

Tunbridge Wells Arts Festival

Syllabus 2024

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INTRODUCTION

Welcome to the 2024 Tunbridge Wells Arts Festival. We pride ourselves on being a friendly and welcoming festival, with the emphasis on enjoyment and learning in a relaxed atmosphere. Whether you are just starting out, or have already reached a high level of competence, you will find classes in which to celebrate your musical, oratorical and dramatic achievements.

PROVISIONAL TIMETABLE

Speech & Drama - Sat 2nd March and Sun 3rd March (morning only)

Piano - Sat 2nd March and Sun 3rd March

Strings - Sun 3rd March

Woodwind & Brass - Sat 2nd March

Recitals & Ensembles - Sat 2nd March and Sun 3rd March

Vocal - Sat 2nd March and Sun 3rd March

Choirs - Sat 2nd March

CLOSING DATE FOR ENTRIES

The closing date for entries is FRIDAY 12TH JANUARY 2024. In recent years, some sections have run at full capacity. To allow sufficient time for adjudication, places are allocated according to entry receipt date, and classes may have to be closed once full.

Please be aware that we limit choir entries to no more than four per class.

GEMS CONCERT AND PRIZE GIVING

This prestigious and highly enjoyable event will once again take place at Trinity Theatre, Tunbridge Wells, on the afternoon of Sunday 17th March 2024. The concert showcases a varied selection of the Festival's outstanding performances, followed by the presentation of class winners' trophies. Additionally, a number of special awards will be made at the concert to individuals selected by the Committee.

The Townsend Award - awarded by the Mayor

The Alison Macfadyen 70th Anniversary Cup for an outstanding performance

The Joyce Ashton Memorial Plate & Award of £50 for excellence in Speech & Drama

The Mary Romney Award of £50 for excellence in Music

The Denis Lawrence Rose Bowl & Award of £50 to the most promising musician under 15

The Festival Cup awarded to the most promising young musician under 11

The June and John Hill Trophy awarded to an outstanding singer

The PPP Challenge Cup awarded to an outstanding string player

The PPP Challenge Cup awarded to an outstanding woodwind or brass player

The A.T. Goulden-Robert Stace Cup awarded to an outstanding recorder player

OFFICIAL ACCOMPANIST

We are very pleased to welcome Jonathon Zoob as the Festival's official accompanist. Please contact him at zoobpiano@icloud.com to make arrangements.

ENQUIRIES

Enquiries should be addressed to Celia Barstow, Chairman, at celia.barstow@btinternet.com.

75th ANNIVERSARY BURSARY COMPETITION

To celebrate the 75th Anniversary of the Tunbridge Wells Arts Festival we are awarding a number of bursaries to help support young performers of outstanding ability.

Entrants gaining the highest marks in eligible Speech & Drama, Instrumental and Vocal classes will each be invited to perform a short programme to be adjudicated at the GEMS concert.

**** First Prize £500 Second Prize £250 ****

ELIGIBILITY

The competition is open to anyone who enters at least one bursary-eligible class.

HOW TO ENTER

Eligible classes are shown in the Syllabus and also listed below. Enter your class(es) in the normal way. You may enter more than one eligible class. There are no extra entry fees for the Bursary Competition.

SELECTION

Following the festival weekend, selected individuals will be invited to perform a short programme of your choice at the GEMS concert. You may perform your festival piece(s) or something different. Selection will take into account marks achieved, placing and adjudicator recommendation. The Committee's decision is final.

GEMS CONCERT

Performances will be adjudicated as part of the GEMS concert. One First Prize of £500 and at least one Second Prize of £250 will be awarded. The winner will also receive the Alison McFadyen Award for an Outstanding Performance.

REGULATIONS

There are no additional regulations other than those outlined above. All normal festival regulations must be complied with.

ELIGIBLE CLASSES

Speech & Drama Classes

20 Speech & Drama Versatility

Instrumental Classes

47 Advanced Piano Performance

65 Advanced Strings Performance

85 Advanced Wind & Brass Performance

101 Intermediate Instrumental Recital

102 Senior Instrumental Recital

Vocal Classes

124 Advanced Vocal Performance

141 Intermediate Vocal Recital

142 Senior Vocal Recital

General Rules and Regulations

1 ENTRIES: All entries must be made via online booking, and require online payment. Entries are accepted at the discretion of the Committee. Entries may close early if numbers have reached the maximum.

Classes may be merged or divided according to the number of entries received.

Entries are accepted on the understanding that all entrants have read and accepted the Regulations and associated policies of the Festival (Child Performance Licensing, Safeguarding and Data Protection)

2 REFUNDS: No refund of fees will be made unless the Committee finds it necessary to alter or cancel any class.

3 ELIGIBILITY: Only amateurs may enter competitive classes. Professionals may enter non-competitive classes, and may take part in competitive classes as a conductor, an accompanist or a performer in the Original Composition class (although not as the composer).

No person who is being, or who has been taught by an Adjudicator for any class may compete in that class.

4 AGE GROUPS: In age group classes, performers must enter the correct class according to their school year. No performer is allowed to enter a class where there is another class in the same discipline for a younger age group for which they would qualify.

5 NUMBER OF ENTRIES PER PERFORMER: Only one entry may be made in each solo class, and the same piece may not be performed in more than one class. A performer may enter more than once in a duet, trio, quartet or ensemble class providing a different part is performed each time with a different partner.

6 ADJUDICATORS: The Committee reserves the right to appoint a different Adjudicator if the one announced is unable to attend, or if additional help is needed.

7 ATTENDANCE: Performers must report to the Session President in time for the start of their class unless prior notice has been given to the Session President of difficulties relating to other commitments within the Festival. Those absent at the appointed time will be able to compete only at the discretion of the Session President. Entry to or exit from a Performance Room will not be permitted during individual performances or adjudications.

8 PERFORMANCE: A paper copy of the piece to be performed must be provided for the Adjudicator at the time of performance. Copies are destroyed after performance in accordance with copyright legislation.

Performers are required to complete their performance within the stated time limit. Overruns are liable to deduction of marks.

The same piece may not be performed in more than one class.

Bearing in mind the potential age range of the audience, adult material must not be used. The Session President may, at their discretion, stop any performance which breaches this rule and disqualify the entry.

9 COMPLAINTS: In the event of a complaint, please put your submission in writing to the Festival Chair by the end of the festival weekend. The complaint will be reviewed upon receipt of a £20 fee, payable via the online entry system. The fee will be refunded if the protest is upheld. Under no circumstances should the Adjudicator be approached with any complaint over marking or any other matter.

10 RECORDING: The use of recording equipment of any kind during the course of any class is forbidden, and anyone violating this rule will be asked to leave the class.

An official photographer may be present at the festival. If parents do not wish their children to be photographed, the responsible adult attending with the performer must ensure they are withdrawn.

