



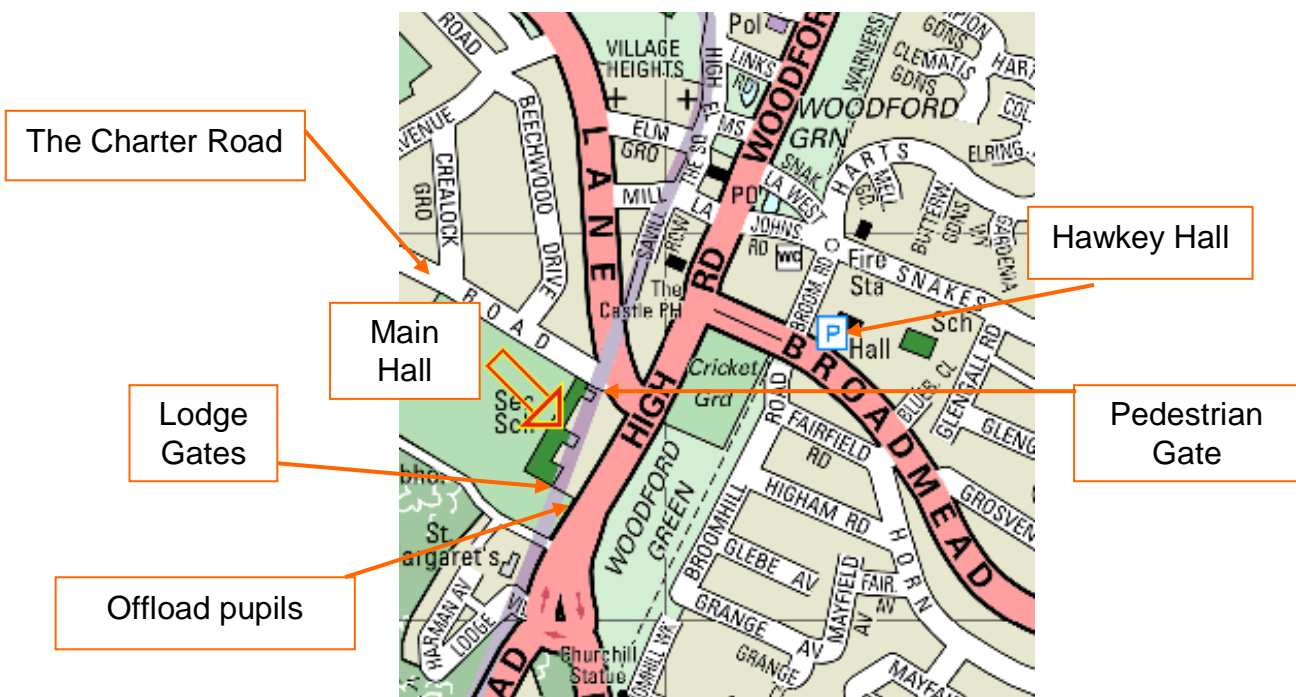
December 2010

Dear Colleague,

FINAL INFORMATION & ENTRY FORM

Thank you very much for your interest in this year's Partnership Dance Festival. To confirm it will be held at Woodford County High School in the main hall on **Wednesday 16th February 2011**. It will start at 12.30pm and end approximately 3pm ending with a dance workshop.

Arrival between 12.00 and 12.15pm Please advise your drivers to offload pupils on the High Road pavement, close to our Lodge Gates. (see map) This will reduce congestion and will be the safest and closest place to the school for younger age groups. Please do not drive into the school even to offload. There is a pay & display public car park at Hawkey Hall and The Charter Road can be used but is difficult for large vehicles. The school driveway is often busy so one of our pupils will greet you and escort you directly to the hall.



In the hall you will be shown to an area for the session where we would like your pupils to remain and stay seated on the floor (chairs provided for staff) until they are called to perform. (Children may bring a small cushion to sit on if desired.)

I would like all dancers to arrive ready to perform, as use of the schools facilities are restricted due to lessons.

