

# SYDNEY NORTH PUBLIC SCHOOLS DANCE



## 2018 FESTIVAL FINAL INFORMATION PACKAGE

The Sydney North Public Schools Dance Committee is pleased to announce that your school has successfully auditioned for inclusion in the 2018 Dance Festival.

To access the **2018 Rehearsal & Performance Schedule**, please refer to the link provided in the email or go to the Festival page of our website [www.snpublicschoolsdance.com.au](http://www.snpublicschoolsdance.com.au).

To facilitate Dance Festival organisation, the following information has been included in this package:

- Page 2: General Festival Dates
- Pages 3-4: Information for Teachers
- Page 5: Information for Parents
- Page 6: Information for Students
- Page 7: Ticketing Information
- Pages 8-13: Risk Assessments

# 2018 DANCE FESTIVAL DATES

## EVENINGS

Monday 25 June	7.30pm only
Tuesday 26 June	5.00pm & 7.30pm
Wednesday 27 June	5.00pm & 7.30pm
Thursday 28 June	5.00pm & 7.30pm
Friday 29 June	5.00pm & 7.30pm
Saturday 30 June	5.00pm & 7.30pm
Sunday 1 July	5.00pm & 7.30pm
Monday 2 July	5.00pm & 7.30pm
Tuesday 3 July	5.00pm & 7.30pm
Wednesday 4 July	5.00pm & 7.30pm
Thursday 5 July	5.00pm & 7.30pm

## MATINEES

Wednesday 4 July	9.45am, 11.30am & 1.15pm
Thursday 5 July	9.45am, 11.30am & 1.15pm
Friday 6 July	9.45am, 11.30am & 1.15pm

# INFORMATION FOR TEACHERS

Duty of Care is one of the most important aspects of the Festival organisation. Teachers, parents and students all need to work together to ensure the safety of everyone involved. The following information adheres to Duty of Care regulations set out by the Department of Education.

Reminder: All student Publicity and Consent Forms should be completed and held at your school.

## Music Requirements

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If your music was not uploaded at your audition, you now have two options:

1. Email a file of your music to [kimberley.peade@det.nsw.edu.au](mailto:kimberley.peade@det.nsw.edu.au)
2. Post your CD, clearly labelled with item and school name, to the following address to arrive by the closing date:  
Attn: Clare Goetze  
NBSC Mackellar Girls Campus  
Campbell Pde, Manly Vale 2093

Do not use a rewritable CD (CD-RW) or record as mp3, mp4 or wav. files (AIFF files are preferred).

All music must be submitted by the closing date of Friday 15 June.

Please note that it is essential that you bring a back up CD to every rehearsal and performance at the theatre.

## Dress Rehearsals

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- Please see the 2018 Rehearsal and Performance Schedule to find out the date and time of your school's dress rehearsal.
- Items should be fully costumed including hair and makeup.
- Dress rehearsals will be run as per performance organisation. Schools will have 15 minutes to rehearse each item. All groups should be ready to rehearse 15 mins prior to their allocated time.
- Any large props should be delivered to the backstage door prior to your rehearsal.
- Enter Glen Street Theatre via Holding Room door. There is no entry or exit to or from the theatre via the foyer during Dress Rehearsals.
- Group photos will be taken on the rehearsal day in the Holding Room. It is suggested that you come prepared with your group pose rehearsed. On-stage action photos will be taken of the groups while in rehearsal. Any other photography during rehearsal is at your discretion.
- As time will be limited, please allow the Lighting Technician to create the most favourable state for your piece. Information regarding critical lighting changes may be helpful but is not necessary.
- At the conclusion of your dress rehearsal, please choose an area outside the Holding Room which will become the designated meeting place for your students and their parents for the remainder of the Festival.

## Holding Room Etiquette & Student Supervision

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The Holding Room will be open 30 minutes prior to each performance. No student will be permitted to enter the Holding Room without a teacher present.

