



Education
Public Schools

***MID NORTH COAST DANCE FESTIVAL 2019
TEACHERS INFORMATION PACKAGE***

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Welcome

The Mid North Coast Dance Festival an event showcasing the talents of students and teachers from across the Mid North Coast, Coffs Harbour and Clarence principal networks within the Tamworth Operational Directorate in dance and choreography.

The aim of the Mid North Coast Dance Festival is to showcase high quality, well-choreographed items that use the Dance Syllabus as the foundation for creating work with integrity and merit. The focus of the Dance Festival is on producing excellence in Dance and promoting the high caliber of students, teachers, performers and choreographers.

The festival dates are:

Tuesday 17th - Wednesday 18th June 2019
CeX Coffs Harbour.

This Information Package is designed to assist you with each stage of the preparation and production of your Dance Festival item. It is strongly recommended you take the time to carefully read the 2018 information as there are variations to previous years. Teachers need to read and understand the guidelines and processes contained in this package. Please make note of the dates and deadlines that are given. The checklist provides an overview of the dates and information that is required to be submitted to ensure the smooth running of the Dance Festival.

Teachers Meeting

This year we will be holding a Teachers Meeting at the CeX Club on **Tuesday 7th May 2 (Week 2, Term 2) 4pm – 5pm**. We have arranged this teachers meeting to go through the Dance Festival procedures and booklet for this year and give general feedback from the audition panel, Performance dates will be allocated, rehearsal schedule issued and the program ready for proofing. The meeting will also be a chance to ask any questions you might have and can be answered face to face.

Festival Guidelines

All performances should adhere to the following criteria based on the Dance Festival Guidelines:

1. Clear concept/intent or theme.
2. Movement is relevant to the concept/intent.
3. Variation of formations, patterns and spatial design evident.
4. Movement is appropriate to the skill level of the performers.
5. Appropriate use of the performance space, with adherence to safe dance practices.
6. Costume is appropriate.
7. Music choice is appropriate.
8. Item length is appropriate (recommended up to three and a half minutes for primary and up to five minutes for secondary).
9. Number of students is appropriate (minimum of 6 and maximum of 30 PS and 25 for HS, unless deemed appropriate by the committee).
10. Copyright provisions are adhered to i.e. choreography, music and intellectual property.

Important Contacts

To assist schools effectively, please direct your enquiries to the relevant contact person as shown below:

Area of Enquiry	Contact Person	Contact Details
General Enquiries (Any questions concerning the policies and procedures of the Dance Festival and the Dance Festival Committee)	Claire O'Halloran	E: claire.porter@@det.nsw.edu.au Woolgoolga High School T: 0433 185 527
DVD's	Gemma Hogan	E: GEMMA.BELL7@det.nsw.edu.au Kororo Public School T: 0422 443 240
Comperes	Danielle Corcoran	E: DANIELLE.EICHMANN1@det.nsw.edu.au Urunga Public School
T-shirts & Hoodies	Mario – Unison Designs	www.unisondesigns.net E: info@unisondesigns.net T: 0421 774 394
Ticketing	CeX Coffs Harbour Box Office	www.cex.com.au T: 6652 3888
Music	Gemma Hogan	E: GEMMA.BELL7@det.nsw.edu.au Kororo Public School T: 0422 443 240
Committee	Lisa Webb	E: LISA.WEBB3@det.nsw.edu.au Woolgoolga Public School
Committee	Rainee Herron	E: RAINEE.HERRON@det.nsw.edu.au Macksville Public School

Returning Forms

All forms will be submitted electronically this year. Please ensure that you adhere to the deadlines as access to most forms will be suspended once the deadlines have been reached.

Performance Venue Address

CeX Coffs Harbour

Vernon Street COFFS HARBOUR NSW 2450

Dates & Times

Technical Rehearsal

Technical rehearsals will take place during the day of your allocated performance. Each item will be allocated a time slot at the teachers meeting.

Performances

Each school have been allocated a performance time on one or more of the following dates.

Day	Event	Time		Venue
Tuesday 17th June 2018	Performance	Evening	7.00 pm	Main Auditorium CeX Coffs Harbour
Wednesday 18th June 2018	Performance	Evening	7.00 pm	Main Auditorium CeX Coffs Harbour

Risk Management

The Dance Festival Committee develops a risk management plan in consultation with the Cex Club and other stakeholders. Schools are required to complete their own school's risk management plan in accordance with departmental school risk management and excursion policies.

