

Show letter

Dear parents and carers,

**THIS LETTER IS IMPORTANT AND MUST BE READ THOROUGHLY, AS IT RELATES NOT ONLY TO PERFORMANCE AND REHEARSAL TIMINGS AND VENUES, BUT ALSO TO THE CARE AND SUPERVISION OF YOUR CHILD/CHILDREN.**

As you know, **all** of the children have been invited to perform in the show in July. As soon as classes resume after the Easter holidays, we will be starting to rehearse the show dances in the children's classes. Unless told otherwise, I will assume that your child would like to be in the show, so please do let me know if they are unable to do so on the first week back after Easter.

Show dance term is often very exciting as it gives the children a break from syllabus and exam work, and a chance to learn a full length dance to a high standard. The children also love performing on a stage with costumes, perhaps props, lights and an audience!

Please may I add that it is very important that the children attend **all classes and rehearsals** in the run up to the show and that they are committed through out the summer term. Of course I will always recognise any unforeseen circumstances and recognise that these cannot be avoided. The children work so hard learning the show work, and if 1 child misses a class/rehearsal, they will be behind as there often is not enough time to go over parts already taught, it is also unfair to keep going over parts that the rest of the class have already learnt. May I add that if someone drops out after learning a routine, it affects the rest of the children in that dance. Meaning that they could be left without a partner, or are having to change parts of the dance due to someone dropping out which is not fair when they would have worked so hard to perfect the dances. Having to rearrange/change choreography is stressful on the teacher and student so please do have this in mind when we start rehearsing in the summer term!

### **Rehearsal and Show dates**

**Summer Term starts : Saturday 9th April**

Bank Holiday May Day – Monday 2nd May – NO CLASSES!

**Half Term : Monday 30th May – Sunday 5th June**

**SHOW REHEARSAL- Saturday 9<sup>th</sup> July- 2:15-4:30**

at Icknield School

**SHOW DRESS REHEARSAL- Thurs 14th July – 4.00-7.00pm**

at Comberton Sports and Arts Theatre

**SHOW TIME!!! Saturday 16th July – Matinee at 1.30pm-3:00pm – **please note change of time!****

at Comberton Sports and Arts Theatre

**SHOW TIME!!! Evening Performance at 4:30pm -6:00pm**

at Comberton Sports and Arts Theatre

**NO CLASSES WILL BE RUNNING ON THE SATURDAY OF THE SHOW!**

**Summer Term finishes Saturday 16th July**

### **Theatre Address**

West Street, Comberton, Cambridge, CB23 7DU

### **Chaperone volunteers**

In order for the show to go ahead we will need volunteers to help look after the children back stage. These volunteers will need to help the children change into correct costumes, take them to the toilet, chaperone the children safely to the stage when its their turn to dance, and back again to the changing rooms. On the dress rehearsal day, chaperones will also be needed to escort and stay with the children when they have the photographs taken! All volunteers helping back stage will need to be officially checked and registered, a licence will be needed for each chaperone in order to safe guard the children which I can sort out, although some of you will not need a licence but I will need a copy of your current DBS certificate. If I do not already have this please can you bring this to your child's next dance class. Thank you so much to those that have volunteered to help out on various days, it is much appreciated

### **Rehearsal- 9<sup>th</sup> July at Icknield School**

All children are to be signed in at the school at 2:15pm, for a prompt 2:30 start. Please can children wear their normal dance attire that they wear for classes as this is **not** a rehearsal in costumes.

Please ensure your child has adequate drink and a snack if needed.

There is likely to be waiting around although children will be entertained watching each others dances, please bring something for the children to do whilst waiting for their dance if you think they will need it e.g. book, colouring in etc.

All children in the Minis classes and Pre-Primary classes are to be signed out and picked up at 3:45. The rest of the children will need to be signed out and picked up at 4:30 pm.

### **Show/ Dress Rehearsal layout**

Parents will need to escort their children to the theatre entrance where the children will be signed in by their registered chaperone. The children have been organised into dressing room groups during each of their rehearsals and performances (this will be emailed out nearer the time). Parents will then leave the children with their designated chaperone, who will then escort the children to their changing area in the allocated groups as per the allocations given on the attachment give out nearer the time.

**Hair and make-up should be done before you arrive.** (details of this will be send out nearer the time) **Please note that unless you are a licenced Chaperone, for whom we have paperwork, you will not be allowed backstage with your child.**

Parents/carers will not have contact with their children during the interval, nor will friends/siblings etc. be allowed access to the dressing rooms. We would be grateful for your understanding and cooperation with this, in order to safeguard the children. Thank you.

