

Ref: Code of conduct 2018

On Wednesday 25th March 2015 I invited one member of staff from a participating school from each of the five clusters along with a member of staff from Larkrise Special School and Caroline the Dance Lady. Rather than one person making the decisions which impact on a well-established event I felt that a ‘troupe’ of Dance representatives would provide a better system going forwards and means of communicating information to schools. Following this meeting and the feedback I have received from a number of people involved it was decided to write a ‘code of conduct’ document for schools to follow. This is a working document and I welcome any further feedback for this and future years. **Following this year’s meeting (15/03/17), all changes are in BOLD.**

Pre-event

Please note: it is the lead teacher’s responsibility to ensure this document is read, signed and complied with (not the dance teacher)

Booking

* The booking window opens on **Tuesday 10th October at 0800**.
* West Wilts Schools will have one weeks to enter.
* Places are filled on a first come first served basis.
* There are 16 slots per night (Tue/Wed/Thu).
* Please limit the number of performers to approx. 30 per school.
* In order to give as many schools as possible the opportunity to perform, there will be only a limited number of double bookings available.  If you are thinking about booking two performances, please contact me via email before **Friday 6th October 2017.**
* On **Tuesday 17th October at 0800** I will offer out any existing places to all other areas across Wiltshire through the School Games Organiser network and schools who have asked to be involved.
* **If you are bringing a pupil in a wheelchair please let me know well in advance. Access around The Forum is not easy and will need planning.**

Compère information

* Please stick to the 100 word limit and ensure it is completed on time.
* Please add what the audience can expect or why the dance/music/style was chosen **and use the template provided.**
* The deadline is **Monday 11th December 2017 at 1600**.

Dropbox

* Dropbox will be used again this year to transfer large photo/music files. I will send a Dropbox link for the lead member of staff at each school after registration.
* If you need any help using Dropbox please email wg@kingdown.wilts.sch.uk
* Please do not access or move/delete anyone else’s files (this did happen last year).
* Schools will have their own folder this year.
* **I am happy to receive some documents via email as some schools networks do not allow Dropbox.**

Music

* Schools to provide ONE track.
* If your music needs to be mixed it must be done professionally. There are apps available to do this or given sufficient time **Paul Barnes** at Kingdown can do this for you on request pab@kingdown.wilts.sch.uk.
* Please ensure your music is sourced legally and is of a suitable quality so it does not crackle at a loud volume.
* Please ensure that your music/lyrics are appropriate for all ages.
* Please complete PRS document.
* The deadline is **Monday 11th December 2017 at 1600**.

Permission slips

* **In an attempt to go paperless a single covering email/letter from your school will suffice rather than bringing all the permission slips on the day.**

Photo

* Please provide ONE photo of either a rehearsal or group shot ensuring it’s of a suitable quality when blown up on a large screen.
* Please make sure this is completed on time.
* The deadline is **Monday 11th December 2017 at 1600**.

Rehearsal

* Please make sure you are on time and stick to your allocated time (20 minutes).
* Please include your entry onto the stage, bow and exit into your rehearsal slot.

Theme

* This year’s theme is ‘Legends’.
* I would welcome more ideas for themes from pupils for next year’s Dance Festival.

Staffing

* All members of staff will be required to wear a Neon Green wristband. These will be given out when arriving for your rehearsal.
* Non-teachers will need DBS clearance and also be required to wear the same wristband

**Tickets**

* All tickets are on sale at the same time from **Monday 4th December 2017 at 0900**
* There are 20 VIP tickets available for each evening – please email wg@kingdown.wilts.sch.uk if you would like to request some

**(Please note the majority of VIP tickets will go to Compère family members)**

* Failure to attend and use your VIP could result in a full price ticket charge.
* Tickets can be bought on the door **but Thursday sold out last year**.

**Website**

* Please visit <http://www.wwsgo.co.uk/dance-festival/>
* Copies of letters are available to download as well as more information about the event

**Event**

Clothing

* Please ensure that performance attire is suitable for viewers of all ages and that movements are of a non-sexual nature.
* It is also recommended that pupils do not perform in black leg wear as they are difficult to see on both the stage and DVD.
* **Please avoid excessive hairspray as some asthmatic pupils struggled last year.**

Litter

* Please ensure you holding area is clear at the end of the evening.

Supervision of pupils

* Pupils need to be supervised at all times **(this includes Secondary pupils).**
* Although we appreciate that the children will be excited, Schools are responsible for their student’s behaviour and any unacceptable/disruptive behaviour will result in not being invited to attend the next year.

Photography

* Schools to remind parents that there is strictly no photography and filming during the event.
* A photographer has been hired to take a photo of each school when they are IN FULL COSTUME approx. 1600-1800 on the same evening as their performance.
* Any pupils who do not have photo consent (orange band) cannot appear in these photos as they will be used to promote the event.
* Schools will be provided with a copy of the photo and parents will be able to purchase a copy direct from the photographer.
* [www.seanchiffersphotography.com](http://www.seanchiffersphotography.com)

**Post-event**

DVD Orders

* Schools can access a DVD order form on Dropbox.
	+ Please enter pupil/parent names and the quantity required then email accounts@kingdown.wilts.sch.uk
	+ Please encourage family and friends to order through your school rather than placing individual orders.
* Paper order forms will also be available, but again encourage orders through your school.
* Please send money electronically or in the form of cheques. Do not send cash in the post. (Some still sent cash and coins last year).

**Consent**

I have read and understood the content above and will ensure my school complies by these recommendations.

School:

Name:

Position:

Signature:

Last updated: S Widger 18/07/17