- Students should be supervised at all times.
- No adult will be allowed into the Holding Room or backstage areas without a pass. These will be given to teachers at their dress rehearsal.
- It is the responsibility of teachers to ensure that students do not leave the venue unaccompanied and that they are collected by parents or suitable carers at the conclusion of the program.
- Due to the confined space in the Holding Room, we ask that you contain your group to a small area. Students are unable to bring activities such as colouring in, cards and board games etc.
- iPads, iPods and smartphones are not permitted.
- We are providing a live feed of every performance. Please encourage your students to watch this while in the Holding Room.
- It is your responsibility, not the festival backstage staff, to maintain a quiet and calm environment in the Holding Room.
- The toilets in the Holding Room and the theatre foyer are not to be used as dressing rooms.
- Food is not permitted in the Holding Room. Students may have bottled water only.
- Hairspray is not permitted in the Holding Room.

## Performances

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- Each performance will run for approximately 1 hour and 15 minutes.
- Please be prompt in distributing ticketing information to parents.
- Students who have parents in the audience will need to stay in the Holding Room until the end of the performance.
- We ask you to encourage audience members to stay for the duration of the performance out of courtesy to the performing schools.
- At the end of your final performance we ask that you:
  - Collect props from the side stage door. This cannot be done during a performance.
  - Return your Holding Room pass to the Holding Room Manager.
- Please be aware of the changed traffic conditions in the Frenchs Forest/Belrose area and allow for extra travel time.

## Excursion Opportunity

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- Matinee performances are a great opportunity for all students to have a professional theatre experience. In 2018 we have included a group booking price of only \$5 per student, with accompanying teachers free of charge.
- An online school booking form will be available from 10am on Monday 4 June on the SNPS Dance Festival event page on Glen Street Theatre's website. This can be completed and submitted online. Tickets will be processed in order of receipt.
- Glen Street Theatre will raise an invoice for each school for the total amount due which is to be paid through ED Connect.
- Schools will need to ask for a pre-payment purchase order (not a purchase order) with ED Connect when making payment. All payment instructions are on the ED Connect website. If you have any questions, schools can call ED Connect on 1300 32 32 32.

The following documents for parents and students should be distributed and returned to you to be kept on file for the duration of the Festival.

# INFORMATION FOR PARENTS

## Holding Room

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For your child's safety, no adult will be permitted to enter the Holding Room at any time without an official pass.

The Holding Room will be open no more than 30 minutes prior to each performance. Students need to be with their teacher at all times. No student will be permitted to leave the Holding Room without their teacher, nor will any student be permitted to enter the Holding Room alone unless their teacher is present.

Parents are asked to collect their child from the designated area outside the Holding Room.

Due to the confined space in the Holding Room, students are unable to bring activities such as colouring in, cards and board games etc. iPads, iPods and smartphones are not permitted. Your child will be able to watch a live feed of every performance in the Holding Room for the duration of the show.

Costumes and clothing must be clearly labelled with child's name and school.

Food is not permitted in the Holding Room. Students may have bottled water only.

No hairspray is permitted in the Holding Room.

## Dress Rehearsal & Performances

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There is strictly no access to the theatre through the foyer during Dress Rehearsals.

Each performance will run for approximately 1 hour and 15 minutes. All performers will be held in the Holding Room, supervised by their teacher, until the conclusion of the performance.

Glen Street Theatre is a professional venue – therefore admittance is strictly by ticket only. Your teacher will have provided you with ticketing information. We encourage audience members to stay for the duration of the performance out of courtesy to the performing schools.

Glen Street Theatre regulations state that filming and photography are prohibited in the theatre during performances.

Please note this festival uses industry standard, water-based theatrical haze.

Please be aware of the changed traffic conditions in the Frenchs Forest/Belrose area and allow for extra travel time.

# INFORMATION FOR STUDENTS

- Students will only be released from the holding room in the company of their teacher or parent.
- Students will not be allowed in the theatre unless a ticket has been purchased for them.
- Students arriving at the theatre must report to their teacher in the designated areas outside of the Holding Room. The Holding Room door will open 30 minutes prior to the start of the show.
- Food is not permitted in the Holding Room. Students may have bottled water only.
- Hairspray is not permitted in the Holding Room.
- Students are responsible for the security of their personal belongings including phones, money and jewellery. The Theatre or Festival Staff will take no responsibility for loss or theft.
- The responsibility for the smooth running of the Dance Festival rests with the Festival Staff, Directors, Stage Managers, Lighting and Sound Personnel and Supervisors. Their instructions must be followed at all times.

