

Ringwood Ballet Group



Concert and Presentation Policy

Background

Presentation Evening

Each year, RBG organises an annual event at Karralyka Theatre that showcases all our students in selections of their class work and acknowledges their achievements in examination and assessment. The Scholarship and Award winners are also announced at this time.

Every student in the school from Kinder through to Advanced 2 is expected to participate. Students will dance for an appropriate amount of time, based on their level of expertise. The evening is designed to allow the audience, particularly family and friends, the chance to observe the training progression through the school in all styles. It is also an opportunity for the teaching staff to find out how well our youngest and/or newest students deal with going on stage, and help them decide whether they are ready to perform in the more formal setting of a concert.

Annual Concert

The end of year concert also takes place at Karralyka Theatre and is RBG's annual highlight, reflecting the climax of the training throughout the year. Students experience many aspects of this performing art and learn the importance of theatre etiquette, music, costume, make-up, hair, scenery and props, as well as working together across class groups to experience the satisfaction of performing to an audience.

Participation in our Annual Concert in December is encouraged and expected. Please notify the teacher as soon as possible if a student is not able to participate in the end of year performance.

Student Participation

Student attendance

The success of the end of year annual concert depends on everyone knowing their part and working together, and this can only be achieved by ensuring that all rehearsals are properly attended. Students are expected to attend **all rehearsals** during Term 4. Students who skip rehearsals not only disrupt the session(s) they miss, they also disrupt the following session(s) as they don't know the changes to choreography that were made while they were away.



Permission slips will be emailed via Operoo in the 3rd term with detailed information as to which cast students have been allocated in, and the necessary dates including dates for combined rehearsals. The signed forms must be returned before the end of term 3 or students will not be included in the cast as rehearsals will have started.

Rehearsals

In Term 4, classes leading up to combined rehearsals require a minimum of 80% attendance. Students whose attendance record leaves them in danger of not meeting this requirement will be warned, and those who do not meet the requirement will be withdrawn from the concert unless the Artistic Director can be shown that there is justification for them to continue participating.

Combined rehearsals and the 2 full dress rehearsals commence mid-November and we expect 100% attendance; where this is not possible, an absolute minimum of 80% is required for the combined rehearsals. However, the 2 dress rehearsals are compulsory, and missing one will result in withdrawal from the show.

Any student that withdraws from the concert after the acceptance date will be charged a substantial cancellation fee.

Should any middle school students be included in the Featured ballet, the level of commitment and the many extra rehearsals they will need to attend will be carefully explained to the parents beforehand. Should parents feel that these requirements are too much for their child, he/she would then not be included in the cast but would still perform in the other sections of the program such as the junior ballet. Middle School students must attend 2 classical classes a week, one of which is the Artistic Director's Exam class in order to be included in the Featured ballet.

Absence due to school or personal commitments

Where students have other commitments that clash with their classes so that they will not be able to meet all of the attendance requirements (i.e., school camp, birthday party, family holiday), they should notify the Artistic Director in writing as early as possible (by completing an absence slip available from the office or the foyer and/or via email) and be prepared to withdraw from the concert. At the very latest, this notification should be given with the concert permission form before the end of Term 3. These students will be expected to catch up by attending extra/alternative classes, where possible.

The 80% rule also applies during combined rehearsals. This means that anyone who misses more than one of the combined rehearsals will be withdrawn from the concert unless the Artistic Director can be shown that there is justification for them to continue participating.

Students must be able to attend the Full Dress Rehearsal(s) at Karralyka Theatre and perform in all of their listed performances or they will not be permitted to participate in any of the performances.



Parents of all students performing in the featured ballet will be asked to sign an eform (which is sent via Operoo) confirming their child/ren commitment to attend minimum 80% of term 4 classes and all compulsory rehearsals.

Absence due to sickness

Students who are injured or sick are still expected to attend all rehearsals as they may be able to participate to some degree, or at the very least, observe the rehearsal and thus be aware of what they need to do when they are next able to rehearse. The only reason a sick student would not attend would be if there were a risk of passing on a disease or infection to other students, or the attendance of the student is inadvisable from a medical viewpoint, in which case a medical certificate will be required.

In all cases where absence is unavoidable, notice must be given before the commencement of the rehearsal. This will be noted on the calendar in Studio 1.

The Artistic Director will have the final decision on whether students that have missed term 4 classes and/or concert rehearsals, either due to sickness or school/personal commitments, are allowed to participate in the concert.