Along with this Teacher's Information Package, you will be emailed a Risk Management Information Package which will include the:

- NSW Department of Education, Dance Festival Management Plan;
- CeX Club, Risk Assessment and Evacuation Plan.

The following DoE intranet pages contain current Risk Management Policy and Procedures: <https://detwww.det.nsw.edu.au/adminandmanage/ohands/safeworklearn/riskmanagement/index.htm>

Duty of Care

A duty of care is owed to students in the school environment and while on excursions. The duty of care owed to students applies whether the school excursion is held during school hours, after school, on the weekend or during school holidays. Teachers retain ultimate responsibility for the supervision of students.

Schools who bring parent helpers to assist at the festival are responsible for completing Working with Children Checks (WWCCs).

It is mandatory for all DoE staff attending the dance festival to have completed emergency care, CPR and Anaphylaxis training, with current qualifications.

Teachers attending the festival must understand that it is required that your students are supervised at all times by an approved DoE teacher. Parents do not constitute as DoE employees. There is to be adequate teacher supervision for all students at your school at all times. DoE Staff are not permitted to leave their school group unsupervised at any time, especially with school age students in the main CeX Club environment.

First Aid

The Production Team will have a first aid kit located in the Green Room behind the stage. Teachers are required to have an appropriately equipped first aid kit on excursions as per the DoE Excursions Policy.

Security

In order for the Dance Festival to run efficiently, and is a safe and enjoyable experience for both performers and audience, it is necessary to set guidelines which are to be observed by all schools, teachers, staff and students involved.

- For all Technical Rehearsals, please enter the CeX Coffs Harbour Front Entrance via Vernon Street. Coordinating teachers will need to enter first to sign on and be assigned a holding room before allowing students in.
- A Security Guard will be placed at the door of the Dressing Rooms
- For all performances, the process will run like the Technical Rehearsal.
- Staff are required to sign out when leaving the CeX, and return all identification lanyards.
- **Students, will not be granted access to the CeX unless as part of a school group with an accompanying DoE staff member.**
- All coordinating teachers and assisting helpers must have an identification lanyard for access to holding rooms, backstage and the theatre.
- Please report anyone who is behaving suspiciously and does not appear to have official business in the holding areas to a senior production team member.
- Individual students will not be dismissed until the end of the performance showcase and are to be collected from their teacher inside the Auditorium at the completion of the show. Infant groups programmed in the first half will be permitted early dismissal as a group at interval. Please advise parents not to request an early dismissal.
- Teachers are to remain with the students until each student has been collected by a parent/guardian.
- Production staff are not responsible for the dismissal of students.

Technical DRESS Rehearsals

Performing schools will be required to attend a technical rehearsal on **the day of their performance** at the CeX Club. Coffs Harbour.

Rehearsal times are set in one and half hour blocks with six items rehearsed per block. Schools will therefore be allocated approx. 15 minute period on the stage to block and have one run through of their item with music and lighting. It is imperative that schools adhere to this time frame due to the large number of schools participating in the festival.

Schools are to arrive approximately 15 minutes prior to their rehearsal time. Students are to be in full costume for the technical rehearsal. There will not be time allocated for schools to change into costumes prior to their technical rehearsal. Schools with large props need to allow reasonable time to store props backstage prior to the technical rehearsal.

Rehearsal Procedure

- For all Technical Rehearsals, please enter CeX through via Vernon Street. Coordinating teachers will need to enter first to sign on and be assigned a holding room before allowing students in.
- On arrival to the Theatre, coordinating teachers are to sign in at the Sign On Desk (located at the Stage Door) where they will receive a Festival Welcome Information Package including Festival Identification Lanyard/s and Participation Certificates.
- All coordinating teachers and assisting helpers must have an identification lanyard for access to holding rooms, backstage and the theatre.
- Please bring all props to the rehearsal. Props can be stored backstage and are to be collected at the end of your final performance. It is not the responsibility of the Production Team to organise pick up and drop off of props. Any items that remain at the CeX after the completion of the Festival will fall into the hands of the CeX staff and potentially disposed of. The Festival Committee will not be responsible for any items left at CeX.
- Tidiness, patience and tolerance should be shown towards all performers and their teachers when in the Theatre.
- Please note that rehearsals may run over or under time. You should allow for approximately half an hour before and after your scheduled rehearsal period.
- Coordinating teachers will be required to give some staging information to the Warm Up Coordinator, submit/hand music to the Sound Technician and wait to speak to the Lighting Director about your item. Please ensure you have adequate supervision is provided to students while coordinating teacher does this.
- We encourage you to watch the technical rehearsal of a few more items other than your own as it is rare to have the opportunity to see what else is being performed when you are back stage supervising your students. If you would like to watch the rehearsal of a few items either side of yours please let the back stage door manager know and you can sit in the theatre with your students. Please ensure students remain quiet at all times in the theatre as the technical crew are working.