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## PLEASE RETURN THE FOLLOWING FORM TO YOUR CHILD'S DANCE TEACHER

As a student, I have read and understood the conditions regarding participation in the 2018 Sydney North Public Schools Dance Festival.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As a parent, I have read and understood the conditions regarding participation in the 2018 Sydney North Public Schools Dance Festival.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# TICKETING INFORMATION

## 2018 STAGGERED SALE DATES

Due to the extremely high demand for tickets and the huge strain this places on the Theatre's booking systems, ticket release dates in 2018 will be staggered.

### TICKETS GO ON SALE TO SCHOOLS

**MON 4 JUNE, 10am**

(Matinee performances only)

Complete an online School Booking Form at [www.glenstreet.com.au](http://www.glenstreet.com.au)  
For payment details, please refer to Excursion Opportunity on Page 4.

### TICKETS GO ON SALE TO THE PUBLIC

**THURS 7 JUNE, 10am**

WEEK 1 performances

(Evening performances Monday 25 – Saturday 30 June inclusive)

**WED 13 JUNE, 10am**

WEEK 2 performances

(Evening and matinee performances Sunday 1 July – Friday 6 July inclusive)

#### TICKET PRICES

Adults \$30

Concession \$20

Child \$15

#### SCHOOL GROUP BOOKINGS

(MATINEES ONLY)

Students \$5

Free admittance for accompanying teachers

#### GENERAL BOOKINGS

1. **Internet booking** (max. 6 tickets) at [www.glenstreet.com.au](http://www.glenstreet.com.au)

Internet booking available from 10.00am

2. **Phone bookings** using credit card (MasterCard/Bankcard/Visa)

Phone: 9975 1455

Monday to Friday 10am – 4pm

3. **In person** using cash or credit card at Glen Street Theatre Box Office

Box Office Hours: Monday to Friday 10am – 4pm

\*There will be a \$5 exchange fee PER TICKET for any tickets exchanged.

\*Service fees apply to credit card and internet bookings.

\*Parents are able to access the **2018 Rehearsal & Performance Schedule** on our website if they want to double check details before making a booking.

### Risk Management Plan: SNPS Dance Festival

Name of school: Name of principal: Venue: <b>Glen St Theatre, Belrose</b> Date(s) of attendance:	Number in group/class: Name of group coordinator: Contact number: Accompanying staff, parents, caregivers, volunteers:
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Activity	Hazard Identification & Associated Risk Type/Cause	Assess Risk use matrix	Elimination or Control Measures	Who	When
Movement into theatre	Trip hazards, stairs	6	Movement pathways – School and Production Staff supervision	School & Prod'n Staff	On arrival
Movement in theatre – Back stage	Trip hazards, Electrical hazards, Low light hazards	5	Backstage induction to teachers/pre-festival meeting. Student safety induction on arrival and prior to moving into backstage area. Trip hazards reduced – movement pathways taped/ highlighted.	Prod'n Staff Stage team	Rehearsals & Performances
Waiting in holding area	Air quality	6	Air conditioning, ban on hairspray		
Waiting in holding room	"Stranger" Danger	6	Security measures – Teacher/ Parent Identification School and Production staff supervision External Security Guard on site at evening shows	Prod'n Staff Stage team	Rehearsals & Performances
Air Quality - onstage and in auditorium	Theatrical Haze	6	Industry-standard water-based fluid used in hazing units, dispersed by fans and air conditioning. School staff informed to advise students and parents of presence of haze on stage and in the auditorium.	Prod'n Staff Theatre Techs	Rehearsals & Performances
Movement Onstage	Injuries – muscular strains, sprains, contusions, dislocation	5 4	Safe dance Information and guidelines in pre-festival material, at audition and during rehearsal; Rehearsal feedback from Production staff First aid on standby	School & Prod'n Staff	Rehearsals & Performances
Departure from theatre	Trip hazards /Traffic control in stage door car park "Stranger" Danger	5	School Staff supervision outside stage door until students picked up by parents External security guard in car park pick up area	School staff Security	Departure
<b>Students attending excursion with anaphylaxis</b>			Separate ASCIA plan should be prepared and held by schools for each student. Production and backstage staff should be advised of presence of students with anaphylaxis		

**Staff with current anaphylaxis training** - Stage Manager, Assistant Stage Manager, Accompanying Teacher

**Staff with current emergency care training** - Stage Manager, Assistant Stage Manager, Accompanying Teacher, Theatre House Staff