Parent Involvement

Dressing room helpers

The Annual Concert and Presentation Evening cannot be run without a lot of parent help backstage. Parents are required to supervise children and young people in dressing rooms. It is imperative that we have enough help backstage to move the students quickly and quietly to and from the dressing rooms to side stage. Duties associated with this role will be communicated in advance to all dressing room helpers, who will also be onboarded at the venue by a Committee of Management (COM) representative.

Scenery helpers

Parents are also required to help with the mounting and dismounting of our productions, i.e., scenery construction, costume making, working backstage, transporting scenery to and from Karralyka Theatre. Working together in such a creative way is great fun and those students whose families help in this way draw enormous satisfaction from it.

Teacher support

Teachers will ensure the choreography and costuming is suitable for students' age group, and will endeavor to prepare every student to be confident and enjoy the experience of performing.

Teachers will do their utmost to ensure the smooth running of the concert.



Costume and Theatre Procedures

Dropping off and collecting students

For safety reasons, parents/caregivers are to drop off and collect students from the theatre for the presentation evening and annual concert. Instructions will be communicated to parents via email/Operoo. RBG will have rostered parent helpers to ensure the safety of children.

First Aid

Where an injury or episode of sickness occurs at Karralyka Theatre during rehearsals or performance, the injured person will receive treatment from a qualified first aider, to assist in stabilising the person and/or until professional medical help and/or parents arrive.

In the situation where an ambulance is required, an ambulance will be called and the student's parents will incur these costs. RBG will bring a first aid kit at the Theatre and ensure that a qualified First Aid officer is available and accessible during rehearsals or performances, as per its First Aid and OHS Policies.

Costumes and grooming

Costumes are an integral part of the concert. Parents are required to ensure their children's costumes are ready for each of the costume checks and completed on time to enable adequate rehearsal in them.

For performances, students should arrive at the specified time and be correctly groomed. Stage make-up must be applied as per RBG instructions. This can be done at home before coming to the theatre, or by the student (senior) at the theatre. RBG will provide a make-up helper and make-up set/table (communal) at the theatre for those unable to do their own.

- Students should arrive at the theatre at the specified time for the Dress Rehearsal with hair correctly groomed and costumes in hand.
- Costumes must not be worn to the theatre.
- Costumes will be left in the dressing room for the duration of the performances.
- Dancers must not eat or drink (except water) in costume at any time.
- Students must remain, quietly and well behaved, backstage and/or in the dressing rooms at all times until their performance is over.
- Toilets must not be used as changing rooms – these facilities are required for their designed use by over 200 people.
- RBG will provide privacy tents to allow students to change their costumes/clothes.
- Students are not permitted to enter the theatre foyer/kiosk areas without permission.
- Students are not permitted to sit on the side stage until called.
- Parents are not permitted backstage or in the dressing rooms (once they have delivered their child/ren), unless rostered to help or be part of the stage crew.



- Backstage crew and parent helpers in dressing rooms must not conflict. Each has a responsibility that does not impinge on the other.

As per RBG's Teaching Policy, the Artistic Director has the final creative approval covering decisions relating to casting, choreography, costumes, scenery, and any other performance-related details.

Theatre etiquette

As guests at the theatre all members are required to abide by the theatre regulations.

- The Stage Manager is in charge of the stage area at the theatre and must be obeyed at all times by all members.
- Performers should not talk side stage or on stage unless it is part of the choreography.
- Patrons watching a performance will not be permitted to enter the auditorium once a section has started.
- Parents who are in the auditorium should not leave during the show to collect children.

We would also appreciate those families who book tickets for the performance to remain for the entire show and not leave halfway. This is very disappointing for the dancers in the later items and featured ballet who look out at a half empty auditorium, annoying for other patrons who wish to enjoy the entire show and often means someone who really wanted to see the whole show, and support all the dancers, may have missed out on a ticket. It is also very poor theatre etiquette and jeopardizes our good standing with Karralyka Theatre.

Photography and video

Taking flash photos or recording performances is forbidden as this puts the dancers at risk (flashlight). In addition, it breaches copyright, and RBG Child Safe and Photographic/Video Consent Policies. Karralyka Theatre policy is to remove any person who violates this policy.

Related Documents

- RBG Teaching Policy
- RBG Child Safe Policy
- RBG Photographic/Video Consent Policy
- RBG OHS Policy
- RBG First Aid Policy

Approval and review

Approved by

| <i>Title</i> | <i>Name</i> | <i>Date</i> |
|------------------|-------------|-------------|
| Carolyn Callanan | President | 15/08/2023 |
| Cassie Bowman | Secretary | 15/08/2023 |

Review Cycle

This policy is scheduled for review in August 2026.

