



13th September 2022

Dear Parents and Guardians,

Your daughter has been offered a role in The Ladies' College whole school production of 'Taking Centre', which will be part of the 150th Anniversary celebrations of the College.

The show will be performed on Wednesday 1st February 2023 at 13:30 (schools' matinee only), followed by public evening shows on Thursday 2nd, Friday 3rd and Saturday 4th February at 19:00 at the Princess Royal Centre for Performing Arts. Tickets will go on sale directly from the theatre box office nearer the time and you will be given notice of this in advance.

Rehearsals for this production will take place on Sundays throughout Michaelmas term, beginning on 11th September and continue during the start of Lent term 2023. There are several compulsory dates for all cast, all of which take place at the PRCPA:

- Technical Rehearsal on Sunday 29th from 10:00 – 17:00
- Dress Rehearsal on Monday 30th January at the PRCPA (during normal school hours)
- Dress Rehearsal at the theatre on Wednesday 1st February from 08:30, which is then followed by the schools' matinee (during normal school hours)

For those dates outlined above, parents are asked to ensure that their daughters arrive and leave from the theatre – there is no need to attend the college site on those days, nor will the cast be expected to wear uniform.

For Sunday rehearsals during Michaelmas term, in order to minimise any waiting time for the students, we will operate a 'call' system, whereby your daughter may not be needed for all of every rehearsal, but will be notified of the time they must arrive at the beginning of each week – this will be done by group message on the cast and crew Team and hard copies will be posted up on the board outside The Ladies' College Drama studio, as well as on the Drama board located inside the Rocquettes entrance to the school. Cast members are requested to arrive promptly for their call time. Towards the end of the Michaelmas term and at the start of Lent term, it is likely that your daughter will be needed for most, if not all, of the Sunday rehearsals to be in a position for the cast to perform full run-throughs of the play.

There are often extra rehearsals during the first half of lunch on a Wednesday, which I would also encourage your daughter to attend, but it is understood that cast may also be attending other clubs during that time.

It is essential that all cast members attend the Sunday rehearsals when called, as well as the full days of the Technical and Dress rehearsals and all performances; we kindly ask for your support in this. If your daughter is unable to attend a Sunday rehearsal for which they have been called, please notify me as soon

as possible by email: mking@ladiescollege.ac.gg. Should there be repeated absence from rehearsals, it may be necessary to reallocate their role to prevent disruption to other cast members and/or should it become apparent that they are unable to attend the Technical, Dress or performances dates, it will regrettably lead to them being asked to leave the cast, again to ensure that the rest of this large and wonderful cast are not disadvantaged by missing roles/members.

Data Protection:

In term of publicity for the production, it is proposed that there will be:

- a weekly update on The Ladies' College Facebook site
- Guernsey Press and other media coverage nearer the time
- Photographs of the cast in the foyer of the theatre and of the college
- DVD of the production available for purchase after the run

In addition to the data protection permissions that parents (and students over 13 years old) decide on in general terms, it would be hugely appreciated if those parents who have a daughter under the age of 13 would kindly give their permission for their daughter to be part of the publicity above. Those aged 13 years and over are able to sign the consent form for themselves, as with their other data protection forms for college. As you may appreciate, it is very difficult to promote a show when only some students are able to appear in a Press photo for instance.

While it is possible to use photos without some cast members for the college Facebook, and even Press coverage, it would be very difficult to do the cast justice in foyer photographs if some permissions were denied for this and of course there would need to be 100% permissions in order for a performance (likely to be the schools' matinee) to be filmed and then made available to parents after the run. If a DVD were to be made available, it would be under the strict term of 'for personal use only' (i.e. not to be shown or reproduced all or in part on any other platform) and is really as a memento for family / cast. No full names of students would appear either on the DVD or attached to any still image for any form of promotion for the production, as outlined above.

I would be very grateful, therefore, if you would kindly indicate your permission / preferences for publicity for the production by completing the short form below and return it either to reception or directly to me at your earliest convenience. Please note that these permissions apply to promoting the production ONLY and do not alter any permissions / preferences stated on the general form provided by the college.

I am very excited to be working on the whole school production for the 150th anniversary of the school, which makes this a very special show indeed. We really are very lucky to have a hugely talented cast for this production and it is sure to be a joy to work on. I hope that your daughter will find the experience rewarding and have a lot of fun taking part. I am certainly looking forward to working with them!

Should you have any queries regarding the production, please do not hesitate to get in touch and, if not before, I look forward to seeing you on show night!

Yours sincerely,

Maggie King
Head of Drama

Publicity Consent for ‘Taking Centre’

Student name.....

Parents of students under 13 years old:

I do / do not (please circle as appropriate) give my consent for my daughter’s image to appear on the college Facebook site, in the Guernsey Press and other media coverage.

I do / do not (please circle as appropriate) give my consent for a DVD to be created from a filmed performance of ‘Taking Centre’ and understand that this will be made available to parents / families following the production for personal use only, with no replication of it in whole or parts to be replicate and made by any third party.

Parent / Guardian Name.....

Parent / Guardian Signature.....

Students over the age of 13:

I do / do not (please circle as appropriate) give my consent for my image to appear on the college Facebook site, in the Guernsey Press and other media coverage.

I do / do not (please circle as appropriate) give my consent for a DVD to be created from a filmed performance of ‘Taking Centre’ and understand that this will be made available to parents/families following the production for personal use only, with no replication of it in whole or parts to be replicate and made by any third party.

Student signature.....