CHAPERONE GUIDANCE NOTES CHRISTMAS CONCERT 2019

-please wear your license at all times

-there will be a pink folder that will have signing in sheets for all the children. The children will be signed in and out by either Molly or Dani. For the rehearsal children will be signed in and out in the reception area of The South Holland centre. After the show junior children will be signed out from the function hall and all inter/senior students will be signed out from the stage door at the bottom of the stairs (alley way between the theatre and hills.) All chaperones must stay until all children have been signed out

- there will be a white laptop with all children’s emergency contact details as well as a black folder with Spalding students contact details and an orange multi colour folder with long Sutton children contact details and a pink multi folder for Holbeach contact details. All folders and the laptop will be clearly named and located at the front of the function hall by the red curtains on a desk.

- our safeguarding and first aid officer is Jane Tarrant, if you haven’t met her before at other shows please let us know and we can point her out to you, she will be in Polka Dot uniform. First aid kits will all be located on the desk at the front of the function hall.

- please make sure you are aware of all fire exits and that they are not obstructed by costumes or children’s belongings

-No child is to get changed in the function hall, there will be 2 pop up tents in the function hall one will be for boys changing and one will be for girls changing. The dressing rooms will also be opened and all four will be available for quick changes. They will be clearly marked for which class and gender is allowed to quick change and will be announced on the day

-please encourage children to keep the place tidy and their costumes all together

- Chaperones are not permitted to use the same toilets as children please use toilets located on level 1 of the south Holland centre (café area)

- no child is permitted to go to the bar for drinks during show and rehearsal time they must stay in the function hall at all times

-please don’t leave a child unattended or allow them to leave the performance venue with anyone other than their parents unless written permission has been given. No child is to leave the theatre without being signed out.

-To ensure we adhere to the performance regulations in relation to hours of performance, the days timings are as follows:

All seniors arrive 2.30pm

All inters arrive at 3.15pm

All juniors arrive at 4pm

Once each group have rehearsed on stage they will be on break whilst the others have there turn. By 4.30pm all students with chaperones will make there way up to the function hall. Please arrive at the same time as the group in which you chaperoning

-If you are chaperoning juniors you will be giving a detailed guide of their show schedule on the day so you are aware of when they are on and off stage and when they need to get changed

-If you are chaperoning inters you will have a show schedule highlighted with your groups routines.

- The function hall will be marked out with chairs to create areas and each area will be labelled as to who is where

Chaperone Rota

Junior street spalding- Hayley Gedney and Tiffany Hayes Smith

Junior street Holbeach- Jennifer Andrews and Vicki Murfitt

Junior cheerleaders – Laura Dilley and Leslie Hilliam (Leslie will be working with children who are cheerleaders and street dancers)

Junior Street Long Sutton – Claire Ketteringham and Rebecca O’Shea and Ann Trett

Inter street spalding and inter troupe and cheerleaders– Nicola Bingham and Rebecca Hill

Inter street Long Sutton and Holbeach – Claire Scott and Nikki Allmond

All senior street and troupe – Molly Howitt, Miranda Hutchinson and Danielle Barton

Pop tots – Jane Tarrant and Cherrelle Melton

Backstage – Martin Melton and Becky Melton