

Ref: Code of conduct 2019

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 (07/03/18), all changes are in RED.

*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

* This code of conduction will be emailed on Monday 3rd September to all West Wilts Schools. It will also be added to [www.wwsgo.co.uk](http://www.wwsgo.co.uk)
* When a signed copy is returned to [sw@acorneducationtrust.com](mailto:sw@acorneducationtrust.com) you will be provided with a password allowing you to book on Tuesday 16th October at 0800.
* EARLY BOOKING – If you attend one of the three Dance Festival Workshops you will be able to book early. Details will also be emailed on Monday 3rd September.
* West Wilts Schools will have one week 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 ASAP.
* On Tuesday 23rd October at 0800 I will offer out any existing places to other areas.
* 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 10th December 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 [sw@acorneducationtrust.com](mailto:sw@acorneducationtrust.com)
* 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 school’s 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](mailto: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 10th December at 1600.
* The track should not exceed 4 minutes
* No manual fades to be done at The Forum, please edit your own track before the deadline.

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 14th January 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.
* Staff will be given a handout with important timings and requests
* Also a theatre etiquette document has been requested to provide advice for those staff/pupils new to the event or for those that need reminding.

Theme

* This year’s theme is ‘Love is …’
* I would welcome more ideas for next year’s Dance Festival theme.

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 3rd December at 0900
* There are 20 VIP tickets available for each evening – please email [sw@acorneducationtrust.com](mailto:sw@acorneducationtrust.com) 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 please be aware that we have sold out in previous years.

Parking

* Avon Street is the closest Car Park to The Forum.
* You can pre-book parking using <https://www.mipermit.com/>
  + This will also email a receipt which is useful for claiming payment
* Please check the following website for parking advice and availability in Bath
  + <http://www.bathnes.gov.uk/services/parking-and-travel/car-parking/parking-bath>

*Event*

Post rehearsal

* Please make sure you are back in The Forum for 1800

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.
* [www.seanchiffersphotography.com](http://www.seanchiffersphotography.com)

Departure

* The last 7 schools to perform will exit the stage from the front steps and walk back up through The Foyer and back to their holding areas. These pupils will then be collected from The Foyer.
* The last 7 schools will be told who they are before the event so parents are aware of the arrangements.
* All other schools will depart through the back of the stage and back up to their holding areas. When the member of staff in charge is happy that all pupils are ready they will return to the stage where they will be announced to allow parents to come and collect their children.
* Please follow these instructions as a number of schools ignored this information last year upsetting parents and causing delays in collection.
* Do not allow pupils to leave early. All pupils are required to take part in the finale.

*Post-event*

DVD Orders

* Schools will be emailed a DVD order form.
  + Please enter pupil/parent names and the quantity required then email [accounts@kingdown.wilts.sch.uk](mailto:accounts@kingdown.wilts.sch.uk)
  + Please encourage family and friends to order through your school rather than placing individual orders.
* 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:

(Please email this word document to [sw@acorneducationtrust.com](mailto:sw@acorneducationtrust.com) to secure your booking for the event)

Last updated: S Widger 2nd September 2018