



CHARTER HALL PERFORMANCE PROCEDURE

SAT 20th JUNE TECH/DRESS REHEARSAL

3pm – Seniors arrive: Senior Commercial, Senior BC, Senior MT, Senior Acro, Grade 4,5,6 & Inter Ballet & Tap, Grade 5,6 & Inter modern

3.30pm – Students in the following classes: Grade 2 & 3 Tap, Grade 3 & 4 Modern, Grade 2 & 3 Ballet, Junior Musical Theatre, Junior Body Con, Junior Commercial, Inter Commercial, Junior Acro.

4pm – All primary and Grade 1 Ballet & tap classes, Grade 2 Modern, Beginners Acro & tots acro.

4.30pm – Tots ballet & tap

7pm – Pick up time for Tots Ballet & Tap

8.15pm – Pick up time for Primary Ballet & Tap, beginners acro and any other student who is just in the first half (please see short running order)

8.45pm – 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.

Please be patient when signing your child in and out, procedures have to be followed for safeguarding purposes.

Once signed in, your child will be taken to their allocated dressing area. Parents are **NOT ALLOWED** backstage; there are 240 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! We will be running our colouring competition as in previous years.
- No Electrical devices are permitted and children Year 6 and under are not allowed mobile phones.
- 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. **If students are seen with their phones,**

they will be confiscated. This is for safeguarding reasons; we cannot have any potential forms of photography backstage.

- Please provide your child with plenty of water as there is no where to re fill bottles.
- Please no nuts or chocolate or food items like yoghurt that can get on costumes.
- 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.

SUNDAY 21st JUNE MATINEE PERFORMANCE 1pm

The Sunday Matinee performance will commence at **1pm** please arrive backstage **11.30am**

Matinee will finish at approx. 3.30pm so tots ballet & tap can be collected at **3.45pm**.

All other students will stay backstage between shows, NO ONE will be allowed to leave the building (this includes seniors) All students need to bring a packed lunch to eat between shows. (seniors-please do not order food deliveries)

Please bring packed lunch in a separate named bag. Students will eat between shows (please make students have a zip up hoody/dressing gown to wear over their costume whilst eating!)

SUNDAY 21st JUNE EVENING PERFORMANCE 5pm

The show will finish at approx **7.45pm**.

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 Essex County Council who are there to take care of all the students.

[Roles and Responsibilities of a Chaperone can be found here.](#)

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.

All students up to and including Year 11 must be collected by an adult after the dress rehearsal / last performance on Sunday evening, they will not be allowed to walk out to the car park to meet you and must be collected from the backstage door. Students in Year 12/13 who are under 18 can leave without an adult with parents consent (please complete on contact form)

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 240 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 **Mon 8th June.**