**Staff with current CPR training** - Stage Manager, Assistant Stage Manager, Accompanying Teacher. *Venue and safety information reviewed and attached: Yes*

*Plan prepared by: K Peade (SNPSDC Secretary)*

*Position: SNPSDF Production Team*

*Dates: 25/6/2018-6/7/2018*

*Prepared in consultation with: S Brandenburg (Stage Manager), Clare Goetze (SNPSDC Chairperson), John Metzke (Festival Technician) Communicated to: Participating Schools*

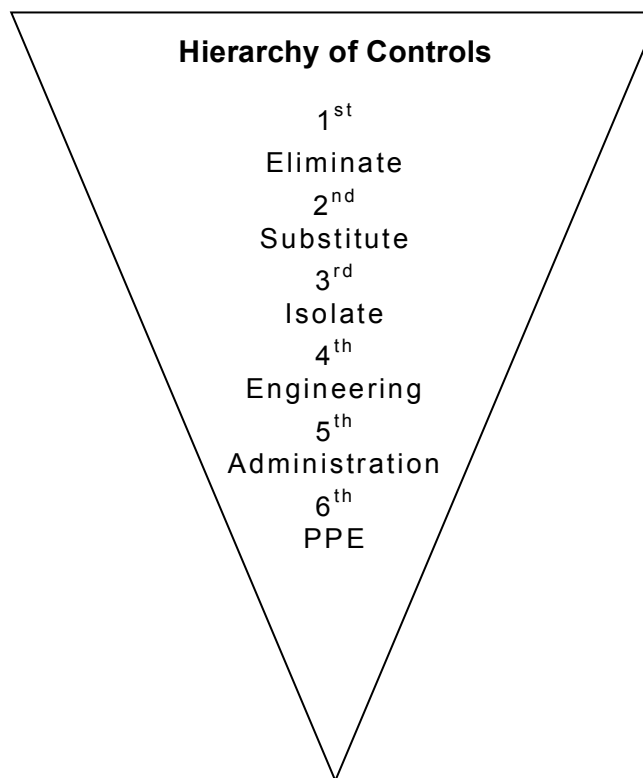
**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.





<b>Title:</b>	<b>Glen St – children/school groups</b>	<b>TRIM Number:</b>		<b>Reason:</b>	<b>Manager request</b>
<b>Service:</b>	<b>Glen Street Theatre</b>	<b>Date of RA:</b>	<b>14/11/2016</b>	<b>Date for review:</b>	<b>14/11/2017</b>
<b>Task / Equipment / Job being assessed:</b>		<b>Group Manager Approval/Notification required? Yes / No - if Yes, Group Manager Name &amp; Signature:</b>			
<b>Events - Children (school) groups at Glen St Theatre</b>		<b>No</b>			
Risk assessments must be completed for tasks such as but not limited to: confined spaces, diving, tree lopping, risks of drowning, working near traffic, work where a regulator is required, hazardous chemicals and dangerous goods, risk of falls more than 2 meters, asbestos management and high risk construction (refer to WHS Regulation 2011 clause 291.) If in doubt, complete a Risk Assessment.					

RISK ASSESSMENT MATRIX		LIKELIHOOD			
		VL	L	UL	VU
CONSEQUENCE	A	1	1	2	3
	B	1	2	3	4
	C	2	3	4	5
	D	3	4	5	6



HAZARD CONTROL TIMEFRAMES			
Risk Severity	Implement controls	Risk Rating	Implement controls
1	Immediately	4	Within 1 month
2	Within 24 hours	5	Within 3 months
3	Within 5 working days	6	Within 6 months

RISK ASSESSMENT CODE			
CONSEQUENCE		LIKELIHOOD	
A	Death or permanent disability, or Major operational disruption	VL	Very likely - could happen any time
B	Long term serious illness or injury, or Significant disruption to operations	L	Likely - could happen at sometime
C	Need for medical attention and several days off work, or Minor disruption to operations	UL	Unlikely - could happen but rarely does
D	Minor discomfort May need for First Aid, or Negligible disruption to operations	VU	Very unlikely - probably will never happen

