 740 4404
HSBC Bank plc	90 Deptford High Street	T: 020 8210 2200
TSB Bank plc	19 Nelson Road, Greenwich	T: 0845 300 0000
NatWest Bank plc	2 Greenwich Church Street	T: 0870 2403355
The Woolwich	197 Trafalgar Road, Greenwich	T: 020 8858 0827
The Woolwich	80-82 Deptford High Street	T: 0845 0718379

Supermarket / Food Shops

Sainsbury's Local, Creek Road
Sainsbury's Local, 231-235 Greenwich High Rd, London SE10 8NB
Waitrose, New Capital Quay (off Creek Road)
Tesco Express, Creek Road
Tesco Express, 142-146 Trafalgar Rd, Greenwich, London SE10 9TZ
Greenlands Wholefoods, 3a Greenwich Market
Marks & Spencer, Cutty Sark
Various food places in Greenwich town centre: Greggs, Fish and Chips, Chinese, various other cafes, Greenwich Market

Dance Wear Shops

Bloch, 35 Drury Lane, WC2B
Gamba, 3 Garrick Street WC2
Dancia International, 187 Drury Lane WC2
Freed of London, 94 St. Martin's Lane WC1
Porselli, 9 West Street, Cambridge Circus WC2

Post Office

261-267 Greenwich High Road, Greenwich

Pharmacies

Nightingale Pharmacy, 134 Deptford High Street, Deptford
Duncan's Pharmacy, 193-195 Greenwich High Road, Greenwich
Meridian Pharmacy, 16 Greenwich Church Street, Greenwich

9. OTHER THINGS!

Spare Time

Classes finish at 16.45 each evening (with the exception of the West End trip and optional consultation lessons), in your spare time please feel free to explore the local area around Trinity Laban Conservatoire of Music and Dance. For inspiration, look at local website: <http://www.greenwich.gov.uk/Greenwich/LeisureCulture/Tourism/> Greenwich is a vibrant area with stylish café bars, restaurants, food and craft markets, culture and national heritage. For other entertainment options, you may also like to look at the following websites; www.visitlondon.com and www.londondance.com.

Laban Health

The Trinity Laban Health team are dedicated to preventing injuries, encouraging health and well-being and providing effective rehabilitation. We encourage you to use the health facilities at the Laban Building during your time here, all provided in three-purpose built Therapy Rooms. The following specialist treatments are on offer: **Physiotherapy, Sports Massage, Acupuncture, Acupressure Massage, Craniosacral Therapy, and Feldenkrais.**

Laban Health are pleased to offer summer school participants 10% off treatments. Places fill up quickly so we recommend you book in advance. To book, visit [online here](#)

- **Acupressure Massage** uses a wide range of massage techniques that can be applied either powerfully or gently for subtle energy work. Like other forms of massage it can be used preventatively, to encourage the movement of energy and blood. Acupressure can be used in conjunction with the other branches of traditional Chinese medicine such as Acupuncture.
- **Acupuncture** is a branch of traditional Chinese medicine which uses disposable needles placed into classical acupuncture points in order to stimulate change along the channels of energy which flow around the body. Acupuncture is used to treat a wide range of conditions and addresses both the presenting symptoms and underlying cause.
- **Aromatherapy** massage uses essential oils from plants to heal, alleviate pain and regulate mood. Aromatherapy massage requires the blending of therapeutic essential oils in pure vegetable oil, like almond or grape seed, and then direct application to the body by way of massage is applied.
- **Craniosacral Therapy** is a non-mechanical, non-manipulative treatment. It is a subtle and profound healing form which promotes the body's natural capacity for self-repair. The work can address physical aches and pains, acute and chronic illness, emotional and psychological disturbances or simply help develop wellbeing, health and vitality.
- **Feldenkrais** offers a gentle and practical way of improving movement and well-being. Feldenkrais uses movement to tap the innate intelligence of the human nervous system to create higher levels of function. We learn to refine our ability to sense movements and to move with greater ease, power and flexibility.
- **Physiotherapists** treat a comprehensive range of conditions using a wide spectrum of rehabilitation exercise programmes to ease your pain and to restore normal function and movement. Physiotherapists use treatment techniques such as manipulation and massage together with ultrasound and other forms of electrotherapy to effectively reduce pain, swelling and inflammation. Each client receives a thorough assessment which determines the diagnosis of their condition. Individual rehabilitation protocols are tailored to meet specific needs.
- **Sports Massage** is the management, manipulation and rehabilitation of soft tissues of the body including muscles, ligaments and tendons. Sports massage is an effective therapy for releasing muscle tension and restoring balance to the body. Through management, manipulation and rehabilitation of the soft tissues of the body, it can be used to aid a variety of ailments/injuries. If received regularly it can help athletes prevent injuries which might otherwise be caused by overuse.

10. LABAN LIBRARY AND ARCHIVE

During your spare time at Summer School we encourage you to make the most of Laban's library and archive. Our library offers the largest and most varied open access specialist research collection on dance and related subjects in the UK, covering many aspects of dance in a variety of formats and languages. You are also welcome to use the library's computers and internet.

For further information, see [here](#).

What do I need to get started?

From the above link, use the **Laban library catalogue** to find books, videos, DVDs, CDs, journals, theses, etc., or the **archive catalogue** to search for archival primary material. Once in the Library, you can search **QuickSearch** for access to electronic journals as well.

How do I find things on the catalogue?

1. Enter the author or choreographer (surname, then forename) or the title of the book, video, journal you want to find.
2. Click on the Title drop-down arrow to change where you look to Author to look for a book by an author or dance piece by a choreographer or to Subject to look for items about someone or something.
E.g. Forsythe, William as an author will retrieve items by him as a choreographer. As a subject, it will find items about him.

How do I locate what I've found on the catalogue in the Library?

- Let's say you are looking for *Fifty Choreographers* by Martha Bremser.
- You have entered the author or title and a single line displays the search result. Click on the title for more information.
- Holdings says which collection it is in Library - Dance Books (nearer) or Library - General Books (further up the library), the shelf location and number available.
- The prefix, LAB, indicates that it is in the Dance Books; GEN = General Books
- The suffix, BRE, will help find it on a particular shelf, if there are lots of items shelved at that number.

Apart from **LAB** for Dance Books, what other prefixes and collections are there? The main ones are:

CD	CDs shelved, by the computers
CUT	Cuttings – from newspapers and similar publications
GEN	General Books
JOU	Journals
LAB	Dance Books. Spine labels start with L then a number.
TH	Theses, shelved at the top of the Library
TUT	Tutor shelves, by the computers
VID	Videos and DVDs, shelved by the computers

Where can I get help?

Staff at the **Service Desk** can help you find books, journal articles, DVDs, CDs and web resources, etc. We can also assist with equipment or computer problems. If they cannot answer these, the questions will be forwarded to other support staff.

Music Library – Jerwood Library

We also house a music library at the Kings Charles Court building in Greenwich. You will have access to these facilities throughout the summer school. Please see [here](#) for more details.

11. FURTHER INFORMATION

We very much look forward to welcoming you to Take the Lead our Musical Theatre Summer School for 2021. We hope this pack answers any queries you may have in the run up to Summer School. If you do have further questions please do email us and we'll be happy to assist mtsummerschool@trinitylaban.ac.uk.