11 MARKING & AWARDS: The following Place awards are made at the adjudicator's discretion.

1st Place - 5 or fewer entries

2nd Place - 6 to 8 entries

3rd Place - 9 or more entries.

The adjudicator's decision in all matters relating to the musical result of a class is final.

A participant must achieve a minimum standard of Commended to be eligible for an award. If a winner is unable to attend the presentation, they may collect their award from a member of the Committee at a mutually convenient time and place.

12 SAFETY & SECURITY: The accompanying responsible adult must supervise children/pupils whilst on Festival premises. The use of play equipment belonging to Kent College is forbidden. The Committee does not hold itself responsible for any injuries sustained by any participant or member of the public whilst on Festival premises. The Committee will not be held responsible for any loss or damage to participants' belongings at the Festival.

13 GRADED MUSIC CLASSES: Performers may enter only one Graded class on the same instrument in each section. They should not have taken the exam for a higher grade by the start of the Festival and must play a piece equal to the grade of the class.

14 BACKING TRACKS: The Festival encourages the use of Accompanists for music classes (you may book the Festival Accompanists for a charge at the time of booking class entries, or bring your own Accompanist with you), but backing tracks are permitted. Performers must supply their own equipment and are responsible for setting it up within the performance time limit allowed. An additional fee is payable at point of entry.

15 TROPHIES: All Award Winners receiving a trophy must sign a Receipt of Award form undertaking to return the award to the Festival Committee by the requested date. Late return may result in subsequent entries being disqualified without refund.

If a trophy is lost or damaged, a suitable replacement (to be approved by Tunbridge Wells Arts Festival prior to purchase) must be provided, at the Award Winner's expense. Failure to comply will result in disqualification from future festivals.

16 TEACHERS' BULK ENTRIES: Entries made by teachers into competitive classes on behalf of their pupils must include contact details for the performer (email address & phone number) in addition to the teacher's own details. Groups of 5 or more performers are excluded from this requirement.

SPEECH & DRAMA Syllabus

Rules

1 Choreographed gestures are not permitted in Speech classes. Occasional spontaneous movements are acceptable.

2 Prose readings should not be recited from memory.

Adjudicator

Jenny Thornton

Jenny trained at the Guildhall School of Music and Drama, gaining awards for Character Acting and Most Promising Teacher.

Jenny has led the Performing Arts Teams in a large comprehensive school, been an Assistant Principal for Edexcel, LAMDA examiner and now enjoys running her own Performance Centre with ages from 4 years to adults delivering drama, dance and musical theatre and also writing.

Her play called 'Gone' gained a Commended when performed at The Orange Tree Theatre in Richmond as did her most recent play 'Young Love'. She was delighted when LAMDA chose two of her pieces for their new acting anthology.

Her most recent teaching experience is working in a state school as a peripatetic teacher as part of her 'Outreach' programme.

'Drama is a life skill that changed me from a stuttering introvert to a confident individual. We can give our children no better opportunity.'

SPEECH

Verse Speaking classes: Own Choice of one poem to be recited from memory.

Prose Reading classes: Own Choice of a reading of one passage from any work of fiction.

A number of awards will be made throughout the age range.

Class	Age	Time	Fee
001 Verse Speaking Year 1-2	Year 1 to Year 2	Up to 2 mins	£7.00
002 Verse Speaking Year 3-4	Year 3 to Year 4	Up to 2 mins	£7.00
003 Verse Speaking Year 5-6	Year 5 to Year 6	Up to 3 mins	£7.50
004 Verse Speaking Year 7-9	Year 7 to Year 9	Up to 4 mins	£8.00
005 Prose Reading Year 1-2	Year 1 to Year 2	Up to 2 mins	£7.00
006 Prose Reading Year 3-4	Year 3 to Year 4	Up to 2 mins	£7.00
007 Prose Reading Year 5-6	Year 5 to Year 6	Up to 3 mins	£7.50
008 Prose Reading Year 7-9	Year 7 to Year 9	Up to 4 mins	£8.00
009 Verse Speaking or Prose Reading Year 10-13	Year 10 to Year 13	Up to 4 mins	£8.00

ORIGINAL COMPOSITION

One original poem to be recited from memory. A short introduction is encouraged (not included in the time limit). Please forward composition items to the Chairman by Saturday 22nd February 2025.

Class	Age	Time	Fee
021 Poetry Composition Award: Chairman's Cup for Composition to the highest mark in classes 21 & 114 (Instrumental Composition)	Year 13 and under	Up to 4 mins	£10.00

DRAMA

Practice clothes should be worn but not costumes. Hand props may suggest or support the character. A short introduction should be given (not included in the time limit).

Dramatic Classes: Own choice from any play excluding Shakespeare.

Shakespeare Classes: Own choice from any play by Shakespeare.

A number of awards will be made throughout the age ranges for solos and ensembles.

Class	Age	Time	Fee
010 Dramatic Solo Year 4 & under	Year 4 and under	Up to 2 mins	£7.00
011 Dramatic Solo Year 5	Year 5 only	Up to 3 mins	£7.50
012 Dramatic Solo Year 6	Year 6 only	Up to 3 mins	£7.50
013 Dramatic Solo Year 7	Year 7 only	Up to 4 mins	£8.00

Class	Age	Time	Fee
014 Dramatic Solo Year 8-9	Year 8 to Year 9	Up to 4 mins	£8.00
015 Dramatic Solo/Duo/Trio Year 10-13 Solo or Group of 2 to 3 people	Year 10 to Year 13	Up to 4 mins	Solo: £8.00 Duo/Trio: £5.00 per person
016 Shakespeare Solo Years 7-9 Award: Marlborough House School Shakespeare Cup to the highest mark in classes 16 & 17	Year 7 to Year 9	Up to 4 mins	£8.00
017 Shakespeare Solo Years 10-13 Award: Marlborough House School Shakespeare Cup to the highest mark in classes 16 & 17	Year 10 to Year 13	Up to 4 mins	£8.00
018 Dramatic Duo or Trio Year 6 & under Group of 2 to 3 people	Year 6 and under	Up to 3 mins	£4.50 per person
019 Dramatic Duo or Trio Year 7-9 Group of 2 to 3 people	Year 7 to Year 9	Up to 4 mins	£5.00 per person

SPEECH & DRAMA VERSATILITY

A varied programme comprising own choice of ONE of the following:

- a poem to be recited from memory
- an original poem to be recited from memory
- a reading of one passage from any work of fiction

PLUS

- a dramatic solo from any play including Shakespeare.

Note: neither items may be repeated in other Speech & Drama classes.

Class	Age	Time	Fee
020 Speech & Drama Versatility Award: Speech & Drama Versatility Cup	Year 13 and under	Up to 10 mins	£12.00

NON-COMPETITIVE SPEECH & DRAMA

Non-competitive classes are open to any age.