Hazard / Issue being assessed	Risk(s)	Inherent Risk Level			Safety Control Measure(s)	Residual Risk Level		
		C	L	S		C	L	S
Emergencies requiring evacuation	Slips, trips and falls  Crowds	B	UL	3	<ul style="list-style-type: none"> <li>Emergency Management Plan has been developed for reasonably expected emergencies requiring evacuation.</li> <li>Staff will provide evacuation instructions and supervision in the event of an evacuation.</li> <li>Venue has a compliant fire detection and suppression system.</li> </ul>	C	VU	5
Accidents or incidents at the venue	Slips, trips or falls  Food allergies / choking  Medical emergencies	C	UL	4	<ul style="list-style-type: none"> <li>First aid staff, equipment and procedures are in place.</li> <li>Regular inspections of facility to identify potential hazards and risks.</li> </ul>	D	UL	5
Access to and movement within facility	Lighting changes  Slips, trips and falls  Stairs	C	UL	4	<ul style="list-style-type: none"> <li>Regular inspections of physical environment to identify slip trip and fall hazards.</li> <li>External stairs checked regularly for drainage and general condition.</li> <li>Access stairs to the stage area blocked.</li> </ul>	D	UL	5
Construction areas around site	Access to equipment  Vehicle/pedestrian conflicts  Noise	B	UL	3	<ul style="list-style-type: none"> <li>All construction areas securely fenced to prevent access.</li> <li>Truck and vehicle access to construction areas directly from street rather than carpark.</li> <li>Noisy work conducted outside of performance times.</li> </ul>	B	VU	4
Child safety	Lost or separated from group	B	UL	3	<ul style="list-style-type: none"> <li>Staff have applicable working with children checks.</li> <li>Students are to be advised to remain in a group</li> </ul>	B	VU	4



Hazard / Issue being assessed	Risk(s)	Inherent Risk Level			Safety Control Measure(s)	Residual Risk Level		
		C	L	S		C	L	S
	<p>Access to licensed areas of premise.</p> <p>Access to isolated areas</p> <p>Undesirable interactions with other persons</p>				<ul style="list-style-type: none"> <li>Students groups assemble in foyer prior to exiting the facility.</li> <li>Staff have developed a venue search and sweep process.</li> <li>1:15 teacher to student supervision ratio.</li> <li>Children to attend toilet facilities in pairs or under supervision of carer.</li> </ul>			
Access to performance equipment or other staff-only areas	<p>Contact with electrical equipment</p> <p>Access to stage areas</p> <p>Access to serving counter</p>	C	UL	4	<ul style="list-style-type: none"> <li>Audio desk supervised at all times or isolated in locked room.</li> <li>All equipment is inspected and tagged in accordance with normal council electrical procedures.</li> <li>Stage area stairs from theatre is covered to prevent access.</li> <li>Counter is supervised at all times by staff.</li> <li>Staff only areas are clearly marked, doors closed and locked where appropriate.</li> </ul>	D	UL	5
Hazardous chemicals	Contact with hazardous chemicals (cleaners, solvents).	C	UL	4	<ul style="list-style-type: none"> <li>All hazardous chemicals stored in secure facilities with no public access.</li> <li>Common household (cleaning) chemicals maintained in locked cabinets in supervised areas (such as behind the counter).</li> </ul>	D	UL	5
Walking between areas well-lit and minimally lit areas (in theatre)	Trip/fall, bumping into people or other objects				<ul style="list-style-type: none"> <li>Entry/exit areas to the theatre seating areas are maintained clear of obstacles and trip hazards.</li> <li>Lighting checked as part of regular inspections.</li> </ul>			

**Legislation, Codes of Practice:**

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

NSW WorkCover Codes of Practice:

- Managing Work environment and Facilities
- First Aid in the Workplace

NSW WorkCover Guides:

- Preventing Slips, Trips & Falls

Name Manager/Supervisor	Signature	Approval Date	Date Review Completed
<b>Names &amp; positions of the people involved in the RA:</b>			
<b>1. Risk Assessment Team Leader</b>			
<b>2. Worker from the area/Worker performing the task</b>			
<b>3. Other Risk Assessment Team members</b>			
	<b>RISK SCORE</b>	<b>RISK LEVEL</b>	<b>RISK ASSESSMENT REVIEW TIME FRAMES</b>
	1-2	HIGH	No later than 7 calendar days post risk control implementation
	3-4	MEDIUM	No later than 45 calendar days post risk control implementation
	5-6	LOW	No later than 90 calendar days post risk control implementation