

VENUE LOUGHBOROUGH TOWN HALL

Show in a Week 2019

The Wizard Of Oz - Week 2

12th August — 16th August 2019 - Age 6-11yrs

Thank you for joining Show in a Week 2019! Loughborough Town Hall is really looking forward to welcoming your child for the weeks activities.

Please take a few moments to look through this information pack which contains everything you need to know about the week.

The pack also contains a Consent Form which needs to be filled in and brought to registration on the first day of your child's attendance.

PLEASE NOTE: This workshop week is now full. Your child has now been allocated to the workshop that was indicated on their application form.

If you require any additional information please do not hesitate to contact the Box Office on 01509 231914, or email us on box.office@charnwood.gov.uk

Please note:

Charnwood Borough Council, and by extension Loughborough Town Hall, will not use or process personal information in any way that is incompatible with its notified purposes or in any other way that would constitute a breach of General Data Protection Regulation (GDPR) law. For full details on our data protection policy please check: www.charnwood.gov.uk/privacy

What you need to bring:

- The completed form included in this pack to be processed during registration on the first day.
- Plenty of water, snacks and a packed lunch for each day.
- Comfortable & sensible shoes and clothing suitable for activity. NO crocs, flip-flops or wheelie trainers please!
- All necessary medication – this will be placed on a designated medicine table for easy access and should be clearly labelled.
- Your completed ticket request letter for the final performance.

What you need to know:

- It is not advised that children bring any valuable items with them to Show in a Week. MP3s/iPods and mobiles cannot be switched on or used during the workshops and valuables are left at the owner's risk.
- Children will not be allowed to leave the Loughborough Town Hall premises under any circumstance whilst they are signed in and attending a session (see **Child Safety** section). **Please note that children will not be able to self sign in or out.**
- The sessions will run from 10.15am-3.30pm each day and all children must arrive and be collected on time. Attendance for all days is important.
- **Please ensure your child arrives at the Loughborough Town Hall Box Office in good time to allow for a prompt 10.15am start each day.**
- Should you need to report an absence please contact the Box Office: 01509 231914.

What you need to know (continued):

- The emphasis of Show in a Week is fun and inclusive of all abilities. To ensure that all children are able to enjoy the week, a 'behavioural contract' will be drawn up between the group at the start of the week. Any child failing to achieve this standard of behaviour will be asked to leave and no refund will be given.
- At **2.30pm on Friday 16th August**, the children will present their performance of The Wizard Of Oz. Please indicate and complete the Ticket Request Letter at Monday's registration to let us know how many tickets you would like for this.
- Please note that some filming and photography may take place during the week by LTH or Brightlights Theatre School staff but is **not allowed** during the performance, in-keeping with standard practice in the industry. Permission for your child to be photographed by LTH and Brightlights Theatre School can be given in the Consent Form included in this pack and these photographs will be made available for parents on request. We thank you for your cooperation with this.
- Please be aware that a child attending has a relatively severe nut allergies, please bear this in mind when considering packed lunches for your child to bring to Show in a Week. We are asking all parents to not include traces of nuts in packed lunches, and really appreciate your cooperation.

Child Safety

All supervising adults have been DBS checked for previously working with children and the venue has taken references for adults working with children on the workshop. Where applicable, the venue has authorised the portability of previous checks.

All adults working with children have been briefed on Charnwood Borough Council's Safeguarding Policy and Procedure.

Each day your child will need to be signed in and you will need to verify the emergency contact and the collection details for that day. Your child will not be allowed to leave Loughborough Town Hall until collection, by the named collector for that day. At this point your child will be signed out and no longer the responsibility of Loughborough Town Hall.

The health and safety rules of the building will be outlined to your child at the start of the week and the workshop leaders will remind them of these when moving around the building.

Please make sure that all the medical details we have for your child are correct and that all medication needed has been clearly labelled with the child's name.

Please make sure we have any Access requirements prior to the start of the week, to ensure your child can be fully accommodated for during *Show In A Week*.

Should you want to discuss any further details, please contact the Box Office on 01509 231914.

Consent Form

All information will be treated in strict confidence.

Event: Activity: Show in A Week 2019— The Wizard Of Oz— Week 2	Date:
Name of child	Date of birth:
Home Address:	
Home Telephone Number:	Mobile Telephone Number:
Medical conditions (if any) asthma, diabetes, allergies:	

- I confirm that my son/daughter is in good health and I give consent for my son/daughter to participate in the above event/activity.
- I consent to any emergency treatment required by my son/daughter during the course of the event/activity.
- I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Charnwood Borough Council and Brightlights Theatre School for bona fide promotional purposes. This also includes use on the internet and on each respective organisations social media pages.

The information you provide will be used in accordance with the *General Data Protection Regulation (GDPR)* legislation, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

I have read and understood that the adults working on show in a week have been checked by the venue for their suitability and I am happy with this and the **Child Safety** part of the information pack.

Name of Parent/Guardian.....

Signature..... Date.....