Performers will receive a verbal and written adjudication but no mark.

Class	Age	Time	Fee
022 Non-competitive Verse Speaking or Prose Reading	Any	Up to 3 mins	£7.50
023 Non-competitive Dramatic Solo/Duo/Trio Solo or Group of 2 to 3 people	Any	Up to 3 mins	Solo: £7.50 Duo/Trio: £4.50 per person

Class	Age	Time	Fee
024 Non-competitive Poetry Composition	Any	Up to 4 mins	£10.00

PIANO Syllabus

Adjudicator

Eva Maria Doroszkowska BMus(Hons),PgDip RNCM,PgDip,
Conservatorium van Amsterdam

Eva Maria is an international pianist whose dramatic and colourful interpretations have earned her high acclaim.

She enjoys a busy teaching and performing schedule which takes her round the world. She has appeared on BBC and Polish television and radio.

A keen interest in contemporary music, she has worked with two of the 20th Century's finest composers, Gorecki and Per Norgard.

Eva is passionate about chamber music and enjoys giving masterclasses and workshops. She mentors for Young Talents and has been teaching at the Royal Academy Junior Department since 2001. She has enjoyed a varied life as soloist, chamber musician and accompanist and has performed at The Royal Opera House, St Martins in the Fields, Tivoli, Copenhagen and at the Buszko - Zroj Summer festival. She won a scholarship to study with Professor Jasinski at the Katowice Szymanowski Academy in Poland, also studying in Amsterdam, Holland and a travel bursary for Soloist Class in Copenhagen. She won a scholarship for her undergraduate studies at the Royal Northern where she completed both undergraduate and postgraduate degrees.

Alongside her performing, teaching and adjudication work, Eva Maria has worked closely with Alexander Technique for the last 15 years and is a freelance music journalist for International Piano.

GRADED PIANO SOLOS

Grades Initial - 7: Own choice of one examination piece from a current syllabus. Performers should not have passed a higher grade by the time of the festival.

Class	Age	Time	Fee
037 Piano Beginners Year 3 & under Award: Piano Beginners Cup to highest mark in classes 37 & 38 Own choice of one or two solo pieces for performers who have not yet reached Initial Grade standard. Initial Grade examination music should not be performed.	Year 3 and under	Up to 2 mins	£7.00
038 Piano Beginners Year 4-6 Award: Piano Beginners Cup to highest mark in classes 37 & 38 Own choice of one or two solo pieces for performers who have not yet reached Initial Grade standard. Initial Grade examination music should not be performed.	Year 4 to Year 6	Up to 2 mins	£7.00
039 Piano Initial Grade Award: Piano Initial Grade Cup	Year 13 and under	Up to 2 mins	£0.00
040 Piano Grade 1 Award: Piano Grade 1 Cup	Year 13 and under	Up to 2 mins	£7.00
041 Piano Grade 2 Award: Piano Grade 2 Cup	Year 13 and under	Up to 2 mins	£7.00
042 Piano Grade 3 Award: Piano Grade 3 Cup	Year 13 and under	Up to 3 mins	£7.50
043 Piano Grade 4-5 Award: Piano Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£8.00
044 Piano Grade 6-7 Award: Piano Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.50
045 Advanced Piano Performance Award: Advanced Piano Performance Cup Own choice of one or more items from the same work. A minimum standard of approximately Grade 8 is expected.	Year 13 and under	Up to 10 mins	£12.00

AGE GROUP PIANO SOLOS

Classes 47-52: Own choice of one piece.
A number of trophies will be awarded throughout the age range.

Class	Age	Time	Fee
046 Mini Musician Year 2 & under Award: Mini Musician Cup to highest mark in classes 46, 66, 86 & 125 Mini Musician: Own choice of one or two pieces. This class will be adjudicated together with Strings class 66, Woodwind/Brass class 86 and Vocal class 125.	Year 2 and under	Up to 2 mins	£7.00
047 Piano Own Choice Year 3	Year 3 only	Up to 3 mins	£7.50
048 Piano Own Choice Year 4	Year 4 only	Up to 3 mins	£7.50
049 Piano Own Choice Year 5	Year 5 only	Up to 4 mins	£8.00

Class	Age	Time	Fee
050 Piano Own Choice Year 6	Year 6 only	Up to 4 mins	£8.00
051 Piano Own Choice Year 7-9	Year 7 to Year 9	Up to 5 mins	£8.50
052 Piano Own Choice Year 10-13	Year 10 to Year 13	Up to 6 mins	£9.00
053 Bach Piano Solo Award: Bach Cup to highest mark in classes 53, 71 & 91 Own choice of any composition by J.S.Bach. This class will be adjudicated together with Strings class 71 Woodwind/Brass class 91.	Year 13 and under	Up to 6 mins	£9.00

PIANO DUETS & TRIOS

Duet with Teacher classes: One or two duets. Performer plays the Primo part and only they are adjudicated.

Novice classes 55 & 56 are intended for those with limited or no previous experience of festivals who have not yet reached a playing standard of Grade 1. Grade 1 examination duets should not be performed. Initial Grade duets may be performed.

Classes 57-59: One or more trophies will be awarded across the Grade range.

Class	Age	Time	Fee
054 Piano Duet or Trio Award: Piano Duet or Trio Cup One or two pieces for two or three performers seated at one piano. Group of 2 to 3 people	Year 13 and under	Up to 3 mins	£5.00 per person
055 Novice Piano Duet with Teacher Year 3 & under Award: Novice Piano Duet with Teacher Cup to the highest mark in classes 55 & 56	Year 3 and under	Up to 2 mins	£7.00
056 Novice Piano Duet with Teacher Year 4-6 Award: Novice Piano Duet with Teacher Cup to the highest mark in classes 55 & 56	Year 4 to Year 6	Up to 2 mins	£7.00
057 Piano Duet with Teacher Grade 1	Year 13 and under	Up to 2 mins	£7.00
058 Piano Duet with Teacher Grade 2-3	Year 13 and under	Up to 2 mins	£7.00
059 Piano Duet with Teacher Grade 4-5	Year 13 and under	Up to 3 mins	£7.50

STRINGS Syllabus

Adjudicator

Roy Robinson MA,Dip Perf RCM,ARCM (P),ARCM (T),LRAM (T),LTCL (P)

Roy trained as a performer at the Royal College of Music and was a major prize winner: the Leslie Alexander - the highest award available on the viola. He was a dual first study viola pupil of Frederick Riddle and piano pupil of Angus Morrison. He holds a complete suite of performing and teaching diplomas on his first instruments, plus a performing diploma on violin, and an MA in music. He also has a background as an organist and vast experience as a choir trainer and conductor.

