



CHARTER HALL PERFORMANCE PROCEDURE

FRIDAY EVENING TECH/DRESS REHERSAL

4.15pm - Arrival time for Tots Ballet & Tap, Beginner Tots Acro. Musical Theatre solo singers.

4.30pm – Rest of the school

7.30pm – Pick up time for Tots Ballet & Tap, Tots beginner Acro

9.00pm – Pick up time for Primary Ballet & Tap, Grade 1/2 Modern.

If your child is **ONLY** in the first half of the show they may also be picked up at 9pm. Please see running order.

10pm – Pick up time for the rest of the school.

Parking is available in the main car park situated to the side of the Charter Hall and Leisure World. Once you have arrived you must register your child at the backstage door (**do not enter via the main reception area**). The backstage door is located at the back of the Charter Hall by the car park, our sign will be outside.

Once signed in, your child will be taken to their allocated dressing area. Parents are **NOT ALLOWED** backstage, there are 250 students performing in the show and the backstage area cannot accommodate large numbers of adults. To ensure that your child is well looked after we have an allocated number of authorised licensed chaperones who will be there to help.

FOOD & GAMES

- All young children are allowed to bring games or a book, colouring etc but no felt tip pens or crayons please!
- No Electrical devices are permitted and children Year 6 and under are not allowed mobile phones. This is for safeguarding reasons; we cannot have any potential forms of photography backstage.
- Students year 7 and above are permitted to bring their phones but these must be stored within bags and only removed after each rehearsal or performance.
- Please provide your child with plenty of water and a snack not a full packed lunch. **Children must eat before the rehearsal.**
- Please no nuts or chocolate or food items like yoghurt that can get on costumes.
- **Only children who are staying between shows will need to bring a packed lunch. Please bring this in a separate named bag.**
- Fizzy drinks, juice are not permitted unless there is a medical reason that your child needs to have a sugary drink, in which case we must be informed.

SATURDAY MATINEE PERFORMANCE

The Saturday Matinee performance will commence at 2.30pm please arrive backstage before **1.30pm**.

Matinee will finish at approx **4.45pm**

All students School Year 4 and below must be picked up between performances. Students in School Year 5 and above MUST remain on site between performances and will be chaperoned. These students need to bring a packed lunch to eat between shows. Those students age 14 and over will be allowed offsite between performances if we have signed authorization from a parent.

SATURDAY EVENING PERFORMANCE

For the evening performance which commences at 7pm please arrive at **6.15pm**.

The show will finish at approx **9.45pm**.

If you have any questions or concerns on the performance day the please speak with the check in staff on the backstage desk. Helen Dennis and Sarah Steers.

Please do not email, call or post on Facebook any queries on performance day as these will not be seen/answered. Please only send a message if it is an emergency, e.g if your child is too ill to perform to Jo on 07884 232375.

Due to certain health & safety, safeguarding and insurance reasons all students under the age of 18 years are subject to strict controls during public theatre performances, it is with this in mind that we respectfully ask all parents to read through the following information and please complete the contact form.

Upon entering the theatre all students must be signed in by an adult, we regret to inform that no parents are allowed backstage at any time before, during or after performances. We have a set number of authorised chaperones licensed by the council who are there to take care of all the students. Both The Colchester School of Dance and the Charter Hall have first aid trained staff on hand should the need arise. The school also holds contact details for all students however if you are planning to make alternate arrangements for collection then we must be informed.

Between performances students School Year 4 and below must be picked up. Students in School Year 5 and above MUST remain on site between performances and will be chaperoned. These students need to bring a packed lunch to eat between shows. Those students age 14 and over will be allowed offsite between performances if we have signed authorization from a parent.

All students under the age of 18 must be collected by an adult after the dress rehearsal / last performance on Saturday evening, they will not be allowed to walk out to the car park to meet you and must be collected from the backstage door.

At no time should you collect your child from the main reception area.

The checking in & out must be completed correctly, for which you may have to be patient with us.

As there are 250 students, we will be dismissing students in Grade order.

We hope that you appreciate that these arrangements are in place to ensure the safety of your child.

Please complete the online contact form with contact details by 12th June please.