



WELCOME PACK

TAPS Perspectives



Welcome & Overview



Welcome

We are thrilled to welcome you to the ISTA community and to have your school participating in a TAPS Perspectives event. This welcome pack is designed to provide you with all the essential information needed to prepare for and take part in your event. Your involvement plays a vital role in creating an enriching and transformative learning experience for your students and supporting their journey through IB Theatre.

Key Contacts



Your first stop for event information is the **ISTA website** and your specific TAPS event webpage. www.istaglobal.org



Your dedicated contact before the event is the **ISTA Event Manager (EM)**, listed on the event page. Please direct all questions to them.



During the event, your main point of contact will be the **ISTA Rep**. Please speak with them directly about any on-site questions or concerns.



Please note:

If you book a TAPS and then pass it on to another staff member to manage or lead, please review this pack with them to ensure they are fully informed. You must also notify your Event Manager so ISTA knows who the new point of contact is for your school.

Event Terms & Conditions

As outlined during booking, our Event Terms & Conditions cover key information such as:

- Invoices and payment schedules
- Booking procedures
- Cancellation policies

[CLICK HERE TO VIEW](#)



Support Materials

Want to raise awareness or generate interest in the event?

Visit the event webpage of the event you are planning to attend for ready-to-use materials you can share with administrators, parents, or students.



Planning & Preparation

Registration processes

Registration

You may begin to register your students as soon as your places are booked. Registration closes approximately 6 weeks before the event—please check the event webpage (under **"Booking & Registration"**) for exact dates. Once registration is submitted or the window closes, you'll be invoiced for the registration fees, including any applicable surcharges, minus the deposit already paid.



Please note

If fewer students attend than originally booked, the deposit for those not attending will be forfeited.

For example:

- If you book 15 students but register only 10, the deposit for the remaining 5 is non-refundable.
- If you add students after booking, you'll be invoiced a 25% deposit per additional student.

Any replacements or additions after registration must be emailed directly to your ISTA Event Manager—not the event host.



What if my student numbers change?

Please notify your Event Manager straight away if your student numbers change.

Every participant impacts how we contract and schedule artists, book travel, and plan the event. Late cancellations can result in unrecoverable costs for both ISTA and the freelance artists we are committed to supporting. We ask for your cooperation in helping us maintain fair and sustainable practices for all involved.

Information required at registration

For students			
<ul style="list-style-type: none">• Name• Gender• Personal pronoun	<ul style="list-style-type: none">• Health• Dietary• T-shirt size (if applicable)	<ul style="list-style-type: none">• Age• IB year 1 or 2	<ul style="list-style-type: none">• Student code of conduct acknowledgement• ISTA Media consent
For teacher/chaperones			
<ul style="list-style-type: none">• Name• Gender• Personal pronoun	<ul style="list-style-type: none">• Health• Dietary• T-shirt size (if applicable)	<ul style="list-style-type: none">• Email• Phone number• Travel information for group (if applicable)	<ul style="list-style-type: none">• Student code of conduct acknowledgement• ISTA Media consent



Planning & Preparation

Registration processes

Planning & Preparation Checklists

What you will receive from ISTA

- ✓ Invoices for your initial booking confirmation and once final registrations have been submitted.
- ✓ A visiting school agreement to be signed. [View example here](#)
- ✓ Invoices for your initial booking confirmation and once final registrations have been submitted.
- ✓ An e-programme with logistical information, theatre production, artist/theatre company details and other event information.
- ✓ A student journal to accompany participants on their TAPS journey

What you will need to provide us

- ✓ Invoice payments within the 30-day period after issuing.
- ✓ A signed visiting school agreement.
- ✓ Individual participant and teacher registration details before the registration window closes.
- ✓ Completed event survey submitted online post-event.

T-shirt ordering / what to wear



The cost of the t-shirt is not included in the TAPS registration fee, but they can be ordered when registering. Those who purchase t-shirts will receive them at the event.

All learners should wear suitable clothing/footwear for practical theatre work.



School responsibilities



Hotel

It is the responsibility of the visiting school to book and pay for accommodation for the duration of the TAPS as per the information on the event webpage, unless it is stated otherwise.

Please read the [hotel code of conduct here](#).



Travel

It is the responsibility of the visiting school to book and pay for travel to and from the city where the event takes place. It is also your responsibility to get to and from the event each day as per the schedule in the e-programme unless it is stated otherwise.

Local schools will travel daily.

All participants are expected to attend the entire TAPS event. Please plan your travel with enough time to get from the airport or train station to the venue, so you don't miss any part of the programme.



Transportation

Specific transportation varies by event. Please check the specific event webpage for full details under *Travel, Visas & Accommodation*.



Meals

Meals provided vary by event. Please check the specific event webpage for full details under *Meals*.





Risk & Insurance

Risk assessment

ISTA will provide all visiting schools with a risk assessment completed by the host school.

Visiting school agreement

All schools will receive and be required to sign a visiting school agreement provided by ISTA.

