

Ref: KS1 Code of conduct 2023

Intent: To provide a first opportunity for pupils performing on a big stage. The event will be a simplified version of the February Dance Festival.

*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 Monday 27th February to all eligible schools.
* When a signed copy has been returned to [sw@acorneducationtrust.com](mailto:sw@acorneducationtrust.com) you will be provided with a password allowing you to book on Monday 6th March at 08:00.
* Booking will be open for one week, however, places are filled on a first come first served basis. Please book early to avoid disappointment.
* On Monday 13th March at 08:00 I will offer out any existing places to other areas.
* There are 10 slots per night on Tuesday and Wednesday for non-Acorn schools to book.
* There are 10 slots on Thursday night for Acorn schools to book.
* There are TWO guest KS3 performances each night (invitation only).
* Priority will go to schools who were unsuccessful in booking a place for the February Dance Festival. These schools will be contacted before booking opens.
* Please limit the number of performers to approximately 30 per school.
* On Monday 13th March at 08:00 I will offer out any existing places to other areas.
* 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.
* Please make sure this is suitable for a Y5/6 pupil to read.
* The deadline is Tuesday 2nd May at 16:00.

Music

* Schools to provide ONE track.
* Do NOT mix tracks, you simply need to provide ONE track.
* 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 for the music file and PRS document is Tuesday 2nd May 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 from your school will suffice rather than bringing all the permission slips on the day.
* This needs to be completed before Monday 5th June at 16:00.

Photo

* Please provide ONE photo of either a rehearsal or group shot to be displayed on the large stage screen when your school is announced. This must be of a suitable quality when blown up on a large screen.
* The deadline is Tuesday 3rd May at 16:00.

Rehearsal

* Please make sure you are on time and stick to your allocated time (15 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 (see appendix 1)

Theme

* This year’s theme is ‘Books’
* The hope behind the theme is to provide opportunity for pupils to cover this book in class, understand the story, make props/costumes in lesson time that contribute towards the stage performance.

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 from Monday 24th April at 09:00
* Any remaining tickets can be bought on the door, however, at previous events all tickets have sold in advance so last minute entry cannot be guaranteed.

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 also check for Clean Air Zone and restrictions in place for your vehicle if suitable.

*Event*

Pre/Post rehearsal

* On the day of the event all schools will arrive around the same time 1300.
* Please enter via the stage door on Corn Street.
  + What 3 Words: **///rate.rush.cling**
* There will be a Welcome/Intro video in The Stalls for staff and pupils.
* Once you have arrived everyone will stay in The Forum.
* Schools will be provided with a leader to support you during the afternoon.
* Schools have a professional photo taken in the afternoon.
* Whilst schools are waiting for their rehearsal there will be a carousel of activities (see appendix 1).
* All equipment for the tasks will be provided.

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 have struggled in the past.

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.

Photography

* Schools to remind parents that there is strictly no photography and filming during the event.
* A professional photographer has been provided to take complimentary photos of each school during the afternoon (see appendix 1).
* 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

* There is no finale. Schools will return to holding areas to collect belongings. When they return, they will go to one of two areas (either The Stage or the Foyer). You will be reminded of your area before the event. Parents will collect pupils from these areas.
* Do not allow pupils to leave early.
* Do not leave The Circle until told to do so.

*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.

**1300-1330 – Arrival + school data sheet**

**1330-1345 – Welcome Video + Introductions**

**1345-1615 – Workshops**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Dilton Marsh  X26 | Spare | St. John’s  X16 | New Close  X11 | The Avenue  X12 | Heytesbury  X14 | Keevil  X14 | West Ashton  X11 | Rowde  X4 | Wansdyke  X17 |
| 1345 | Rehearsal (Stage) | Watch (Stalls) | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | | Photo (Attic) | Yoga (Upper Foyer) | Booklet (Foyer Basement) | |
| 1400 | Watch (Stalls) | Rehearsal (Stage) | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | | Yoga (Upper Foyer) | Photo (Attic) | Booklet (Foyer Basement) | |
| 1415 | Booklet (Foyer Basement) | | Rehearsal (Stage) | Watch (Stalls) | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | | Photo (Attic) | Yoga (Upper Foyer) |
| 1430 | Booklet (Foyer Basement) | | Watch (Stalls) | Rehearsal (Stage) | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | | Yoga (Upper Foyer) | Photo (Attic) |
| 1445 | Photo (Attic) | Yoga (Upper Foyer) | Booklet (Foyer Basement) | | Rehearsal (Stage) | Watch (Stalls) | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | |
| 1500 | Yoga (Upper Foyer) | Photo (Attic) | Booklet (Foyer Basement) | | Watch (Stalls) | Rehearsal (Stage) | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | |
| 1515 | Active Session (Ballroom) | | Photo (Attic) | Yoga (Upper Foyer) | Booklet (Foyer Basement) | | Rehearsal (Stage) | Watch (Stalls) | Cinema (Upper Seminar Room) | |
| 1530 | Active Session (Ballroom) | | Yoga (Upper Foyer) | Photo (Attic) | Booklet (Foyer Basement) | | Watch (Stalls) | Rehearsal (Stage) | Cinema (Upper Seminar Room) | |
| 1545 | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | | Photo (Attic) | Yoga (Upper Foyer) | Booklet (Foyer Basement) | | Rehearsal (Stage) | Watch (Stalls) |
| 1600 | Cinema (Upper Seminar Room) | | Active Session (Ballroom) | | Yoga (Upper Foyer) | Photo (Attic) | Booklet (Foyer Basement) | | Watch (Stalls) | Rehearsal (Stage) |
| 1615 | Move to Ballroom/  Eat packed tea | | Move to Ballroom/  Eat packed tea | | Move to Ballroom/  Eat packed tea | | Move to Ballroom/  Eat packed tea | | Move to Ballroom/  Eat packed tea | |

**1615-1630 – Compère sound check**

**1630-1645 – Secondary rehearsal**

**1645-1700 – Secondary rehearsal**

**1700 – Doors open + 1730 Show starts!**

**Performance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Intro video** | **1st** | **2nd** | **3rd** | **4th** | **5th** |

**Interval – 15 minutes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2nd half video** | **6th** | **7th** | **8th** | **9th** | **10th** |

**Finish – 1900ish**

**Acorn Dance Crew**

You will have two pupils with you from 1330 until 1900. They will support in any way they can.

**Staffing**

One member of staff must accompany pupils to their performance.

**Exit plan**

|  |  |
| --- | --- |
| **The Stage** | **The Foyer** |
| Primary Schools | Secondary Schools |

**Wi-Fi (staff only please)**

Username: Forumpublic Password: Rivers27!

**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 6th October 2022