

## **MTPAS Show expectations and conditions**

These have all been in place at MTPAS for many years as well as in our Health and Safety, Child Protection and Terms and Conditions which you have signed and also on the website. However as a reminder we have put our expectations in writing.

### **What you can expect from us.**

- Legal amount of licensed chaperones or DBS checked persons per group of children. Those chaperones who aren't licensed are parents of children involved.
- All chaperones are briefed on their roles and responsibilities.
- All staff members, theatre workers and licensed chaperones have up to date DBS (formally CRB) checks.
- Check in and Check out registers for all rehearsals and performances.
- All parental contact details, children's medical notes and allergies are accessible by MTPAS staff at the theatre.
- First aid trained staff on site, as well as first aid bag and accident report book.
- All Risk assessments and suitable insurances in place.
- All costumes, hair accessories and shoes that are being provided by MTPAS will be placed in the dressing rooms prior to the arrival of the children.
- We will give each group of children time to practice on the stage and get used to the environment.
- On arrival to the theatre on the first day, fire procedures, hazards and rules will be explained.
- The principal will assess children who become ill or injured and if necessary parents will be called to come and pick up.
- We will ensure appropriate and safe behavior is enforced at all times.
- We will not tolerate bullying or cyber bullying, from and to, students or parents.
- We will endeavor, where possible, to stay on schedule, however theatre rehearsals can vary in length.
- Daily round-up emails, with any specific notes for the next day. These will arrive around 10pm each evening.

### **What we expect from you and your children.**

- Prompt and timely drop off and pick up at allotted times, Front of House at Stantonbury Theatre.
- Not to enter the dressing rooms unless you are the allotted chaperone.
- To make sure your child has plenty of water and things to eat, limiting highly sugared drinks and sweets. PLEASE DO NOT BRING ANY NUTS TO THE THEATRE. Bottles with lids, and not cartons.
- To make sure your child knows who is picking them up and if it is not you, we need to have in writing who else it taking your child home.
- To make sure your child has the correct costume extras, hair items and makeup as per the checklist sent.
- To remind your children of appropriate theatre behavior and focus.
- If chaperoning, to not ask to swap dressing room location. The chaperone locations will be checked each day.
- To have patience if the rehearsals run late for any reason.
- Children to have some simple books and colouring to occupy them. No felt pens. No Nintendo's or ipad's will be allowed. Junior children's chaperones will be ready with a range of activities.
- To make sure your child arrives in the correct MTPAS uniform with correct named dancewear on underneath and bring along all dance shoes needed..
- To make sure your child is neatly groomed, and girls have their hair in a bun.
- If you have questions or queries to email these rather than attempt to discuss them during show rehearsals, all staff members are very busy at this time. Also if there are questions regarding costumes, etc please again email rather than ask other parents. Chinese whispers can change very quickly.
- Photographs can be taken throughout rehearsals and in the dressing rooms, however not during the show. We have a professional DBS checked photographer come and take photos during the dress rehearsal. Professional film company come and video the Friday evening show and these are available to order, amateur filming throughout the show is not permitted

**These procedures must be followed for proper signing in and out of all students.**

### **Picking up and dropping off for rehearsals**

All pupils should be dropped off and picked up inside, upstairs, in the foyer. Chaperones will be there ready to take students into the auditorium at their allotted times. No parents only chaperones will be allowed to enter the theatre.

### **Picking up and dropping off for performances.**

If your children are backstage; Please wait patiently at the stage door of the theatre, opposite the church. No parents or friends will be allowed back stage unless they are an assigned chaperone and our doormen will be patrolling this.

If your children are in upstairs dressing rooms "front of house", please pick up and drop off from the foyer. There will be a chaperone with signing in information at the main foyer door. The children will be taken and brought to you from their dressing rooms, please do not enter the corridors or dressing rooms without consent.

In case of queries or emergencies please TEXT 07889 072623 (Myra) or 07712816666 (Rosina), emails will not be checked quickly. N.B 'My daughter has lost her ballet shoe'- isn't an emergency!

**Address**

Stantonbury Theatre  
Stantonbury Arts & Leisure  
Stantonbury  
Milton Keynes  
MK14 6BN

There is free parking.