

Woolenwick Junior School

Concerts and Public Performance Attendance Policy V2

Policy Name	Concerts and Public Performances Policy
Created by	Woolenwick Junior School
Responsibility of	School Improvement Committee
Reviewed by	Sean Randall
This Review Date	Feb 2017
Next Review Due	Feb 2020
Cycle	3 years
Approved by H & S Governor on	02..02.17

Version History

Version	Amendments	Date	Author
V1	Original document	Oct 2013	CH
V2	Review	Feb 17	Reviewed by SR

Aims of the Policy

To ensure that we:

- have consistent, standard and manageable practices;
- enable as many parents/carers as possible to attend performances;
- have practices and procedures that are perceived as transparent and fair;
- adhere to fire and health and safety regulations, particularly hall capacity.

The implementation of the policy is the responsibility of all staff, overseen by the Office Manger and the Senior Leadership Team.

Hall capacity: 340 units. An unseated child = 1 unit. A seated adult = 2 units. E.g. 120 children + 110 adults = 340 units.

Class assemblies

Class assemblies are held on Friday mornings (9am) in the school hall.

Each class presents one assembly each term (3 in an academic year). Dates of assemblies are published in the school newsletter. In the unlikely event a class assembly being postponed/cancelled/moved to the afternoon (e.g. due to illness), relevant parents/carers will be informed via School Comms. (where we hold up-to-date telephone numbers).

All parents/carers, siblings (not at school), relatives and family friends are welcome. **No ticket is needed.** We ask visitors arrive on time to avoid disruption or missing their child's star spot.

Usually, visitors will be invited to stay for coffee/tea after the assembly. This is a chance to have an informal chat with the class teacher.

Special assemblies

Special assemblies are held from time to time. These include Grandparents' Assembly and music assemblies.

Specific guidance is available from the school office. Due to the hall's capacity, we usually have to limit attendance to these events.

At Grandparents' Assembly, only Grandparents or 'substitute Grandparents' (e.g. a great Aunt for a child who does not have Grandparents), will be able to attend. **Younger siblings will not be able to attend. No parents/carers will be able to attend.** Due to health and safety restrictions, it is regrettable but we must limit numbers to this performance. **Tickets are needed** and will be available from the school office.

Initially there will be 2 tickets per family. However, the office will keep a first-come-first-served waiting list and will contact families if extra tickets are available. These tickets are numbered and correspond to numbered seats. We ask that those who are allocated make every effort to attend so seats are not wasted and the children play to a packed house! If you can not attend, please inform the school office as soon as possible and return your tickets so they can be re-allocated.

Concerts

School concerts are held twice a year. The year 3/4 Christmas Concert will be held in December and the year 5/6 Summer Concert will be held in July.

Due to health and safety restrictions, it is regrettable but we must limit numbers to these performances. **Tickets are needed for these concerts** and will be available from the school office.

Initially there will be 2 tickets per family, either for the afternoon or evening performance (not both). However, the office will keep a first-come-first-served waiting list and will contact families if extra tickets are available. These tickets are numbered and correspond to numbered seats. We ask that those who are allocated make every effort to attend so seats are not wasted and the children play to a packed house! If you can not attend, please inform the school office as soon as possible and return your tickets so they can be re-allocated.

For each concert, there will be a dress rehearsal which will be viewed by other children at Woolenwick Juniors, staff and school volunteers. This rehearsal will not be open to parents/carers.

There will be an afternoon performance. **This will be ticketed** and numbered. This performance is open to parents/carers and siblings who are not school age (or another significant adult).

There will be an evening performance. **This will be ticketed** and numbered. This performance is open to parents/carers (or another significant adult). Siblings who are under junior school age may sit on a parent/carers' knee. We ask that alternative arrangements are made for children who are junior school age (or above junior school age but without a ticket), so they do not attend the performance.

Performances by specific groups

On occasion there will be performances by specific groups such as drama club or the school choir. This will usually be one performance.

All parents/carers, siblings, relatives and family friends of performing children are welcome. **No ticket is needed**, but we may need to know how many seats you require prior to the performance to ensure we do not exceed the hall's capacity and all performers' families are accommodated. We ask visitors arrive on time to avoid disruption or missing their child's star spot.

Performances at another venue

Where Woolenwick Junior School children perform at another venue, we will make every effort to adhere to the rules and regulations of the hosting venue. This may mean restricting tickets.

If families repeatedly ask for tickets and fail to turn up to performances, it may be that we decide to stop allocating tickets to these families.

At all events held the school reserves the right to refuse entry, even where a valid ticket is held.