



November 2016

Dear Parent

Showcase 2017 (Working title - Suggestions please!)

Please read to the end of this letter. Some important information is contained.

We will be staging a full school show on 1st/2nd April 2017 to be held at Ripon Grammar School. This is our first major production and work is already underway to choreograph and costume show numbers. Classes will be closed to new pupils after Christmas to allow us to prepare the children we have currently on role but preparatory class will remain open until February half term. Preschool will not be affected.

The *work* and *costs* involved in staging a show are significant. However, I feel it is important that we have regular opportunities for performance built-in to our programme. The show will be a wonderful opportunity for the children to show parents, friends and other family members what they have achieved. It is the 'end result' of all the hard work and the *fun bit*.

The costs will be kept to a minimum but these include: extra rehearsal time at Hugh Ripley Hall, hire of the Grammar School for technical rehearsal, dress rehearsal and the two performances, hire of microphones and PA, fees for technicians to run the sound/lighting, licences/DBS checks for back stage helpers, teachers fees for rehearsals, costume hire and costume purchase costs and many more miscellaneous things I am sure!

Some costumes will be hired in from outside agencies and some other costumes will be bought/made specifically for the show. Costumes will be provided in a suitable plastic garment cover and will contain everything needed apart from dance shoes, ballet socks/ballet tights and any other standard uniform items. **ALL COSTUMES WILL BE PROVIDED ON A HIRE-ONLY BASIS.**

Rehearsals and Performance Dates

The following rehearsal dates are **MANDATORY** for *all* pupils wishing to take part (including older pupils who may have Saturday jobs!). Please save the dates to avoid double-booking. Unfortunately, children who do not attend these rehearsals will not be permitted to take part in the performances due to health and safety issues. More precise timings will be available nearer to the event as **younger** children **will not** be needed **all** the time. However, for now, please assume that your child will be needed for the entire duration of the rehearsal.

Saturday 25 th March:	Hugh Ripley Hall, 12.30pm until 5pm – whole school rehearsal – finalé to be rehearsed.
Saturday 1 st April:	RGS, 10.00am to 1pm – Technical rehearsal RGS, 2.00pm to 5pm – Dress rehearsal
Sunday 2 nd April:	RGS, 2.00pm – Matinee performance RGS, 6.30pm – Evening performance

Class timetable

For Spring term, all classes become 'show rehearsals'. Some classes will be combined with others; for example, preparatory/primary ballet or grade 1/2 tap as these groups may be performing in the same show dance. Every effort is made to keep timetable changes to a minimum but please ensure you familiarise yourself with the changes next term. Please try and keep absences to a minimum. When a child is missing from class for two consecutive weeks they may be necessary for that child to be 'off stage' for that portion of the choreography. I understand that this can be upsetting for a child but the rehearsal schedule is tight given that we only have most children for 30 to 45 minutes a week and teachers cannot always go back on choreography from previous weeks – so please bear this in mind!



Volunteers

We need volunteers to chaperone children during rehearsals, be backstage dressers and chaperones, to sign children in and out and a whole host of other tasks backstage and front of house. To comply with child protection legislation, we have to adhere to strict child/adult ratios and all backstage roles require a DBS check. If you already hold DBS clearance and would be happy to help out, please sign the Volunteer list at Hugh Ripley Hall. If you do not have a DBS check but would like to help then please indicate accordingly and I can arrange for the check to be done and RDA will pay for this. The list will ask you to indicate at which rehearsal/show you would be prepared to help. Without adequate helpers, the event cannot take place. There will be a few meetings for key roles; wardrobe, quick changers, props, main dressing room supervisor etc. at a time to be advised in advance of the technical rehearsal. This might all sound over the top but who can forget the circus that was the backstage area at our mini show in 2015? Let's try and avoid the stresses of lost costumes, missed cues, prop's not being where they should be etc!

Costs

To take part in the show, including all rehearsals, ' Show Fee ' per child	£12.00
Costume costs: 1 costume	£10.00
2 costumes	£20.00
3 costumes	£25.00

Please complete the consent form overleaf and return with **show fee** of £12. Costume costs will be invoiced in January and may be paid in full or in two instalments, ie the second instalments at half term.

To assist with costume buying/hiring, please complete the sizing information also.

I hope the above information is adequate for now!

Miss C ☺



I consent for my child to take part in the show on 1st and 2nd April 2017. I have read the above information and confirm that my child will be available for extra rehearsals as detailed in the Show information letter.

I enclose/have made electronic payment* £12 fee.

Signed: _____ Date: _____

Cash should be in a sealed envelope clearly marked with your child's name, together with this slip. **Apologies – I no longer accept cheques due to high bank charges.**

Electronic payments to:
Account Name: Ripon Dance Academy
Bank: Barclays Bank Plc
Account No.: 03513939
Sort Code: 20-11-81
Ref: Your child's full name and 'show'

Pupil Name: _____

Age: _____

Height: _____

Chest: _____ (inches please)

Waist: _____ (inches please)

Hips: _____ (inches please)

Shoe size (UK): _____

Leotard size: _____