

Ref: Code of conduct 2023

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 forward 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 the last meeting (16th March 2022), 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 conduct will be emailed on Wednesday 14th September to all West Wilts Schools. It will also be added to [www.wwsgo.co.uk/dance-festival/](https://wwsgo.co.uk/dance-festival/)
* 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 Monday 17th October at 08:00.
* EARLY BOOKING – If you attend one of the Dance Festival Workshops you will be able to book early.
* 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 approximately 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 Monday 31st October at 08:00 I will offer out any existing places to other areas.
* Please ensure you have paid your West Wilts Membership and have no outstanding debts, your place may be given to another school. Any schools out of area will pay an entry fee for taking part.
* If you are bringing a pupil in a wheelchair or any additional access needs (e.g. visual impairment/mobility), please let me know well in advance so that plans can be made.

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.
* Please write in the third person.
* The deadline is Monday 5th December at 16:00.

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 every box of the PRS document.
* The deadline is Monday 5th December at 16:00.
* 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 5th December at 16:00.
* Schools will be provided with their photos via WeTransfer when they are available and schools have completed a feedback form.

Rehearsal

* Please make sure you are on time and stick to your allocated time (20 minutes).
* Please arrive 20 minutes before your rehearsal slot.
* Please arrive via the side entrance on Corn Street.
  + What 3 Words: **///rate.rush.cling**
* 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.
* 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 ‘A Kind of Magic’
* Please be aware we are planning to use pyrotechnics at this year’s event. Please prepare staff/students that shock easily (otherwise please keep as a surprise).
* 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 28th November at 09:00
* 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>
  + Please be aware that Bath now operates a Clean Air Zone so charges may apply
  + <https://beta.bathnes.gov.uk/check-your-vehicle-and-pay-charge>

***Event***

Safeguarding

* Please make sure you have at least one member of staff at The Forum before your first pupil arrives.
* We will not allow pupils to enter the building unless a member of staff is ready to receive and supervise them.
* Schools are still allowing pupils to arrive unsupervised and some staff arrived very late at the last event.

Post rehearsal

* Please make sure you are back in The Forum for 17:45

Clothing

* **DO NOT WEAR BLACK**. It looks poor for the photo with a black background and your pupils will not stand out on a dark stage for both the performance and DVD.
* Please ensure that performance attire is suitable for viewers of all ages and that movements are of a non-sexual nature.
* Please avoid excessive hairspray as some asthmatic pupils have struggled previously.

Litter

* Please ensure your 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.
* A member of staff should accompany their pupils to both the performance and finale.

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. 16:00-18:00 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

* Finale – we would like to invite two Dance Ambassadors/Captains onto the stage from each school as part of the finale.
* 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.
* If a school has made alternative arrangements, please pass this information so it can be shared with parents.

***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.
* The DVD’s are made to order and will be delivered when payment has been received.



**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 allow you to book for the event)

Last updated: S Widger 12th September 2022