Festival Organisation

To make your experience at the Dance Festival positive and memorable, here are a few gentle housekeeping reminders for the week of the Dance Festival.

- The Dance Festival is not a competition. Therefore only appreciative audience behaviour is appropriate. Cheering, calling out and laughing during a technical rehearsal or performance is not acceptable.
- Students are to be supervised at all times, including the dressing rooms, and should not be wandering around the holding rooms, backstage or the venue without supervision.
- Please ensure you have adequate teacher/student ratio supervision for an excursion and venue policy (One (1) DoE teacher per 15 students).
- It is the coordinating teacher's responsibility to ensure that students obey all rules and guidelines.
- Valuables should be left at home i.e. mobile phones, iPods/iPads, portable game systems, jewellery, large sums of money etc.
- Any necessary wallets or mobile phones are to be held by the teacher for safe keeping. It is not appropriate for students to have their mobile phones out when in the Theatre watching Technical Rehearsals.
- Chewing gum is not permitted within CeX Club.
- It is expected that students will move quietly in all backstage areas and the venue. All noise can be heard by the audience in the Auditorium.
- Please have groups move around the Theatre and venue in two lines. This allows easier movement of students around the venue.
- Performers are not permitted into the Auditorium during performances unless the teacher and group are moved into the audience to watch the show by a production team member, or if parents have paid for a seat for students performing in the first half to watch the second half.
- Mobile phones are to be switched off in holding rooms and the Auditorium.
- Cameras are not permitted into the holding rooms and Auditorium.
- Private video recording and photography of the festival is prohibited due to copyright and child protection laws. Please advise performers and parents not to bring cameras, video cameras or mobile phones with camera/video services to the venue.
- Each year, a number of teachers, VET students and staff give their time to assist with running the Dance Festival. Please remind your staff and students to acknowledge the work of these people by treating them with friendliness, courtesy and respect at all times.

Arrival & Dismissal Procedures

Arrival

Sign in procedures will be the same as during the Technical Rehearsal. Teachers are to sign in at the Sign On Desk and collect a lanyard before being directed to your allocated holding room.

Dressing rooms will open at 5:15pm just prior to the Finale rehearsal. Teachers are asked to meet their students outside downstairs and only enter the dressing room once all of their students have arrived.

Dismissal

Once your item has performed, teachers are to return to the holding room with their school group. School groups will remain in their holding rooms for the remainder of the performance.

The designated meeting point for parents is inside the Auditorium. It is asked that teachers communicate this to parents prior to the performance.

Individual students will not be dismissed until the end of the show and are only to be collected from their teacher inside the Auditorium. Please advise parents not to request an earlier dismissal. Teachers are to remain with their entire school group, maintaining the ratio of one (1) DoE teacher per 15 students at all times. Infant groups programmed in the first half will be permitted early dismissal as a group **at interval**. The committee aim to encourage a full audience for the entire show so items in the second half have an audience to perform to.

Should parents need to locate or get a message to a person in the holding rooms or Auditorium, they are to notify the Dressing Room Coordinator and who will assist them. For safety and security reasons, only performers and authorised persons will be able to access holding rooms and the Auditorium.

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Dressing/Holding Rooms

Schools will be allocated a holding room for each performance.

Only performers and teachers wearing Festival Identification Lanyards may enter holding rooms. Unauthorized persons (including parents of students) will be asked to leave immediately.

Holding rooms should be left clean and tidy at all times. Schools are responsible for putting their rubbish in the bins provided. Schools may incur a cleaning fee if their holding room is left in an unacceptable state. Teachers must be vigilant to ensure that textas, lipstick and pencils are not used to graffiti mirrors and walls.

Please ensure students do not use the toilets to change in/out of costumes. Students who are seen to be waiting in line with a costume to change into/out of will be sent back to the holding rooms. This is to ensure the toilets are left to be used by staff and students who are actually in need of the bathroom facilities.

Schools are asked to encourage students to bring a small, quiet activity to occupy themselves whilst waiting to perform. Suggestions include playing cards, reading or colouring in book.

Teachers are asked to ensure students remain in their assigned holding room. If students are not where they are assigned, it may result in them missing their performance.

