 **Show Information**

Dear Parents,

We will be having a show at the Epsom Playhouse on the 4th and 5th February 2023. This will be for students in year 2 and above.

**Please complete the form. I need to know even if your children aren’t planning to be in the show.**

Whilst we encourage students to sign up for the performance weekend, but it is optional. It is very important that if you sign up you truly commit; missing classes during the term leading up to the show can be very disruptive to the rest of the class and the choreographic process.

**The times will change slightly depending on the ages and levels of the students, but the approximate times as a guideline for now are:**

Saturday 4th 2023

10am – 7pm – Tech rehearsal and dress run. This day will be staggered so that younger ones arrive later, but the exact timings will be sent nearer the time as it depends on how many people commit to the show.

Sunday 5th 2023

11am – 7pm. Dress run and two performances.

**Production Fee**

In order to keep costs upfront and transparent we will ask you to pay a one off production fee of £50 per child, for the first two siblings. The third sibling is free.

Please note that tickets are not included in this fee, these will be sold separately.

The production fee will cover:

Theatre hire, Dressing room hire, Lighting and sound technicians, Music licenses;

Front of house staff, Teaching staff costs for the weekend, Costumes and Props;

Chaperones licenses and Dress and tech rehearsal costs

**Key Dates**

**I need to know either way if you are planning to commit to the show by:**

We need confirmation of the involvement of your child as soon as possible in order to begin choreographing dances and organising costumes.

* 30th September 2022 This is the deadline for signing your child up to be involved in the performance weekend.
* 1st November 2022 – Tickets will go on sale on

 <https://stagestubs.com>

Search for Ewell Dance

* 1st December 2022. This is the deadline for payment of the production fee.

£50 per child, for the first two siblings. The third sibling is free

* 4th and 5th February 2023 – Show weekend

**Methods of payment:**

 **For Bank Transfers:**

* Bank Transfer Account name: Claire Sibley
* Cheque. Made payable to ‘Claire Sibley’ Account Number: 07155265
* Cash Sort Code: 11-64-35

If paying by bank transfer please use your child’s name as a reference.

**Student Show Sign Up Form 2023**

**Please complete this form and hand it back to Miss Claire by 30th September 2022**

I need to know even if your child is not planning on taking part.

☐ Yes, my child/ children will be taking part in the show

☐ No, my child/ children will not be taking part in the show.

**Please write in your child/ children’s names here.**

1)

2)

3)

4)

**Show February 4th and 5th 2023 – helper sign up**

**If you would like to volunteer to help in the show, please complete this form.**

What is your name?

What is the name of your child(ren) who’ll be in the show?

To be able volunteer to help backstage at a show there are three main types of helper and this will change what and how you are legally allowed to help.

**Without enough licensed chaperones the show cannot legally run. Please, please choose this option if you are able to.**

1) A Chaperone. – we need a minimum of three licensed chaperones per group to make the show run.

A chaperone is legally in charge of a group of up to 12 children. **Without having enough licensed chaperones the show legally cannot run.** They are allowed to look after 1 group of children.

To become a chaperone requires a license that you apply for through your local council. It involves an online safeguarding course and a DBS check. I will reimburse any costs involved. If you are able to become a chaperone, please do. You'll need to go onto your local councils website as the process changes slightly depending on which council you live in. **This takes at least four months to complete the application process.**

2) A DBS Parent Helper

Is allowed to help in dressing rooms, doing hair etc. but is not allowed to be responsible for a group of children. This is for people who have a DBS check. A DBS check is a police check that lots of people have through their jobs to show that they are safe to work with children and vulnerable adults.

3) A Parent Helper

May get teas, coffees, iron costumes and help backstage but not in charge of any children.

**Which kind of volunteer do you want to be?**

 Licensed Chaperone

 DBS helper

 Parent Helper Volunteer

**What is your local council?**

**Do you have a chaperone’s license or a DBS check? If yes take a photo of it and include it with this form.**

**Do you have a first aid certificate?**

Thank you so much for helping backstage, the show couldn’t run without help from all of you. I am so grateful for your time.

Thank you,

Miss Claire.