Insurance

While ISTA provides public liability insurance at all of its events, it is the responsibility of all visiting schools to have the necessary travel/medical insurance as necessary and any other policies you see fit to ensure visiting students and teachers are covered sufficiently throughout the event.

Allergies & Intolerances

If you or your students have any allergies or intolerances, your Event Manager will communicate these clearly to the host school and Rep. Please note that while they will do their utmost to ensure they are catered for, it may be very difficult to guarantee there has not been any contamination. It is the responsibility of the visiting school/student to ensure they are vigilant and, where necessary, source their own meals.

Media

As part of the registration process, parents/guardians will need to provide media consent for the young learner attending the event. [View ISTA's Event Media Guidelines here.](#)



Student Behaviour & Discipline

Student Code of Conduct

ISTA has high expectations that all students will be engaged and motivated with the work undertaken in ensembles and during the event as a whole. [The ISTA Student Code of Conduct](#) will need to be acknowledged by a parent/guardian as part of the registration process for each student. If we find that students are not demonstrating the necessary levels of discipline, commitment and good behaviour, the ISTA Rep will speak to the teachers in charge.

The line of reporting is as follows:

- ISTA artist – initial issues are dealt with within the workshop/ensemble space;
- ISTA artist reports to Rep if the issue continues (the Rep will then inform both the teacher in charge and the host if appropriate) and a joint decision will be made as to subsequent action;
- in extreme cases a student may be excluded from the event and either supervised by a visiting teacher or sent home.

Policies

- ✓ [Event Media Terms & Conditions](#)
- ✓ [Event Terms & Conditions](#)
- ✓ [Membership Terms & Conditions](#)
- ✓ [Privacy Policy](#)
- ✓ [Student Code of Conduct](#)



The role of the visiting teacher

The role of the visiting teacher is:

- To supervise the young people in your care
- To observe your students working with the ISTA artists through the TAPS experience
- To take part in professional development workshops
- To network with other teacher/chaperones



Please note:

For health & safety reasons, it is a **requirement** for at least one adult from each school to be present at the venue at all times during the event.

Observing student ensemble sessions

Please avoid observing the first ensemble session, as this time is important for students to begin their work and build initial connections. After that, ensemble sessions follow an open-door policy unless the ensemble leader advises otherwise.

When observing, please be mindful not to engage in lengthy conversations, take extensive video or photos, comment on the work, or enter and exit the space frequently.

Supporting student wellbeing

Please note that the TAPS programme is intensive and follows a full schedule. Students will take part in a variety of workshops and attend evening theatre performances. To gain the most from the experience, it is essential they prioritise rest after each evening and come prepared to engage fully each day. Visiting teachers play a key role in supporting this by ensuring students are well rested, respectful of curfews, and ready to participate fully in each day's learning.



Example schedule

ista TAPS TAPS Perspectives Example schedule					
Day 1					
	Ensemble 1	Ensemble 2	Ensemble 3	Ensemble 4	Educators/chaperones
9:00am	Artists arrive and set up spaces				
9:30-9:45am	Participants arrive at venue				
9:45-10:15am	Registration and welcome				
10:15-10:45am	Guided ensemble work led by IB Specialist				
Session #1 10:45am-1:15pm	Staging play texts	Collaboratively creating original theatre	Performing theatre theory	Exploring world theatre traditions	Introductory meeting (11:00am-12:00pm) with (Rep) Break Observing students, networking and/or down time
1:15-2:00pm	Lunch				
Session #2 2:00-4:30pm	IB Diploma perspectives	Staging play texts	Collaboratively creating original theatre	Performing theatre theory	Observing students, networking and/or down time Break Observing students, networking and/or down time
4:30-4:45pm	Reflection time in school groups led by IB Specialist				
4:45pm	Free time/dinner				
Evening	Theatre performance #1				

While the overall structure is similar across all TAPS events, each programme is tailored to its specific location and learning goals, so schedules may vary. Use the example linked here to get a general idea of what to expect from your TAPS experience.

CLICK HERE TO VIEW 





Global Learning
Through the Arts

We are ISTA.

We connect, create, and inspire through the transformative power of the arts.

Founded in 1978, we are a UK-based charity dedicated to empowering young people and those who guide them through exceptional learning experiences in the arts. Working with educators and artists around the world, we challenge students to embrace diverse perspectives, ignite their creativity, and reimagine their place in the world.

At the heart of our work is the ISTA Ensemble Method — a collaborative approach to learning and community building that places young people at the centre. Through story-based inquiry, we seek to deepen understanding, spark dialogue, and inspire change.

We build vibrant communities of learning, partnering with over 240 member schools across the globe. Our bold, non-competitive approach fosters creativity, collaboration, and global connection — preparing young people to thrive in an ever-changing world.

We are the heartbeat of a global movement. At ISTA, the arts are more than expression — they are a catalyst for curiosity, growth, and transformation.

Through dynamic events, specialised training, and innovative resources, we cultivate spaces where imagination flourishes, collaboration is celebrated, and young voices are empowered to lead.



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