Roy has spent most of his career combining teaching, performing, examining and adjudicating. He has taught academic music to A Level, his instruments to diploma level and the violin to RAM Exhibitioners. He has coached numerous orchestral and singing courses and festivals for children and has conducted many adult choral societies performances. He has arranged and composed countless pieces for choirs and instrumental combinations, and has several of his works published. Following appointments in various public schools, mostly as Director of Music, he is now enjoying a return to freelance life.

He has extensive experience as a performer, in orchestras and ensembles, and as accompanist and recitalist. He is a busy ABRSM grade, diploma and jazz examiner and has worked all over the world, including Malaysia, Hong Kong, Qatar, Jordan, South Africa, Namibia, USA, Bermuda, China and Germany (examining in German). He is the viola consultant for ABRSM, selector of the present viola syllabus, and has presented teacher meetings/training abroad.

As an adjudicator member of the British Federation of Music Festivals, Roy is in on demand at some of the U.K.'s largest music festivals. He not only enjoys adjudicating his specialist areas, but also the complete range of classes as a generalist. Away from music, he can often be found looking after or driving one of his classic cars.

GRADED STRINGS SOLOS

Grades 1 - 7: Own choice of one examination piece from a current syllabus. Performers should not have passed a higher grade by the time of the festival.

Class	Age	Time	Fee
060 Strings Beginners Award: Strings Beginners Cup Own choice of one or two solo pieces for performers who have not yet reached Grade 1 standard. Grade 1 examination music should not be performed.	Year 6 and under	Up to 2 mins	£7.00
061 Strings Grade 1 Award: Strings Grade 1 cup	Year 13 and under	Up to 2 mins	£7.00
062 Strings Grade 2-3 Award: Strings Grade 2-3 Cup	Year 13 and under	Up to 3 mins	£7.50
063 Strings Grade 4-5 Award: Strings Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£8.00
064 Strings Grade 6-7 Award: Strings Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.50
065 Advanced Strings Performance Award: Advanced Strings Performance Cup Own choice of one or more items from the same work. A minimum standard of approximately Grade 8 is expected.	Year 13 and under	Up to 10 mins	£12.00

AGE GROUP STRINGS SOLOS

Classes 67-70: Own choice of one piece.

A number of trophies will be awarded throughout the age range.

Class	Age	Time	Fee
066 Mini Musician Year 2 & under Award: Mini Musician Cup to highest mark in classes 46, 66, 86 & 125 Own choice of one or two pieces. This class will be adjudicated together with Piano class 46, Woodwind/Brass class 86 and Vocal class 125.	Year 2 and under	Up to 2 mins	£7.00
067 Strings Own Choice Year 3-4	Year 3 to Year 4	Up to 3 mins	£7.50
068 Strings Own Choice Year 5-6	Year 5 to Year 6	Up to 4 mins	£8.00
069 Strings Own Choice Year 7-9	Year 7 to Year 9	Up to 5 mins	£8.50
070 Strings Own Choice Year 10-13	Year 10 to Year 13	Up to 6 mins	£9.00
071 Bach Strings Solo Award: Bach Cup for Instrumental Solo to highest mark in classes 53, 71 & 91 Own choice of any composition by J.S.Bach. This class will be adjudicated together with class 53 in the Piano Section and class 91 in the Woodwind/Brass Sections.	Year 13 and under	Up to 6 mins	£9.00

STRINGS ENSEMBLES

One or two pieces for any combination of strings.

Class	Age	Time	Fee
072 Strings Duet with Teacher up to Grade 3 Award: Instrumental Duet with Teacher Cup to the highest mark in classes 72 & 92 Only the Performer is adjudicated. The teacher may play any stringed instrument.	Year 13 and under	Up to 2 mins	£7.00
073 Strings Duet, Trio or Quartet up to Grade 3 Award: Strings Duet/Trio/Quartet Cup to highest mark in classes 73 & 74 Optional piano accompaniment. Group of 2 to 4 people	Year 13 and under	Up to 3 mins	£4.50 per person
074 Strings Duet, Trio or Quartet Grade 4 & over Award: Strings Duet/Trio/Quartet Cup to highest mark in classes 73 & 74 Optional piano accompaniment Group of 2 to 4 people	Year 13 and under	Up to 5 mins	£5.00 per person
075 Strings Ensemble Award: Strings Ensemble Cup Optional piano accompaniment or conductor. Group of 5 to 10 people	Year 13 and under	Up to 6 mins	£20.00 per group

WOODWIND & BRASS Syllabus

Adjudicator

Christine Hankin BMus

Christine studied the flute at the Guildhall School of Music. She now has a successful and varied career and is currently a member of both the London Chamber Orchestra and the Orchestra of St Johns.

As a soloist, she made her Purcell Room debut to much critical acclaim, and her recent CD 'The Feminine Flute' has been extremely well received.

She is well respected as a teacher and is Professor of Flute at the London College of Music and Brunel University, as well as director of the Ealing Flute Academy.

As well as being a music Adjudicator for the British and International Federation of Festivals, she is a Diploma examiner for the ABRSM.

GRADED WOODWIND & BRASS SOLOS

Grades 1 - 7: Own choice of one examination piece from a current syllabus. Performers should not have passed a higher grade by the time of the festival.

Class	Age	Time	Fee
080 Woodwind & Brass Beginners Award: Woodwind & Brass Beginners Cup Own choice of one or two solo pieces for performers who have not yet reached Grade 1 standard. Grade 1 examination music should not be performed.	Year 6 and under	Up to 2 mins	£7.00
081 Woodwind & Brass Grade 1 Award: Woodwind & Brass Grade 1 Cup	Year 13 and under	Up to 2 mins	£7.00
082 Woodwind & Brass Grade 2-3 Award: Woodwind & Brass Grade 2-3 cup	Year 13 and under	Up to 3 mins	£7.50
083 Woodwind & Brass Grade 4-5 Award: Woodwind & Brass Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£8.00
084 Woodwind & Brass Grade 6-7 Award: Woodwind & Brass Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.50
085 Advanced Woodwind & Brass Performance Award: Advanced Woodwind & Brass Performance Cup Own choice of one or more items from the same work. A minimum standard of approximately Grade 8 is expected.	Year 13 and under	Up to 10 mins	£12.00

AGE GROUP WOODWIND & BRASS SOLOS

Classes 87-90: Own choice of one piece.

A number of trophies will be awarded throughout the age range.

