

13<sup>th</sup> June 2016

Dear Parents and Students,

We have this coming weeks rehearsal left, before we go in to the Theatre for the Technical rehearsal/dress rehearsal and the show it self. Please see the timings for the rehearsal schedules this week and Show weekend:

**This Weeks Rehearsals - At Woking Rd 13<sup>th</sup> – 17<sup>th</sup> June 2016**

**Tuesday** - 6.15 -8.30pm – **Full cast** – Run through –

**Wednesday** - 6.15 - 8.30pm -**Full Cast** - Run through

**Friday** - 6.30pm - 8.30pm - **Full Cast** - Run through

**Please note – Full cast is required - The only people who are absent from this are those people who are doing school exams – IGcse/Gcse/A’Levels/IB etc who have already indicated this on their contract and this has been approved by us.**

**Also** the times referred to above are not arrival times but start times – please arrive in time to eat and warm up before the time stated. Thank you

**Please bring costume pieces and Jazz shoes**

**End of Rehearsal Collection:**

Most students have phones however. I am happy to call student’s taxi’s at the end of the rehearsal and text you the number, please let me know if you wish me to do this.

**Supper/Snacks**

I am also happy to order Pizza for supper. Those wishing to have pizza please bring \$10 and please let me know in advance. If you are not having pizza, please bring your own supper/snack and drink or at before hand.

**Scheduled Timings for Drop Off and Collection for the Fame Show Weekend**

**Black Box Theatre:**

Blackbox @National Library Building, 100 Victoria Street, #05-01, National Library, Drama Centre - Singapore 188064

**Drop off** – Stage Door

**Saturday 18<sup>th</sup> June – Technical & Dress Rehearsal**

**Technical Rehearsal** – Sign In 8.15am,

**Call Time** 8.30am,

**Lunch Approx** 1pm – 2pm

**Dress Rehearsal** – Start time approximately 4pm

**Collection time** 6pm

The students can stay backstage **between** the technical and dress rehearsal if they wish, please therefore ensure that they come to the theatre with adequate snacks and drinks – **OR** they will be released to go downstairs to the food outlets accompanied by a member of staff. If this is preferable please provide lunch money for your child.

Please can students bring warm clothes, books, D.S, homework etc for the technical, as technical rehearsals can be notoriously long winded and slow! ☺

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**Sunday 19<sup>th</sup> June – Show Day!**

**First Show – Sign In 8.15am Stage Door**

**First Show – Call Time 8.30am**

**First Show Time – 11am**

**Lunch Break: Approx 12-15pm – 1.15pm**

The students will be **ready to collect at approx 12.15pm** and will need to be back at the **stage door at 1.15pm**. Students are welcome to stay backstage to eat and relax between shows, supervision will be provided (please provide packed lunch) **OR** as with the technical rehearsal, they will be released to go downstairs to the food outlet accompanied by a member of staff. (If this is preferable please provide lunch money for your child.)

**Second Show – Sign In 1.15pm**

**Second Show – Call Time 1.30pm**

**Second Show – Start Time 2.30pm**

**House Rules for the Theatre - Drop off and Collection**

It is incredibly important that all parents, and carers understand rules in relation to the collection and drop off of those performing in the show. We are performing in a professional theatre and must follow the guidelines provided to us in terms of the accessibility to the theatre.

**Process to follow:**

1. Students must be dropped off at the specified time to the stage door at the taxi drop off. **IF** the student is coming alone to the theatre, they must meet the chaperones at the stage door, and join the rest of the group there.
2. Students, who are late, should contact the chaperone (Ali 94785114) on the number provided by calling or sending an SMS, and state what time they expect to arrive. They must then wait at the drop off point (stage door). PLEASE ensure that your child has the contact for the chaperone if they are coming to the theatre alone. IF your child is coming alone, please ensure that they have provided us with their mobile phone numbers.
3. NO students are allowed to go through the stage door without a pass or wander through the theatre auditorium (level 5) without the chaperone to leave the theatre.
4. If rehearsals or the show is running late, the chaperone will text all parents to notify them. Please then come to the drop off/collection point (stage door) at the specified time.
5. At the end of rehearsal and at the end of the show, the chaperones will bring the students out in groups and transfer them to the parents and carers. If you are going to be more than ten minutes late, please SMS the chaperone, so that we can hold the students back stage.

**What NOT to do – please ensure that anyone collecting or dropping your children, are aware of these very important DON'TS**

1. If the doors are opened but the students are not ready and you are asked by the team to wait at the drop off/collection point (stage door) PLEASE do not insist that you come back stage to collect your child.
2. **WHY?** While we are working it is likely that the house lights will be turned off. The route from the dressing rooms to the entrance is at this point in complete darkness and it is dangerous to walk through. To bring children safely through the auditorium we stop work and put on the house lights

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3. so that the children and chaperones can walk through safely. This is a critical rule that we instill in to
4. the students when they are working in the theatre with us, and we need you as parents to support us, by following the rule also.
5. The theatre doors will be locked during rehearsals, until we are ready for the chaperones to safely escort the students through the stage door. If the chaperones open the doors to update you on the status of the rehearsal PLEASE do not insist on entering the theatre OR ignore the instructions from the chaperone and enter the auditorium when you are being asked to wait.

We do all that we can to ensure that we run to schedule, but delays do happen, and timings may change, this is a nature of the work that we do. PLEASE support us, our team of teachers and volunteers, in ensuring that these very simple rules are followed.

As we have had issues in relation to this rule, we are having to take the firm position that anyone who is not willing to accept this process, will not be able to sign up their child(ren) for future shows – as unfortunately one persons actions does impact all – and leaves our staff in a very difficult position. If you have any issue with regards to our position regarding this please do contact Peter or Ali via the office.

Thank you for your on-going support and understanding in these matters and to the students for their commitment and hard work during rehearsals.

Best Wishes

Ali & Pete