

13th June 2018

Dear Parents and Students,
Please see the timings for the Show weekend:

Scheduled Timings for Drop Off and Collection for Once On This island Show Weekend

Black Box Theatre:

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

Drop off – Stage Door – Next to the Taxi Stand

Saturday 16th June – Technical & Dress Rehearsal

Technical Rehearsal – Sign In 8.15am,

Call Time 8.30am,

Lunch Approx 1pm – 2pm

Dress Rehearsal – Start time approximately 2pm

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! ☺

Sunday 17th June – Show Day!

First Show – Sign In 8.15am

First Show – Call Time 8.30am

First Show Time – 11am

Lunch Break: Approx 12-30pm – 1.30pm

Again supply lunches & snacks & drinks on that day. If you are coming to see the show and wish to take your child for lunch you can sign them out. There won't be much time for lunch if you take them off premises. If that is the case - The students will be **ready to collect at approx 12.30pm** for lunch and will need to be back at the **Level 1 Stage Door at 1.20pm**. Students are welcome to stay backstage to eat and relax between shows, supervision will be provided (please provide packed lunch)

Second Show – Sign In 1.20pm

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 (level 1 Foyer). 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 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 so that the children and chaperones can walk through safely. This is a critical rule that we instill in to
3. 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.
4. 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