Class	Age	Time	Fee
086 Woodwind & Brass Mini Musician Year 2 & under Award: Mini Musician Cup to highest mark in classes 46, 66, 86 & 125 Own choice of one or two pieces. This class will be adjudicated together with Piano class 46, Woodwind/Brass class 86 and Vocal class 125.	Year 2 and under	Up to 2 mins	£7.00
087 Woodwind & Brass Own Choice Year 3-4	Year 3 to Year 4	Up to 3 mins	£7.50
088 Woodwind & Brass Own Choice Year 5-6	Year 5 to Year 6	Up to 4 mins	£8.00
089 Woodwind & Brass Own Choice Year 7-9	Year 7 to Year 9	Up to 5 mins	£8.50
090 Woodwind & Brass Own Choice Year 10-13	Year 10 to Year 13	Up to 6 mins	£9.00
091 Bach Woodwind & Brass Solo Award: Bach Cup for Instrumental Solo to highest mark in classes 53, 71 & 91 Own choice of any composition by J.S.Bach. This class will be adjudicated together with class 53 in the Piano Section and class 71 in the Woodwind/Brass Sections.	Year 13 and under	Up to 6 mins	£9.00

WOODWIND & BRASS ENSEMBLES

One or two pieces for any combination of woodwind and/or brass.

Class	Age	Time	Fee
092 Woodwind & Brass Duet with Teacher up to Grade 3 Award: Instrumental Duet with Teacher Cup to the highest mark in classes 72 & 92 Only the Performer is adjudicated. The teacher may play any woodwind or brass instrument.	Year 13 and under	Up to 3 mins	£7.50
093 Woodwind or Brass Duet, Trio or Quartet up to Grade 3 Award: Woodwind & Brass Duet/Trio/Quartet Cup to highest mark in classes 93 & 94 Optional piano accompaniment Group of 2 to 4 people	Year 13 and under	Up to 3 mins	£4.50 per person
094 Woodwind or Brass Duet, Trio or Quartet Grade 4 & over Award: Woodwind & Brass Duet/Trio/Quartet Cup to highest mark in classes 93 & 94 Optional piano accompaniment. Group of 2 to 4 people	Year 13 and under	Up to 5 mins	£5.00 per person
095 Woodwind or Brass Ensemble Award: Woodwind Ensemble Cup Optional piano accompaniment or conductor. Group of 5 to 10 people	Year 13 and under	Up to 6 mins	£20.00 per group

RECITALS Syllabus

SINGLE INSTRUMENT RECITALS

Own choice of two or three pieces of contrasting styles and periods to be performed on any one instrument.

The following minimum standards are expected:

Junior Recital - Grade 3

Intermediate Recital - Grade 5

Senior Recital - Grade 7

Class	Age	Time	Fee
100 Junior Recital Award: Junior Recital Cup	Year 6 and under	Up to 8 mins	£10.00
101 Intermediate Recital Award: Intermediate Recital Cup	Year 7 to Year 9	Up to 12 mins	£14.00
102 Senior Recital Award: Senior Recital Cup	Year 10 to Year 13	Up to 15 mins	£18.00

VERSATILITY RECITALS

Own choice of two or three pieces of contrasting styles and periods, each piece to be played on a different instrument, including voice.

Class	Age	Time	Fee
103 Junior Versatility Award: Junior Versatility Cup	Year 6 and under	Up to 8 mins	£10.00
104 Intermediate Versatility Award: Intermediate Versatility Cup	Year 7 to Year 9	Up to 12 mins	£14.00
105 Senior Versatility Award: Senior Versatility Cup	Year 10 to Year 13	Up to 15 mins	£18.00

MIXED ENSEMBLES Syllabus

CHAMBER GROUPS

Mixed Ensemble: Any combination of instruments and voices, of which at least two must be from different families. To be performed without conductor. Piano may be included as an ensemble instrument (age limit applies) or as an optional accompaniment.

Family Ensemble: Any combination of instruments and voices. All performers must be related.

Class	Age	Time	Fee
110 Mixed Ensemble Award: Mixed Ensemble Cup Group of 2 to 6 people	Year 13 and under	Up to 5 mins	£5.00 per person
111 Family Ensemble Group of 2 to 6 people	Any	Up to 5 mins	£5.00 per person

ORCHESTRAS & BANDS

May be performed with conductor and/or piano accompaniment. Piano may be included as an ensemble instrument (age limit applies) or as an optional accompaniment.

Orchestras: Any combination of instruments, of which at least two must be from different families.

Bands: Any combination of instruments, all of which must be from the same family.

Class	Age	Time	Fee
112 Junior Orchestras and Bands Award: Orchestras and Bands Cup to the highest mark in classes 112 & 113 Group of 10 to 25 people	Year 6 and under	Up to 7 mins	£22.00 per group
113 Senior Orchestras and Bands Award: Orchestras and Bands Cup to the highest mark in classes 112 & 113 Group of 10 to 25 people	Year 13 and under	Up to 8 mins	£23.00 per group

ORIGINAL COMPOSITION

One piece for any combination of instruments and/or voice, to be performed live.

The composer should introduce the piece (not included in the time limit), and may take part as a performer.

Please forward compositions to the Chairman by Saturday 24th February 2024.

Class	Age	Time	Fee
114 Instrumental Composition Award: Chairman's Cup for Composition to the highest mark in classes 21 (Poetry Composition) & 114.	Year 13 and under	Up to 5 mins	£12.00

NON-COMPETITIVE INSTRUMENTAL CLASSES Syllabus

Rules

1 Performers will receive a verbal and written adjudication but no mark.

NON-COMPETITIVE SOLOS

One or two pieces for any instrument.

With the exception of class 173, performances may be at any grade/level.

173 Adult Elementary Solo is reserved for adult beginners up to approximately Grade 2 level.

Class	Age	Time	Fee
170 Junior Non-Competitive Solo Year 6 & under	Year 6 and under	Up to 3 mins	£7.50
171 Senior Non-Competitive Solo Year 7-13	Year 7 to Year 13	Up to 6 mins	£9.00
172 Adult Non-Competitive Solo age 19 and over	19 and older	Up to 8 mins	£10.00
173 Adult Elementary Non-Competitive Solo age 19 & over	19 and older	Up to 3 mins	£7.50
174 Non-Competitive Recital any age Two or three pieces in contrasting styles and periods.	Any	Up to 15 mins	£18.00

NON-COMPETITIVE GROUPS

Open to performers of any age and any grade/level.

One or two pieces for any group of instruments.

Class	Age	Time	Fee
175 Non-competitive Duo/Trio/Quartet any age Group of 2 to 4 people	Any	Up to 5 mins	£5.00 per person
176 Non-Competitive Ensemble any age Group of 5 to 10 people	Any	Up to 6 mins	£20.00 per group

VOCAL & CHORAL Syllabus

Rules

1 All performances in the Vocal and Choral Section must be sung from memory

Adjudicator

Eileen Field ARAM,GRSM,LRAM,ARCM,PGCA

Soprano soloist, accompanist and choral director, Eileen studied at the Royal Academy of Music and is a teacher of singing and piano from beginners to post-graduate level, and gives masterclasses for choirs and solo singers. She is an ABRSM Consultant Moderator, Trainer, Grade and Diploma examiner, and Lead Singing Consultant for the ABRSM Singing Syllabus and the new ABRSM Songbooks, Plus. She has also selected and written performance notes for the Boosey & Hawkes Song Collections. She has examined and presented seminars for teachers in the UK, Southern Africa, the Far East, Bermuda and the USA, and throughout Europe, including Scandinavia, the Faroe Islands, Iceland, Turkey and Poland, and her work as a long-established adjudicator for the British and International Federation of Festivals has taken her all over the British Isles and Ireland. She was appointed an Associate of the Royal Academy of Music in 1998.