Mobile phones are to be switched off in holding rooms and the theatre. Teachers and students must leave these areas to make or receive telephone calls. Cameras are not permitted into the holding rooms. Teachers need to be vigilant in their duty of care to students to ensure photographic and video footage is not recorded within these areas.

Makeup, hair spray and aerosol deodorants

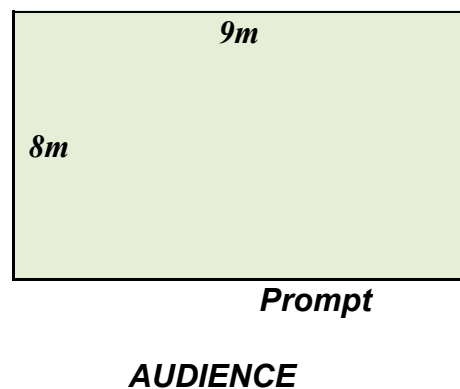
It is advised that students arrive at the venue with hair and makeup completed.

Makeup is not to be applied in carpeted areas. Tiled toilet areas can be used to apply makeup. Schools are asked to keep these areas clean and tidy after use. It is advised that plastic drop sheets are placed on the floor to minimise mess, particularly if applying ochre. Please keep in mind that these areas need to be accessed by all students.

Hair spray and aerosol deodorants are not to be used inside the venue. If schools wish to use these items, students must exit the venue accompanied by a teacher. Please advise students not to bring aerosol items.

Staging

The stage space in the Auditorium is approximately 9m x 8m and contains wings. Dimensions and wing spaces are subject to change upon stage and lighting set up. Entrance to the stage is from the **Opposite Prompt Side only**. Dancers entering from **Prompt** must cross the stage in **Blackout**. *The are NO crossovers permitted.*



Movement that travels backwards can be potentially dangerous for young and inexperienced dancers. It is the coordinating teacher and choreographer's responsibility to ensure that dancers are aware of stage dimensions and how to orientate themselves in the space.

Access to the stage for students with disabilities is at stage level.

Finale

School's will be sent a link to learn movement for the Finale. This will be placed on the website by **Tuesday 17th May (Week 3)**. It is expected that all schools and students participate in the Finale, with the exception of infants.

Technical Requirements

Music

Music for the Dance Festival must be submitted in advance so that a play list compiled in item order can be made for each performance prior to the event. Music tracks must be a high quality edited version and there should be no variation in sound levels.

All music submissions this year will be via Google Forms, with the music as an attached file. The file is to be clearly labelled with the item name and school name. For example, Happy from Woolgoolga High School could be labelled "HappyWoolgoolgaHS". The preferred file format for music is MP4 or MP3.

Teachers are advised to bring a backup CD with them to the technical rehearsal.

The link will be distributed via e-mail and is to be submitted by **Monday 27th May 2019 (Week 5, Term 2)**.

Props

Sets and props must be able to fit through a standard door and be an appropriate weight for two students to carry. There is a Work Safe limit of 25kgs on all props. Free standing props must be secure. Props on wheels must have safety locks.

Prop requirements will be submitted through Google Forms. The link will be distributed via e-mail and is to be submitted by **Monday 27th May 2019 (Week 5, Term 2)**

Comperé Notes

Please write a **brief** outline of your item to be used in the comperé notes, ensuring accuracy of content (200 words or less).

Compere will be submitted through Google Forms. The link will be distributed via e-mail and is to be submitted by **Monday 27th May 2019 (Week 5, Term 2)**

Video & Photography

For child protection, copyright, safety and the comfort of other audience members, private video recording and photography of the festival is prohibited in Auditorium. Schools are asked to assist the Dance Festival Committee and the Tamworth Directorate in enforcing departmental policy by communicating this to parents and your school community prior to the festival. It is advised that schools organise a time at school to enable parents to photograph their child in costume.

Dance Festival Photographs

Photographs will be taken throughout the rehearsals. These images will be made available to schools to access through a username and password, after the festival.

Dance Festival Committee Staff may take photos of staff and performers throughout the festival for future publications and promotions.

Should there be any students who do not wish to have their images used in publications or promotions, coordinating teachers are to notify Claire O'Halloran in writing prior to the Dance Festival with a copy of the participant consent deed.

Commemorative Items

Dance Festival T-shirts and Hoodies

Students and staff are able to purchase a commemorative Dance Festival T-Shirts for the Mid North Coast Dance Festival 2019. Prices will be T-Shirts \$20 including GST. Hoodies will be \$45. All ordering will be done online through Mario at Unison Designs www.unisondesigns.net more information on this process for this year will be given to everyone in a separate email at a later date. Mario will be happy to assist with any questions you might have.

