

Policy Number 5 – Annual Show

5.1 Aims

The aim of the Dance Connection Annual Show is to allow all students an equal opportunity to perform in front of an audience, for their friends and families.

5.2 Date of Show

5.2.1 The show will be held between November 15th and December 15th. The final date will be decided by the Principal and be disseminated to volunteers and students as soon as possible via Show Letter [Annex A].

5.2.2 All students who are registered with the School before 30th Sept of the school year will be entitled to take part in the show. No child will be forced to take part.

5.2.3 Students joining after 30th Sept of the school year will be allowed to take part in the Introductions and finale at the discretion of the School Principal.

5.3 Show Costumes

For the Annual Show ____ (enter year) the full costs of costumes will be detailed on the Show Letter [Annex A]

5.3.1 Freestyle School

The statutory costume payment, decided by the School Principal, will be detailed on Show Letter [Annex A] for all students registered before 30th Sept ____ (enter year). Anyone wishing to keep the costumes may do so but must inform the School Administrator before 30th Oct ____ (enter year). Payment of each costume to be kept will be advised at this time.

5.3.2 Students joining after 30 Sept ____ (enter year) will be expected to contribute full costs of the costumes.

5.3.3 Ballet & Tap School

For the Annual Show ____ (enter year) the fully cost of costumes will be paid by student/parents and all costumes and accessories will become the property of the student. Costs will be available by 30th Sept ____ (Enter year)

5.3.4 All payments for costumes should be paid by 30th Oct ____ (Enter Year) this will show the students commitment to taking part and therefore allowing the School Principal to allocate stage places to each student. Also it will allow sufficient time for the School to purchase costumes for each student.

5.3.5 Each student will be responsible for the purchase of all personnel items as detailed on initial Show Letter [Annex A]. Many of these items can be purchased via the School at a reduced cost and these will be indicated on the Show Letter.

5.3.6 All items **MUST BE LABELLED** with Students name and group. The School cannot accept responsibility for any loss or damage of items while at the show venue.

5.3.7 Any property left behind at the venue will be available for collection at the school for up to 1 month after the show date. After this date items will be disposed of.

5.4 Rehearsals

5.4.1 From ____ (enter date) each session in the normal school timetable will be dedicated to show work. Any student opting not to take part in the show will

NOT be discriminated against and they will be included in all aspects of the lesson(s).

- 5.4.2 Two fully rehearsals will be necessary. Fully details of the dates, times and costs will be detailed on the Show Letter [Annex A]. Every student will be expected to take part in these. All rehearsal costs will be paid prior to the rehearsals at the normal timetables session as indicated in the Show Letter [Annex A]

5.5 Backstage Chaperones

- 5.5.1 The School Principal will have the final say on who will be helping behind the scenes at the show and what role they will be allocated. No parent working backstage will work with the group containing his/her son/daughter. All those wishing to help can place their name along with a copy of their CRB Certificate with the School Administrator. All helpers will hold a current CRB Certificate or be cleared by the School Principal.
- 5.5.2 All helpers will be expected to attend both Rehearsals at indicated on the Show Letter [Annex A].
- 5.5.3 In the event of any issue relating to any aspect of the Show or Rehearsal helpers must report to one of the following nominated Senior Chaperones that have been fully trained and hold certificates in Show Chaperone Procedures
- **Alison Walker**
 - **Christine Holmes**
 - **Judy Frost**
 - **Liz Bekker**
- 5.5.4 In accordance with the School Child Protection Policy any issue must not be discussed with anyone not indicated in 5.5.3.