GRADED VOCAL SOLOS

Own choice of one examination piece in any style from a current syllabus.
Performers should not have passed a higher grade by the time of the festival.

Class	Age	Time	Fee
120 Vocal Solo Grade 1 Award: Vocal Solo Grade 1 Cup	Year 13 and under	Up to 2 mins	£7.00
121 Vocal Solo Grade 2-3 Award: Vocal Solo Grade 2-3 Cup	Year 13 and under	Up to 3 mins	£7.50
122 Vocal Solo Grade 4-5 Award: Vocal Solo Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£8.00
123 Vocal Solo Grade 6-7 Award: Vocal Solo Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.50
124 Advanced Vocal Performance Award: Advanced Vocal Performance Cup A minimum standard of approximately Grade 8 is expected.	Year 13 and under	Up to 6 mins	£9.00

AGE GROUP VOCAL SOLOS

Classes 126-130: Own choice of one traditional/classical/modern song. Songs from shows, films and pop songs should not be performed.

A number of trophies will be awarded throughout the age range.

Class	Age	Time	Fee
125 Mini Musician Year 2 & under Award: Mini Musician Cup to highest mark in classes 46, 66, 86 & 125 Own choice of one or two songs in any style including folk, musical theatre or pop. This class will be adjudicated together with Piano class 46, Strings class 66 and Woodwind/Brass class 86.	Year 2 and under	Up to 2 mins	£7.00
126 Vocal Solo (excluding musicals/pop) Year 3-4	Year 4 and under	Up to 2 mins	£7.00
127 Vocal Solo (excluding musicals/pop) Year 5-6	Year 5 to Year 6	Up to 3 mins	£7.50
128 Vocal Solo (excluding musicals/pop) Year 7-9	Year 7 to Year 9	Up to 4 mins	£8.00
129 Boys' Treble Solo (excluding musicals/pop) Year 9 & under Award: Boys' Treble Solo cup	Year 9 and under	Up to 4 mins	£8.00
130 Vocal Solo (excluding musicals/pop) Year 10-13	Year 10 to Year 13	Up to 5 mins	£8.50
131 Folk Song Year 6 & under Award: Junior Folk Song Cup Traditional folk song - accompanied or unaccompanied	Year 6 and under	Up to 2 mins	£7.00
132 Folk Song Year 7-13 Award: Senior Folk Song Cup Traditional folk song - accompanied or unaccompanied	Year 7 to Year 13	Up to 4 mins	£8.00
133 Aria Year 10-13 Award: Aria Cup Aria from any opera, light opera or oratorio.	Year 10 to Year 13	Up to 5 mins	£8.50

MUSICAL THEATRE

Own choice of one song from a musical or film.

A number of trophies will be awarded throughout the age range.

Class	Age	Time	Fee
134 Musical Theatre Year 4 & under	Year 4 and under	Up to 2.5 mins	£7.00
135 Musical Theatre Year 5	Year 5 only	Up to 3 mins	£7.50
136 Musical Theatre Year 6	Year 6 only	Up to 3 mins	£7.50
137 Musical Theatre Year 7-9	Year 7 to Year 9	Up to 4 mins	£8.00
138 Musical Theatre Year 10-13	Year 10 to Year 13	Up to 5 mins	£8.50

VOCAL RECITALS

Own choice of two or three songs of contrasting styles and periods.

The following minimum standards are expected:

Junior Recital - Grade 3

Intermediate Recital - Grade 5

Senior Recital - Grade 7

Class	Age	Time	Fee
139 Junior Vocal Recital Award: Junior Vocal Recital Cup	Year 6 and under	Up to 6 mins	£9.00
140 Intermediate Vocal Recital Award: Intermediate Vocal Recital Cup	Year 7 to Year 9	Up to 8 mins	£10.00
141 Senior Vocal Recital Award: Senior Vocal Recital Cup	Year 10 to Year 13	Up to 12 mins	£14.00

NON-COMPETITIVE VOCAL SOLOS

One or two songs in any style.

Performers will receive a verbal and written adjudication but no mark.

Class	Age	Time	Fee
142 Junior Non-Competitive Solo	Year 6 and under	Up to 2 mins	£7.00
143 Senior Non-Competitive Solo	Year 7 to Year 13	Up to 4 mins	£8.00
144 Adult Non-Competitive Solo	18 and older	Up to 6 mins	£9.00
145 Adult Non-Competitive Vocal Recital	18 and older	Up to 12 mins	£14.00

VOCAL DUETS

Own choice of one or two songs in any style. Each voice should have its own independent part.

Class	Age	Time	Fee
146 Vocal Duet Year 6 & under Award: Vocal Duet Cup to the highest mark in 146 & 147 Group of 2 people	Year 6 and under	Up to 3 mins	£4.50 per person
147 Vocal Duet Year 7-13 Award: Vocal Duet Cup to the highest mark in 146 & 147 Group of 2 people	Year 7 to Year 13	Up to 5 mins	£5.00 per person

CHOIRS

A minimum of 10 singers. Please indicate approximate numbers at point of entry.
Own Choice of two contrasting pieces. With or without accompaniment.

Please note: Entries will be limited to a maximum of four choirs per class with a total number of no more than 100 singers per class.

Class	Age	Time	Fee
148 Infant Choir Award: Sacred Heart Wadhurst Trophy for Infant Choir Group of a minimum of 10 people	Year 2 and under	Up to 6 mins	£20.00 per group
149 Children's Choir Award: Children's Choir Cup Group of a minimum of 10 people	Year 6 and under	Up to 7 mins	£22.00 per group
150 Junior Choir Award: Hilda Holcroft Memorial Trophy for Junior Choir Group of a minimum of 10 people	Year 8 and under	Up to 7 mins	£22.00 per group
151 Intermediate Choir Award: Brittens Music Trophy for Intermediate Choir Group of a minimum of 10 people	Year 7 to Year 9	Up to 7 mins	£22.00 per group
152 Senior Choir Award: Robert Blunkett Trophy for Senior Choir to highest mark in classes 152 & 153 Group of a minimum of 10 people	Year 7 to Year 13	Up to 10 mins	£25.00 per group
153 Adult Choir Award: Robert Blunkett Trophy for Senior Choir to highest mark in classes 152 & 153 Group of a minimum of 10 people	19 and older	Up to 10 mins	£25.00 per group

Policies

Child Performance Licensing Policy

TUNBRIDGE WELLS ARTS FESTIVAL

CHILD PERFORMANCE LICENSING POLICY

This Policy was last updated on 13th August 2024.