T-Shirts are not compulsory and students do not need one to gain entry into the venue, however it is an opportunity for students to promote Dance Education and a student keep sake.

Online Ordering closes by **Monday 27th May 2019 (Week 5, Term 2)**.

Dance Festival DVD

A professional DVD recording of the Dance Festival will be available for parents and students to purchase. DVD prices commence at \$15.00 per item including GST.

A complimentary DVD will be provided to all participating schools of their performance. The DVDs are for educational and archival purposes only for your school community and are not for reproduction or distribution.

Due to copyright laws, schools and students are not able to purchase DVD's of the entire show or other schools/students performances.

You will find the Commemorative DVD Order Form will be submitted through Google Forms. The link will be distributed via e-mail and is to be submitted by **Monday 27th May 2019 (Week 5, Term 2)**

Ticketing

General Audience Tickets

Tickets will be available from the CeX Coffs Harbour Box Office or over the phone from **9.00 am Monday 20th May 2018 (Week 4, Term 2)**.

Box Office: 6652 3888

One Night Pass

Adult \$18.00

Student/ Concession \$12.00

Ticket prices include GST and Booking Fee. .

Please note:

- All audience members over the age of two must purchase a ticket.
- Prams or strollers cannot be taken into the theatre.
- Please ensure you advise the Box Office should an audience member require wheelchair access.

Complementary Tickets

Each participating school will be allocated 2 VIP tickets per evening that they perform. These will be sent directly to the school's Principal.

Other Documentation

Student/Teacher and Assisting Staff Roll

It is essential that student, teacher and parent helper names are recorded for sign on and security emergency evacuation purposes. Staff will not be permitted access without being recorded on the teacher and assisting staff roll.

During the week of the festival, it is advised that coordinating teachers bring two (2) copies of an updated student participation list to be handed in at the Sign On desk at the Stage Door on arrival. One (1) copy should be kept with the coordinating teacher at all times.

You will be sent a link for the Student/Teacher and Assisting Staff Roll Form. Please complete and submit by **Monday 27th May 2019 (Week 5, Term 2)**

Records Management

Schools are responsible for the distribution, collection and management of the Behaviour Code for Students Parent/Carer Consent Form, Medical Information Form and Participation and Consent Deed.

All records must be maintained in compliance with departmental policies and procedures and must be able to be located when needed. This entails safely maintaining records at a school level. Disposal of these documents must be done in accordance with departmental policies and procedures. To confirm current procedures, please visit the Records Management Website <https://detwww.det.nsw.edu.au/admiserv/admipolp/rmp/schools.htm>.

Please collate and keep the following forms at your school with your school records. If needed, the school will be notified.

Behaviour Code for Students

You will find this form in the appendix of this package. Please detach it from the booklet and have your students complete it carefully. Students participating in the Dance Festival Series are engaging in creative arts program and must therefore comply with the Behaviour Code for Students. Students are expected to behave in an appropriate manner at all times whilst representing both their school and the NSW Department of Education. The Behaviour Code for Students and accompanying outlining documents are also in the appendix. Please communicate the Behaviour Code for Students to parents and students by detaching it from the booklet and attaching it to the Consent Form.

Medical Information Form

You will find this form in the appendix of this package. Please detach it from the booklet and have your students complete it carefully. It is essential that correct and up to date information is provided to ensure that NSW Department of Education staff have access to appropriate information in case of an accident or illness.

Participation and Consent Deed

You will find this form in the appendix of this package. Please detach it from the booklet and have your students complete it carefully. A student cannot be registered to participate in the technical rehearsals or performances if this form has not been completed and returned to your school. This document states that the student has parent/guardian permission to participate in all activities associated with the event including any media coverage that may arise. Video and photographic footage from these activities may also be used for promotional purposes in the future.

Feedback

The Dance Festival Committee seeks continuous improvement of the festival and welcomes your feedback. Your evaluation is used to identify strengths and things that are working well; to identify areas of development and improve next year's festival.

The Feedback Survey for performers, staff, school communities and parents will be available after the completion of the festival and the link will be provided at a later date.

See you at the Show!

Happy rehearsing! Looking forward to seeing your finished items at the Festival.

Checklist

The following items need to be completed and returned via Google Form Link
Monday 27th May 2019 (Week 5, Term 2)

	Technical Requirements (Comperé Notes)
	Technical Requirements (Props)
	Student/Teacher/Assisting Staff Roll
	DVD Order Form

The following items need to be completed by all students and retained at your school:

	Behaviour Code for Students Parent/Carer Consent Form
	Medical Information Form
	Student Participation and Consent Deed Form
	Permission to Publish Form

Mid North Coast Dance Festival

Copyright Agreement

This form is an agreement between you and the NSW Department of Education.