Please note that there will not be a comfort break during the Festival. If a pupil requires the toilets, then your allotted WCHS Sports Leader will escort you and the child, during a transition. We can accommodate tap shoes on stage if necessary.

No food or drink will be allowed in the Main Hall but water will be supplied in the Crush Hall. If you would like to stay for the duration your pupils may bring a packed lunch and if the weather is fine I would encourage them to eat outside in the small garden to the left of the hall, if wet then I will seek special permission for them to eat in our dining hall between 12.00pm and 12.15pm however I will need to know this request in advance.

The Programme: With the expected 20 schools we have to restrict time to a **maximum of 3 minutes performance time for each school** so a prompt transition will be required.

There is no theme so your contribution can be entirely up to you.

All dancers will approach and descend from the stage (4.80m [width] x 3.35m [depth]) by its front 3 steps, please be aware they are quite high for little legs (approx 38cms).

After the performances we will end with a workshop when our 6<sup>th</sup> form and Sports Leaders will teach their groups a dance and all will perform in the hall together.

At the end of the session each school will lead out from the hall and leave through the lodge gates or pedestrian gate. Some schools may choose to meet their transport in Hawkey Hall car park or nearby roads. If your school needs to leave before the end of their session it is important to respect the other performers and leave quietly during an appropriate break.

We are hoping to film this festival and give a copy of the DVD to each school so please seek permission from your parents that their consent is given. (Therefore please do not film any other schools dances.) May I also add that no flash photography should be used during the performances as this can be quite off putting for the dancers and please turn off mobile phones.

As you can appreciate it is so important that your **music is edited** and does not exceed **3 minutes** or our sound technicians will have to end it abruptly if we are to allow all schools to perform. The festival is before half term therefore please can you send me a copy of your music Mp3 file, tape or CD so we can do a sound check by **Friday 4<sup>th</sup> February**, but please bring along another copy of your music just in case. *Any music not received by this date will not be tested.*

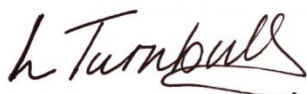
I must stress that we cannot allow parents to spectate we do not have the space and on the side of health and safety we must know who the adults are on the school premises. So please pass this information on to avoid any embarrassment or problems.

I cannot give you exact timings of when your pupils will perform until I have all the Information Forms returned (**see below**). It can be a long time for smaller children and they can get fidgety which is fine during the transition but we would like them to be quiet during the performances

If you have any concerns or queries, please do not leave it too late before contacting me.

I do hope the Festival will prove to be enjoyable for everyone and I look forward to seeing you on Wednesday 16th February 2011.

Yours sincerely,



Laurane Turnbull  
SSCO WCHS



## Final Entry Form for Dance Festival 16<sup>th</sup> February 2011

It is important that this form is returned by post, fax or email by **Wednesday 2<sup>nd</sup> February 2011** otherwise I will assume you have withdrawn from the Festival and your school will not be included in the programme.

Laurane Turnbull at WCHS, High Road Woodford Green, Essex IG8 9LA

fax 020 8506 1880 or email: laurane\_turnbull@hotmail.co.uk

On receipt of this form I will reply by email to confirm your entry. If you do not get confirmation from me by **Wednesday 9<sup>th</sup> February** please contact me or your entry may not be included.

School \_\_\_\_\_

Contact Teacher \_\_\_\_\_ Telephone \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Name of teacher accompanying pupils if different from above \_\_\_\_\_

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No. of Pupils Dancing \_\_\_\_\_ Year group(s) of Pupils \_\_\_\_\_

Gender of Pupils attending: Girls \_\_\_\_\_ Boys \_\_\_\_\_

No. of Pupils Spectating only \_\_\_\_\_ Number of adults accompanying pupils \_\_\_\_\_

Any special needs \_\_\_\_\_

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Title of Dance(s) \_\_\_\_\_

Style of Dance \_\_\_\_\_

Music or accompaniment: (*please delete as applicable*) mp3/CD/Cassette tape/Instruments/Other

Other information you may wish to add: (eg. require dining hall, specific performance time)

Signed Teacher in Charge \_\_\_\_\_