5.6 Show Day

- 5.6.1 Students should arrive at the Show Venue in School Uniform at the time indicated in the **Final Show Letter [Annex B]**.
- 5.6.2 Students will be directed to their allocated dressing area and be registered with by their Main Chaperone. Students should bring with them:
- Parental/Guardian contact details
 - Signed Medical Form
 - Costumes and Accessories - labelled
 - Food and Drink
- Students will remain in their allocated area until they are required for make-up or on stage.
- 5.6.3 Students are reminded that they be courtesy and respectful to fellow students and chaperones at all times. Anyone reported for actions detrimental to the character of the School may be withdrawn from the show. Parents will be informed immediately to collect the student.
- 5.6.4 Chaperones are reminded that if should action is taken then it will be reported to a Senior Chaperone as indicated at Para 5.5.3. No chaperone is allowed to neither make a decision of this nature nor contact a parent directly without first reporting the incident to a Senior Chaperone.
- 5.6.5 Chaperones are responsible for ensuring students are dressed and ready for stage in accordance with the running order allocated to each area.
- 5.6.6 Chaperones are required to bring the students to the holding area when requested by Stage Runners. They must then waiting in the area allocated for exit from stage to collect and return students to dressing room.

- 5.6.7 After the show students will be brought up into the main Foyer and handed over to parents/guardians. Each Student will be registered out by the Chaperones.
- 5.6.8 No student will be able to leave the theatre unless accompanied by a Parent/Guardian or person designed by the Parent/Guardian. Where this is the case the Parent/Guardian must make this known to Chaperones on arrival at theatre.

*Draft Show Letter*Dear *Student*

The date for the Annual Dance Connection School of Dance Show will be _____ [Enter date]. The production will be held at _____ [enter venue]. As in previous years there will be two shows; one at 2pm and one at 6pm.

You will take part in the show at _____ [Enter time]. If you do not wish to take part in the show please inform the School Administrator by _____ [Enter Date]

All students participating in the show will require the following costumes and personal items. *(This section may be added as a extra sheet if deemed necessary)*

Group	Costume(s)	Accessories
Pre Primary		
Primary		
Lilac		
Blue		
Teens 1		
Teens 2		
Ballet 1		
Ballet 2		
Ballet 3		
Tap 1		
Tap 2		
Ladies		

In accordance with the School Show Policy the statutory payment for the Freestyle Dance School Students will be £_____ [Enter amount]. Any student wishing to retain their costumes can do so by speaking to the School Administrator who will supply costs involved.

Students from the Ballet and Tap session of the school will pay the full costs of their costumes, which will then become their property. Payment of £_____ should be paid by 30th Oct _____ [enter year].

Personal Items can be purchased via the school at a reduced cost; please place orders by _____ [Enter Date]:

Any student joining the school after the 30th Sept _____ [Enter Year] will be entitled to take part in the Introductions and Finale at the discretion of the School Principal. The student will pay full costs of costumes.

Two full rehearsals are booked for Sunday _____ [enter date] at _____ [Enter venue] and Sunday _____ [Enter date] at _____ [enter venue]. All students will pay for the rehearsals at their class of the week ending _____ [enter date]. All students are expected to attend at the following times:

Rehearsal 1. *Venue/Time*

Group	Time	Cost / Payment date	Comment
<i>Pre Primary</i>	<i>10 – 11.30</i>	<i>£2.00</i>	<i>Example only</i>

Rehearsal 2. *Venue/Time*

Group	Time	Cost / Payment date	Comment
<i>Pre Primary</i>	<i>10 – 11.30</i>	<i>£2.00</i>	<i>Example only</i>

Draft Final Show Letter

Dear Student/Parent

We are now fast approaching the Dance Connection School of Dance Annual Show.
Principal opening remarks

You should now have all your accessories and costumes required for the show. If you are missing any item(s) please let Judy or myself know asap.

In accordance with the Schools Show Policy (No 5) you show arrive at the Show Venue in school uniform with all costumes and accessories, with enough drink and food for the day. Please avoid coloured drinks. *Add extras here.....*

Please arrive at the following time according to your group. If you are in two or more groups please arrive with the group mentioned first. If you also have a sibling in the show you may arrive together.

Group	Arrival Time (Example Time)	Comment
Ladies/Chaperones	10.00	
Teens 2	10.15	
Teens 1	10.15	
Blues	10.45	
Lilac	11.00	
Ballet 3	11.15	
Tap 2	11.30	
Tap 1	11.45	
Primary/Ballet 2	12.00	
Pre Primary/Ballet 1	12.20	