The choreography you have provided for the Mid North Coast Dance Festival on 17th and 18th June 2019 must be original work so as not to infringe the copyright of another person. As you may be aware it is an infringement of copyright to reproduce, communicate, publish or perform all or a “substantial part of a piece of the choreography of another person. Please refer to the Australian Copyright Council Information Sheet G072v05 dated February 2012 – ‘Choreography and Copyright’ for more detail.

The Department will be making a DVD of the Dance Festival and requires you to complete this form. Please read it carefully and sign it at the bottom if you agree to what it says.

School: _____

Item Name: _____

Coordinating Teacher: _____ Telephone: _____

Principal’s Name: _____

Choreographer/s
: _____

Student choreography? Yes No

	I warrant that the dance work created for the Mid North Coast Dance Festival is of my own making.
	I give permission for my work to be videoed, reproduced on DVD and photographed by the NSW Department of Education for educational, archival and promotional purposes only.
	I have obtained copyright permission for all music, motion picture soundtracks, sound effects and dramatic dialogue utilised in my piece and have forwarded written approval to festival organisers.

Signed

Choreographer Name	Date	Choreographer Signature
Choreographer Name	Date	Choreographer Signature
Coordinating Teacher Name	Date	Coordinating Teacher Signature
Principal Name	Date	Principal Signature

Please complete and return via email to claire.porter@det.nsw.edu.au by Monday 27th May 2019 (Week 5, Term 2)

Mid North Coast Dance Festival

Student/Teacher/Assisting Staff Roll

School: _____

Item Name: _____

Coordinating Teacher: _____ Telephone: _____

Please list all participants' students, teachers and parent helpers. This form will be used for security and emergency evacuation purposes.

	Student First Name	Student Family Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Student First Name		Student Family Name
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

Teacher First Name		Teacher Family Name
1		
2		
3		
4		
5		

Assisting Staff First Name		Assisting Staff Family Name
1		
2		
3		
4		
5		

Behaviour Code for Students Participating in Arts-Based Activities Conducted in the Tamworth Operational Directorate

The NSW Department of Education provides a unique range of opportunities across all of the performing and visual arts, including dance, drama, music, visual arts and public speaking and debating to the students and teachers in NSW Public Schools.

We actively encourage students to participate in learning and to aspire and strive to achieve the highest standards of learning in the arts and literacy.

1. Statement

The Behaviour Code for Students participating in programs, events or activities conducted by Tamworth Operational Directorate provides a clear statement of expectations of students by NSW Public Schools.

2. Relevance

The Behaviour Code for Students applies to students enrolled in NSW Public Schools, who are selected or nominate to participate in arts-based programs, events or activities in respect to their behaviour whilst participating in such programs, events or activities conducted by or for NSW Public Schools.

The Behaviour Code for Students has been developed as a means of ensuring the safety of all students who participate in arts-based programs. Students must comply with the Behaviour Code for Students at all times whilst participating in the arts-based activity. Participation in arts-based activities is not mandatory for students in government schools, and a student who is unwilling to agree to comply with the Behaviour Code for Students will not be approved to participate in the arts-based activity.

3. Definition

'Student' means any student enrolled in a NSW public school participating in programs, events or activities coordinated by the Tamworth Operational Directorate or The Arts Unit, including the Schools Spectacular.

Behaviour Code for Students in NSW Public Schools

Students participating in programs, events or activities conducted by Tamworth Operational Directorate will adhere to the Behaviour Code for Students in NSW Public Schools.

Prior to participation in a program, event or activity all students over 18 must sign an agreement acknowledging the Behaviour Code for Students and the student's willingness to comply with them. Students under 18 must have a parent or carer sign an agreement on the student's behalf.

Students need to:

- a) Comply with instructions given by teachers at all times. Attend every day required, unless they are legally excused, be punctual for the program, event or activity and be prepared to strive to achieve the highest standards of learning.
- b) Behave safely, considerately and responsibly, including when traveling to and from the program, event or activity.
- c) Show respect at all times for program, event or activity coordinators, teachers, other
- d) school staff, tutors, and helpers, including following rules specific to the program, event or activity
- e) Cooperate with, and treat other students and adults involved in a learning activity with courtesy and dignity.
- f) Resolve conflict respectfully, calmly and fairly.
- g) Maintain a neat appearance, including complying with the requirements of the program, event or activities uniform, dress or costume requirements.
- h) Respect property belonging to themselves, the venue and others.