Chairman: Celia Barstow

Vice Chairman: Amelia Ross

Hon. Secretary: Debbie Mumford

Hon. Treasurer: Fiona Ross

Compliance Officer: Celia Barstow 5 Milestone Court, Chantlers Hill,
Paddock Wood, Tonbridge TN12 6QT

To comply with the Children's Performances and Activities (England) Regulations 2014 and Notification of Performers covered by the Body of Person's Approval requirement, the following information will be provided by the Festival to Kent County Council for each performer:

- o Full Name
- o Date of Birth
- o Postcode

The entry process has been designed to capture all the information we require to comply with Child Performance legislation, for parents and teachers entering individuals and small groups. Where this information is not provided at point of entry (as in the case of larger groups such as school choirs), it is the responsibility of the Entrant to provide the required information directly to Kent County Council within their stated timescales.

Data Protection Policy

TUNBRIDGE WELLS ARTS FESTIVAL

GENERAL DATA PROTECTION REGULATIONS (GDPR) PRIVACY NOTICE

This Policy was last updated on 13th August 2024.

Chairman: Celia Barstow

Vice Chairman: Amelia Ross

Hon. Secretary: Debbie Mumford

Hon. Treasurer: Fiona Ross

Safeguarding Officer: Celia Barstow 5 Milestone Court, Chantlers Hill,
Paddock Wood, Tonbridge TN12 6QT

PRELIMINARY STATEMENT: In order to operate, Tunbridge Wells Arts Festival (the Festival) needs to gather, store and use certain types of information about individuals.

These individuals can include:

- o Staff - Committee members, other voluntary staff, professional musicians engaged as adjudicators and accompanists, and
- o Supporters - 'Friends' of the Festival, performers, parents of child performers, music teachers,

sponsors, advertisers, and other people the Festival has a relationship with or regularly needs to contact.

This Privacy Notice explains how data is collected, stored and used in order to meet the Festival's data protection standards and comply the General Data Protection Regulations (GDPR) which came into effect on 25 May 2018.

The Notice protects the rights of our staff and supporters, complies with Data Protection law and protects the Festival from the risks of a data breach.

Applicability of Privacy Notice

The Notice applies to everyone handling data on behalf of the Festival, for example Committee Members and other voluntary staff.

It applies to all data held by the Festival relating to individuals, including names, email addresses, postal addresses, phone numbers and any other personal information held (for example: dates of birth of child performers, and payments for class fees, Friends subscriptions, etc.)

Data Controller

The Data Controller for the Festival is Celia Barstow, Chair. The Data Controller, together with the committee, is responsible for why data is collected and how it will be used. Any questions relating to the collection or use of data should be directed to the Data Controller.

DATA PROTECTION PRINCIPLES

1. We fairly and lawfully process personal data

The Festival will only collect data where lawful and where it is necessary for the legitimate purposes of the organisation. The Festival's valid lawful bases for processing personal data are 'Consent' and 'Legal obligation', as set out in Article 6 of the GDPR.

- o The name and contact details of committee members, other voluntary staff, professional musicians engaged as adjudicators and accompanists will be collected when they take up a position and will be used to contact them regarding administration related to their role, and also regarding festival activities.

- o Further information, including personal financial information and criminal records information may also be collected in specific circumstances where lawful and necessary (in order to carry out a DBS check).

- o An individual's name and contact details will be collected when they submit an entry for a festival. This will be used to contact them about their entry and to allow them entry to the festival.

- o An individual's name, contact details and other details may be collected at any time, with their consent, in order for Tunbridge Wells Arts Festival to communicate with them about festivals and related activities, and/or for Direct Marketing. See 'Direct Marketing' below.

2. We only collect and use personal data for specified and lawful purposes.

When collecting data, the Festival will always explain to the subject why the data is required and what it will be used for.

We will never use personal data for any purpose other than that stated or that can be considered reasonably to be related to it. For example, except for providing the local authority (Kent County Council) with details lawfully required by virtue of the Child Performance Licensing Regulations, we will never pass on personal data to third parties without the explicit consent of the subject.

3. We ensure any data collected is relevant and not excessive

The Festival will not collect or store more data than the minimum information required for its intended purpose.

4. We ensure data is accurate and up-to-date

The Festival will ask staff and supporters to check and update their data on an annual basis. Any individual will be able to update their data at any time by contacting the Data Controller.

5. We ensure data is not kept longer than necessary

Save for any legal requirement placed upon it, the Festival will keep data on individuals for no longer than 12 months after our involvement with them has ceased.

6. We process data in accordance with individuals' rights

The following requests can be made in writing to the Data Controller. Staff and supporters can:

- o request to see any data stored about them. Any such request will be actioned within 14 days of the request being made.
- o request that any inaccurate data held on them is updated. Any such request will be actioned within 14 days of the request being made.
- o request the cessation of receiving any marketing communications. Any such request will be actioned within 14 days of the request being made.
- o object to: any storage or use of their data that might cause them substantial distress or damage, and any automated decisions made based on their data. Any such objection will be considered by the committee, and a decision communicated within 30 days of the request being made.

7. We keep personal data secure.

The Festival will ensure that data held by us is kept secure.

- o Electronically-held data will be held within a password-protected and secure environment.
- o Passwords for electronic data files will be re-set each time an individual with data access leaves their role/position.
- o Physically-held data will be stored in a locked receptacle.
- o Keys for locks securing physical data files should be collected by the Data Controller from any individual with access if they leave their role/ position. The codes on combination locks should be changed each time an individual with data access leaves their role/position.
- o Access to data will only be given to relevant staff and supporters where it is clearly necessary for the running of the organisation. The Data Controller will decide in what situations this is applicable and will keep a master list of who has access to data.

CONTACT BETWEEN STAFF MEMBERS

We only share staff members' data with other staff members with the subject's prior consent. As an organisation comprising volunteers, the Festival encourages communication between volunteer staff.

To facilitate this, volunteer staff can request the personal contact data of other staff in writing via the Data Controller. These details will be given, as long as they are for the purposes of contacting the subject (e.g. an email address or phone number) and the subject consents to their data being shared with other staff in this way.

DIRECT MARKETING

The Festival will regularly collect data from consenting supporters for marketing purposes. This includes contacting them to promote festivals, related concerts, updating them about news, fundraising and other festival activities.

Whenever data is collected for this purpose, we will provide:

- o A clear and specific explanation of what the data will be used for.
- o A method for users to show their active consent to receive these communications.
- o Data collected will only ever be used in the way described and consented to.

POLICY REVIEW

The Festival Committee will review this Policy on a regular basis, and at least once a year, improving and enhancing it as necessary.

A copy of this Policy will be accessible to all participants throughout the Festival.

