

2nd June 2017

Dear Parents and Students,

Our end of year **Ballet Class Presentations [On Stage]** are just around the corner, and we are looking forward to a wonderful show. The aim of this event is to allow students a chance to present some of the work they have learnt over the past year in front of a live audience on a theatre stage. We would love to see all of our Centre Stage Ballet dancers taking the opportunity to perform. If you are unable to make it, please let Miss Liliana know as soon as possible. As this is a Class Presentation - not a full-scale performance - students will perform in their usual Ballet Uniform and the only costs involved for parents are in the form of tickets. There is a lot of **important information contained in this letter** relating to show weekend so please make sure to read all the following instructions carefully to ensure the smooth running of both rehearsals and shows.

The show will take place at: **4.30pm on Sunday 11th June 2017 at KC Arts Centre [SRT] - Robertson Quay**

We will be holding a rehearsal at Centre Stage Dance Studios, 15 Woking Road in the morning of Sunday 11th June - students will then be dismissed for lunch and meet at the theatre in the afternoon, ready for a technical rehearsal ahead of the presentation at 4.30pm

IMPORTANT - REHEARSAL & PERFORMANCE SCHEDULE & LOCATIONS:

Sunday 11th June 2017

Centre Stage Dance Studios, 15 Woking Road:

9:00 to 12:00 – Rehearsal call time for Grade 4 Students and above

10:00 to 12:00 – Rehearsal call time for Grade 1, 2 and 3 Students

11:00 to 12:00 – Rehearsal call time for Beginners, Pre-Primary and Primary Students

12:00: ALL students dismissed for lunch [*a parent or guardian MUST be there to pick them up and take them for lunch and then on to the theatre in the afternoon, unless they are over the age of 12 and have provided their teacher with a parent-signed release form*]

KC Arts Centre [Home of Singapore Repertory Theatre] 20 Merbau Road, 239035:

13:40 – Sign in for ALL Grades

14:00 – 16:00 Technical & Dress Rehearsal

16:00 – House Opens

16:30 – Show Time

17:30 – Pick up

Theatre Details: KC Arts Centre [Home of SRT]

20 Merbau Road, 239035

Drop-off and Pick-up at the Theatre main door

Chaperone Mobile Number: 91182204 [*To be used in the event of getting lost or running late*]

The students must stay backstage between the technical and dress rehearsals and the show itself, please therefore ensure that they come to the theatre with adequate snacks and drinks.

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. **IF** the student is coming alone to the theatre, they must meet the chaperones at the meeting point.
2. Students who are late should contact the chaperone (91182204) 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. PLEASE ensure that IF your child is coming alone they have provided us with their mobile phone numbers and the chaperone's number saved.
3. NO students are allowed to go through the stage door without being accompanied by Centre Stage staff or wander through the theatre auditorium without the chaperone to leave the theatre.
4. If rehearsals or the show is running late, we will notify parents via email. Please then come to the drop off/collection point 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 with us.

What NOT to do – please ensure that anyone collecting or dropping your children, are aware of these very important DON'TS. Theatres can be dangerous, the rehearsal process involves rigging lights and scenery and the stage is not safe to enter at certain times. We will ensure that your children are safely away from any of this work, please ensure that you are too.

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. 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 so that the children and chaperones can walk through safely. This is a critical rule that we instill in to 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.
3. 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 and our team of teachers and volunteers, in ensuring that these very simple rules are followed. Thank you for your on-going support and understanding in these matters and to the students for their commitment and hard work during rehearsals.

IMPORTANT BALLET UNIFORM INFORMATION

All students are performing in their Ballet uniform - below is a list of the uniform for each grade. If you are unsure about any of this, please give us a call on 6732 7211 or email Dee or Renee at info@centre-stage.com and we can provide you with a visual guide.

Beginner

1. White cap sleeve leotard.
2. White wrap around skirt.
3. Short pink ballet socks – no lace or frills.
4. Pink soft ballet shoes with pink elastic.

Pre-Primary

1. Pink sleeveless leotard
2. Pink wrap around skirt.
3. Short pink ballet socks – no lace or frills.
4. Pink soft ballet shoes with pink elastic.

Primary

1. Light blue sleeveless leotard.
2. Light blue wrap around skirt.
3. Short pink ballet socks – no lace or frills.
4. Pink soft ballet shoes with pink elastic.

Grade 1

1. Lilac sleeveless leotard
2. Short pink ballet socks – no lace or frills
3. Pink soft ballet shoes with pink elastic
4. Black character skirt
5. Black canvas character shoes with pink elastic

Grade 1 Male

1. White well - fitted t-shirt with navy shorts
2. White socks
3. Ballet shoes in canvas or leather with white elastic
4. Black character shoes

Grade 2

1. Jacaranda sleeveless leotard
2. Pink ballet tights
3. Pink soft ballet shoes with pink elastic
4. Black character skirt
5. Black canvas character shoes with pink elastic

Grade 3

1. Cobalt sleeveless leotard
2. Pink ballet tights
3. Pink soft ballet shoes with pink elastic
4. Black character skirt
5. Black canvas character shoes with pink elastic

Grade 4 and 5

1. Fuschia sleeveless leotard
2. Pink ballet tights
3. Pink soft ballet shoes with pink elastic
4. Black character skirt
5. Black canvas character shoes with pink elastic

Grade 6, 8 & Intermediate Foundation * Black exam tutu for pointe students

1. Black sleeveless leotard
2. Pink regulation ballet tights
3. Pink soft ballet shoes with pink elastic
4. Black chiffon classical skirt
5. Black character skirt
6. Black canvas character shoes with pink elastic
7. Pointe shoes
8. Black canvas character shoes with pink elastic
9. Pointe shoes (point work section) – pink with ribbons

Please note:

- Uniform should be clean and well fitting and underwear should not be visible.
- Please ensure the pink ballet tights are in good condition without any ladders.
- Ballet shoes must be clean and well fitting with elastics firmly sewn in the correct position.

HAIR and MAKEUP

- Hair (including fringes) should be neatly and securely swept off the face and neck into a bun just below crown level and above ear line.
- Please ensure hair is secure and will remain in place throughout the examination. Gel/hairspray should be used to hold hair in place.
- A hair net must be used to cover and secure the bun, preferably the same colour as your child's hair. Hairpins should also match the hair colour.
- Shorter hair should be secured off the face and neck with a plain pink or black headband.
- No makeup or jewellery of any sort to be worn – this includes pierced earrings.
- No decorative hair ornaments to be worn.

TICKETING

Tickets are \$30 per adult, and \$20 per child (under 12) and are on sale through our website now (www.centre-stage.com) please make sure to purchase ahead of the event, as availability of tickets on the door can not be guaranteed.

We very much look forward to seeing you on Sunday!

Best Wishes,
The Centre Stage Team