Note: The department has a duty of care to all students, and provides a safe and secure learning environment for all of its students, including where the student is involved in an approved activity away from his or her school. Student behaviour that affects the safety of others, including but not limited to, any form of violence, harassment, bullying, intimidation or discrimination against anyone, will not be tolerated. Possession of weapons, illegal drugs, alcohol or tobacco will not be tolerated.

Consequences for breaches of the Behaviour Code for Students at a program, event or activity conducted by the Tamworth Operational Directorate.

The Tamworth Operational Directorate, in consultation with the relevant school principal, may deal with any breaches of this code by imposing appropriate consequences which may include exclusion from the program, event or activity.

As a result of a breach of the Behaviour Code for Students, a student may face disciplinary action at his or her school. In cases of serious misbehaviour by a student, including but not limited to violence or possession of illegal drugs, this may result in suspension or expulsion.



Mid North Coast Dance Festival 2019

Behaviour Code for Students Parent/Carer Consent Form

Please complete all information (print)					
Name of Student: _____					
Age:	_____	Date of Birth:	_____	Gender:	_____
School: _____			School Telephone: _____		
Home Address: _____					
Suburb:	_____	State:	_____	Post Code:	_____
Name of parent (in full): _____					
Telephone (Home):	_____	Parent's Work:	_____	Mobile:	_____
Other Contact Person (if parent/carer is unavailable): _____					
Telephone: _____					
<p>PARENT/CARER ACKNOWLEDGEMENT</p> <p>I agree to my child's attendance to the Mid North Coast Dance Festival 2019 - Public Schools. I have read the Behaviour Code for Students and agree that my child will comply with Core Rules at all times whilst participating in the event.</p> <p>I agree that my child may be excluded from further participation in this program, event or activity if these core rules of discipline are not adhered to by my child.</p> <p>I agree that where my child is excluded from further participation in Mid North Coast Dance Festival, then the Department may, at its discretion, arrange for my child to be returned to his or her school or our home. Should a decision be made to return my child prior to the completion of the Mid North Coast Dance Festival, then I agree to pay for any additional travel expenses that the Department or its officers may incur.</p> <p>I acknowledge that I have explained the Behaviour Code for Students to my child in relation to the Mid North Coast Dance Festival, and the consequences that may arise should he or she fail to comply with the Behaviour Code for Students.</p>					

Parent/Carer Signature: _____ **Date:** _____ / _____ / 2019

Please complete and return to your child's school.

Medical Information Form

The information provided on _____ 2019 by the signatory is being obtained for the purpose of ascertaining relevant medical information, requirements and other health care related needs about this student, who will be involved with activities relating to the “Mid North Coast Dance Festival ” rehearsal and performance.

It will be used by officers of the NSW Department of Education to assist with planning, to support students, and to minimise risks when conducting school excursions, sporting or other school activities.

Other persons or agencies that may be provided with this information include, but are not limited to, volunteers and members of external organisations who join with the school or are otherwise involved in the planning or delivery of the excursion, sporting or other school activity; and persons that may be called upon to provide health care treatment or other assistance during or as a consequence of such excursions or activities.

Provision of this information is not required by law. However, a failure to provide the information may mean that your child can not participate in this activity.

Provision of this information will significantly assist the organisers in planning a safer educational activity. It will be stored securely. If you have any concerns about provision of this information, please contact the school principal to discuss further.

You may correct any personal information provided at any time by contacting the school office.

Student Name: _____ *Class:* _____

Medicare Number: _____

Parent or caregiver contact details

Name: _____

Address: _____

Home Phone: _____ *Work:* _____ *Mobile:* _____

Doctor contact details

Name: _____

Address: _____

Doctor's telephone: 1. _____ 2. _____

Emergency contact(s) details (nominated by the parent or caregiver as alternate contact)

1. *Name:* _____ *Phone:* _____

2. *Name:* _____ *Phone:* _____

List existing medical conditions or illnesses (include asthma, diabetes, epilepsy, allergies etc.). Outline the treatment for each.

Outline special dietary needs including possible reaction to inappropriate diet

Medication(s) to be administered during the excursion. Include name of medication, instructions for administration, time of administration, and any possible reactions

Signature: _____ *Date:* _____

Please complete and return to your child's school.