Safeguarding Policy

TUNBRIDGE WELLS ARTS FESTIVAL

SAFEGUARDING POLICY

This Policy was last updated on 13th August 2024.

Chairman: Celia Barstow
Vice Chairman: Amelia Ross
Hon. Secretary: Debbie Mumford
Hon. Treasurer: Fiona Ross
Safeguarding Officer: Celia Barstow 5 Milestone Court, Chantlers Hill,
Paddock Wood, Tonbridge TN12 6QT

Venue for the 2025 Festival: Kent College Pembury.

Dates: 8th & 9th March 2025

Gems Concert and Prize Giving: 16th March 2025, Trinity Theatre, Tunbridge Wells. 3.00pm

PRELIMINARY STATEMENT: The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately and all the charity's trustees and volunteers have a responsibility to report concerns.

1. Purpose and Function of the Festival

The object of the Festival is to advance the education of the public in the arts of Music and Speech & Drama. These aims are achieved by providing a platform for performance supported by feedback from professional adjudicators.

2. The Festival Environment

The Festival is run by a voluntary committee, and during the Festival itself by further voluntary helpers. The Festival will take place in four rooms at Kent College, Pembury in 2025. Participants may need to move around the site from room to room. Kent College Pembury plays no part in the running of the Festival.

The Festival aims to provide a safe environment for all who participate, and to inform parents, guardians, carers and teachers of this Policy. The Festival will work in partnership with them to ensure, so far as is reasonably possible, that the Policy is carried out and a safe environment is provided.

We do this by ensuring that parents, guardians, carers and teachers have their attention drawn to a copy of this Policy on the TWAFF website at the point of entry and again at the time when they are making arrangements to attend the Festival.

At Kent College Pembury, school personnel, children attending that school and members of the general public will have access to the venue, and all participants, parents, guardians, carers and teachers should be aware of this and take appropriate steps to safeguard children under the age of 18 years and vulnerable adults from any potential problems.

3. Applicability of Policy

This policy relates to children under the age of 18 years and members of vulnerable groups of any age, hereafter referred to as 'applicable entrants'. Any applicable entrants to whom this policy relates, who require additional support for their needs, should be identified to the Festival Committee by parents, guardians, carers or teachers prior to their arrival at the Festival. and the GEMS Concert and Prize Giving. This should be done by contacting the named Safeguarding Officer. The Festival actively seeks, wherever possible, to meet additional needs, but must know beforehand in order to prepare support, or let you know we are unable to help.

4. Festival Personnel

All Festival helpers are volunteers and most of the existing helpers have been helping for many

years and are well known to the Festival Committee. New recruits tend to be parents of entrants and are usually well known to the Festival Committee already or are recommended by one of the members of the committee.

All helpers are provided with a description of the job to be undertaken by them. All jobs are reviewed annually to ascertain if it is necessary to ask the job holder to obtain an Enhanced Disclosure from the Criminal Records Bureau.

A record of all helpers is held on a central database either by the Helpers Co-ordinator or by a member of the Festival Committee and the names are reviewed at least once a year.

All helpers at the Festival wear a brightly coloured lanyard showing they are part of the Organisation. Members of the Festival Committee wear lanyards of a different colour identifying them as committee members and the position they hold. In case of a problem, anyone wearing a lanyard can be approached and will be able to direct you to someone who will know how to help.

The Chairman of the Festival, or in their absence the Vice Chairman or Secretary, or someone nominated by the Chairman to stand in their stead, is the Festival Supervisor and is available at all times during the Festival to answer queries and deal with any problems that arise. Any problems should be immediately notified to them, whereupon appropriate action will be taken.

The Festival Supervisor will keep a central register of any problems notified, the date and details of the problem and the action taken. The Festival treats all such matters with the utmost concern. The Adjudicators' Dining Room is available during the Festival for private discussion if required.

The contents of this Policy will be drawn to the attention of all helpers at the Festival each year by pointing out its availability on the TWAF website.

5. Attendance at the Festival

It is the Policy of the Festival to ensure that all parents, guardians, teachers and carers of applicable entrants are notified that a copy of this Policy is available to read on the TWAF website in time to make arrangements to attend the Festival. Individual entrants are notified on the Entry Form, while entrants who have been entered by their teacher are notified by them, as in that event it is the teacher's responsibility to ensure that all parents, guardians and carers are notified of the Policy.

At all times while on any premises being used by the Festival, applicable entrants should be accompanied by at least one responsible adult. It is a condition of entry that all applicable entrants should be fit and well to participate in their classes. By submitting an online Entry Form, parents, guardians, teachers and carers commit to this requirement.

Under no circumstances will the Festival act "in loco parentis." It is the responsibility of every parent, guardian or carer who is not personally attending with their child to satisfy themselves that their child is accompanied to the Festival and adequately supervised by a responsible adult acting on their behalf.

In particular, please note, it is the responsibility of parents/guardians/carers to ensure children do not play on the swings at any time during the festival.

6. Performance Areas and Practice Rooms

There are no changing facilities at the venue. Practice rooms are available in the Music Block but they are not supervised by anyone on behalf of the Festival and it is the responsibility of a teacher in respect of their entrants and of the adult responsible for any applicable entrants to ensure safe use of these facilities.

A Session President and/or Adjudicators Clerk at all times will supervise each performance venue.

Entrances to the Festival performance venues are also manned at all times and the Festival Supervisor or someone on his or her behalf will check at regular intervals that helpers are in place.

7. GEMS Concert and Prize Giving

Registered Chaperones will be provided for appropriate children under 17 years of age. Otherwise it will be the responsibility of a teacher in respect of their entrants and of the adult responsible for applicable entrants to ensure the safe use of these facilities.

The GEMS Co-ordinator or their nominated deputy will at all times supervise the GEMS Concert.

8. Photographs, Visual Recording and Press Photography

The use of recording equipment, cameras or video cameras of any kind during the course of any Class is strictly forbidden. The Press, or an official photographer, may be in attendance at the Festival. Their photographs may be published in local papers or on the Festival website. If parents do NOT wish their children to be photographed, they must indicate accordingly upon making their entry.

8. The Legislation and Guidance that supports this Policy

The Rehabilitation of Offenders Act 1974; The Children Act 1989; The Police Act 1997; The Data Protection Act 1998; The Human Rights Act 1998; The Protection of Children Act 1999; The Criminal Justice and Court Services Act 2000; The Children Act 2004; The Vulnerable Groups Act 2006.

9. Policy Review

The Festival Committee will review this Policy on a regular basis, and at least once a year, improving and enhancing it as necessary. In doing so they will look to The British & International Federation of Festivals for support and that body in turn will look to other agencies for good practice, in particular the NSPCC and Arts Council of England policy guidelines.

A copy of this Policy will be accessible to all participants throughout the Festival.