After the rehearsal/shows all children will need to be signed out by their registered chaperones before they can go. The chaperones will escort the children to the theatre entrance where parents/carers can collect their children and take them home. Parents will need to pick their child/children up and sign them out after the matinee performance at 3:00, and then return the children to the theatre to be signed in again for the next show at 4:00, ready for a 4:30 start.

Please make sure your child has sufficient food and drink to last throughout our rehearsals and performances (no nut products please).

### **Dress rehearsal- 14<sup>th</sup> July**

All children will need to be signed in at the entrance of the theatre, at 4:00pm where they will meet their registered chaperone as explained above.

We will then start the full dress run through promptly at 4:30pm. This rehearsal will be run just like the full show- no breaks in between dances apart from the interval, full costume changes with hair and make up done. (Details on costumes, hair and make up will be sent out nearer the time). After their dance each group will be chaperoned to the photo area to get photographed before being taken back to the changing room.

All of the children in the Minis classes and Pre-Primary Ballet classes will finish at an earlier time of 5:30pm. Parents can collect them at the theatre entrance once they have been signed out by chaperones. I would like the rest of the children to stay until 7:00pm, as some dances may need to be rehearsed again after the full run through.

### **Matinee performance**

Arrive at 1:00pm pm for a 1:30pm start. The show will last approximately 1 hr and 30 mins. Can parents/carers then be ready to collect children at 3:00pm. Remember all children need to be signed in and out.

### **Evening Performance**

Arrive at 4:00 for a 4:30 start. The show will last approximately 1 hr and 30 mins. Can parents carers then be ready to collect children at 6:00pm. Remember all children need to be signed in and out.

### **Parking**

There is a large car park just outside the theatre, which is available for us all to use.

### **Show Photographs**

These will be taken at the dress rehearsal on Thursday. After each group dance has been performed, they will be chaperoned to the photographer for group and individual photos to be taken. If you would like sibling photos taken please let me know in advance so we can organise this.

You will be able to purchase photographs at either shows or if you collect a leaflet you are able to order photos after the show online. The cost is £12 for x2 photos.

### **Show DVD**

The performances on Saturday 16<sup>th</sup> July will be recorded and a DVD will be available to purchase a few weeks after the performance, price t.b.c. Look out for order forms at the performances.

### **Show tickets**

Tickets are available from Comberton Sports and Arts reception from now! The reception desk is open 7am to 10pm Mon to Fri and 8am to 4pm Sat & Sun, they take telephone and online bookings, although they do prefer bookings to be made online.

They take all major cards or can arrange for a reservation to pay cash on the door. Tickets can also be purchased at the door on the day of the performances, although I recommend booking in advance to avoid disappointment.

### **Ticket Prices**

Adults (16 years plus)= £10

Children (2-16 yrs) & OAP's = £8.00

Children under 2 years go free

**To Book over the phone**, Tel: 01223 264 444

**To Book On-line**

<http://www.WeGotTickets.com>

Matinee-13:30- normal ticket

<http://www.wegottickets.com/event/355309>

Matinee-13:30- concession

<http://www.wegottickets.com/event/355310>

Evening 16:30- normal ticket

<http://www.wegottickets.com/event/355311>

Evening 16:30- Concession

<http://www.wegottickets.com/event/355312>

**Costume Fund**

**Advertise your local business/services in dance program**

In order to raise money for the show costume fund, if you would like to put an advert in the show program regarding your local business or services, in return of a sponsor I would be more than happy to support this. Just email me with your advert and how much you would like to donate.

With regards to costume prices I have tried my very best to keep all costume prices to a minimum. I have spent a lot of time researching in order to keep costs down, some costumes I have sourced at very competitive prices, and others are slightly more expensive but still very good value for the price. In order to keep costume prices down some of the costumes are not made to measure so alterations may be necessary.

Please see attached document for costume prices without costume fund money taken off yet! I am still trying to raise money, but an estimate would be £2-3 to be taken off each costume! Each child will have a different costume per dance class. If your child attends 3 dance classes for example, they will need to buy 3 costumes. Costumes are yours to keep after the show. An invoice will be sent out nearer the time with exact costume prices on.

Adult costumes will not have costume fund money taken off, and will be discussed in their classes.

Thank you for taking your time to read this letter and I appreciate your continued support.

Best wishes,

Miss Christina