Mid North Coast Dance Festival 2019

Student Participation and Consent Deed

Parents and carers and students over 18 must complete this form:

Student's Name: _____ (the Participant)

Address: _____

Telephone: _____

Parent Contact: _____ (if different from above)

1. I give permission for the Participant (or, if over 18, I the Performer agree) to perform in the "Mid North Coast Dance Festival - Public Schools" to be held at CeX Coffs Harbour from Tuesday 18th – Wednesday 19th June and to be involved in all related activities including:
 - a. rehearsals, performances and promotional activities for the "Mid North Coast Dance Festival - Public Schools".
 - b. the audio and or video recording for broadcasting and DVD reproduction of the Participant's performance in the "Mid North Coast Dance Festival Public Schools" and
 - c. publication of images and video recordings of the Participant's performance in the "Mid North Coast Dance Festival Public Schools"
2. I acknowledge that student travel to and from rehearsals and performances related to "Mid North Coast Dance Festival Public Schools" will be done with direct supervision from NSW Department of Education staff unless notified by the school.
3. I acknowledge that NSW DoE is to own, so far as the law permits, copyright in the "Mid North Coast Dance Festival Public Schools" production and hereby assign to NSW DoE on behalf of the Participant any existing or future copyright of the Participant in his/her performance.
4. I authorise any use of any audio or video recordings and still photographs associated with the production, for promotion of the "Mid North Coast Dance Festival Public Schools" the Tamworth Operational Directorate of the NSW Department of Education and Arts Education. I understand that this could include (but is not limited to) distribution of the Participants image on the NSW DoE website; The Arts Unit website, general exhibition; DVD production; television, print and electronic mainstream media and other associated promotional material.
5. I acknowledge that NSW DoE may not be able to give credit or acknowledgement to the Participant or the Participant's moral rights in his/her performance by name and consent to NSW DoE and any producer of audio or video recordings making such use of recordings as they see fit and that NSW DoE will not control recording, editing or dissemination of recordings.
6. I warrant and represent that:-
 - a. I am the parent or legal guardian of the Participant;
 - b. there are no restrictions that prevent the Participant from undertaking the performance; or any restrictions that prevent me from entering into this Participation and Consent Deed; and
 - c. the consent of no other person is required to enable the Participant to be involved with the "Mid North Coast Dance Festival Public Schools" as provided for in this Participation and Consent Deed.
7. I release and indemnify NSW DoE, its assignees, and licensees from and against any claims arising from any breach of the preceding warranty and the exercise of the rights granted by this Participation and Consent Deed.

Signed:

Parent/Carer Name:

Date:

Parent/Carer Signature:

Participant Name (if over 18)

Date:

Participant Signature

Please complete and return to your child's school.



Mid North Coast Dance Festival Series

Permission to Publish Form

Dear Parent/Caregiver

I am writing to request your permission for images of your child to be taken during Tamworth Operational Directorate activities for the Mid North Coast Dance Festival and for their publication. Images taken and the publication of these images will be for the purpose of sharing your child's experiences with other students, educating the wider school community, promoting the Mid North Coast Dance Festival, or promoting public education.

The communications in which your child's image may be published include but are not limited to:

- Public websites of the NSW Department of Education including The Arts Unit website and the NSW Department of Education intranet (staff only).
- NSW Department of Education publications including the Educational Services and The Arts Unit newsletter, annual report, promotional material or programs published in print and electronically including on the Department's websites.

Signing the attached form means you agree to the following:

- The Tamworth Operational Directorate is able to publish images of your child as many times as it requires in the ways mentioned above.
- Your child's photograph may be reproduced either in colour or in black and white.
- The department will not use your child's photograph for any purpose other than sharing his/her experiences with other students, education of the wider school community or for the general promotion of the Mid North Coast Dance Festival and public education.

Parents should be aware that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked to by third parties.

Please complete the consent form and return it to your child's teacher. This consent, if signed, will remain effective until such time as you advise the department otherwise.

Claire O'Halloran
Mid North Coast Dance Festival Committee Leader

Permission to Publish

I give permission to the taking of images of my child during activities for the Mid North Coast Dance Festival and for these images to be published in print and electronic forms for the purpose of sharing his/her experiences with other students, educating the wider school community, promoting Mid North Coast Dance Festival, Tamowrth Operational Directorate, or promoting public education. I will notify the department if I decide to withdraw this consent.

Student's Name: _____ Student's School Year: _____

Student's School _____

Name of Parent/Caregiver: _____

Signature of Parent/Caregiver: _____ Date: ____ / ____ / 2019

Signature of Student: _____ Date: ____ / ____ / 2019

Please complete and return to your child's school.

