



WEST SUSSEX COUNTY COUNCIL

**IMBERHORNE SCHOOL**

Headteacher: Mr Martin Brown

Compassion

Achievement

Respect

Endeavour

*The cornerstones of our  
learning community*

Ref: BEC/cb  
February 2019

Dear Parent(s)/Carer(s)

**I Dance 2019 Rehearsals and Performances Information and Permission**

The 'I Dance 2019' show is a wonderful celebration of dance throughout the school and is now rapidly approaching. To facilitate the smooth running of the show there are some compulsory rehearsals for all students to attend.

**The official dress and technical rehearsal** is taking place at **Chequer Mead Theatre** on **Monday 1<sup>st</sup> April** from **10.15am – 4.30pm**. We will be travelling by coach for KS3 and KS4. **6<sup>th</sup> Form students** will either walk, share cars; if this is of any concern, please contact me so that we can sort arrangements for 6<sup>th</sup> Form travel.

Please ensure that your son/daughter has their costumes with them, unless it is being organised by Mrs Eckhoff. Students will need collecting from the Theatre at **4.30pm** and **return at 6.00pm the same evening for the performance**. Students have the option to stay at the Theatre if needed, or with parental consent, leave and come back on their own. **This must be noted on the reply slip.**

On the days of the actual performances, **Monday 1<sup>st</sup> April and Tuesday 2<sup>nd</sup> April**, students will need to be at the Theatre at **no later than 6.00pm** in order to be changed and warmed up in time. The show begins at **7.00pm** and will last for approximately 3 hours with an interval. Students will need to be collected at approximately **10.15pm** from the foyer of the Theatre.

**Students will need to bring food and water to all rehearsals (lunch, snack and dinner) as nothing will be available on site.** Students will need to be signed in and out of the building for the dress/technical run and the performances, so please collect your son/daughter **on the premises** as they will not be allowed to leave the building unless they are over 18.

Tickets for the main performances are available to purchase directly from the Chequer Mead box office. **Telephone:** 01342 302000 **E-mail:** [tickets@chequermead.org.uk](mailto:tickets@chequermead.org.uk).

Please ensure that your son/daughter has any medication that they may need, clearly labelled and that this is given to a member of staff prior to the event commencing.

In order for your son/daughter to participate in both performances and the dress/technical rehearsals we require a permission form to be completed. Students will bring this form home for you to complete and must be returned to me by **Monday 25<sup>th</sup> February**. Please ask your son/daughter to hand it to either myself, Mrs Swan (KS3) or Mrs Cook at Windmill Lane. Once I have your son/daughter's permission slip, I can then enter their name into the dance programme; **without the slip returned, they will be unable to appear in the performance.**

Please do not hesitate to contact me if there is any other information you require. (Email: [beckhoff@imberhorne.co.uk](mailto:beckhoff@imberhorne.co.uk)). I look forward to seeing you all at the performance.

Yours faithfully

**Mrs B Eckhoff**

**Leader of Learning – Dance**

**Imberhorne Lane**

**East Grinstead**

**West Sussex**

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**[www.imberhorne.co.uk](http://www.imberhorne.co.uk)**





# PERMISSION FORM

**I Dance 2019 - Rehearsals and Performances (BEC)**  
**Please return to Mrs B Eckhoff, Mrs Swan or Mrs Cook by Monday 25<sup>th</sup> February.**

I agree to my son/daughter **participating in** the performances at Chequer Mead Theatre on **Monday 1<sup>st</sup> and Tuesday 2<sup>nd</sup> April 2019**

Student Name \_\_\_\_\_ Form \_\_\_\_\_

**1. Please tick one option for Monday 1<sup>st</sup> April 2019**

I will **collect** my son/daughter from the Chequer Mead Theatre at 4.30pm and return him/her back there at 6.00pm

My son/daughter has **permission to leave** the Theatre at 4.30pm without parent/carer picking them up and he/she will return at 6.00pm

My son/daughter **will stay at the Theatre** until the start of the show with a packed dinner

**2. I give permission for: (please tick relevant box)**

**KS3/KS4 students only** – my son/daughter will go to the main hall totake the school coach to Chequer Mead Theatre at **10.00am** on **Monday 1<sup>st</sup> April**

**or**

**6<sup>th</sup> Form students only** – my son/daughter is aware that he/she will need to make his/her own way to the Theatre on **Monday 1<sup>st</sup> April** to arrive there by **10.45am**

I understand that I am responsible for the safe travel arrangements of my son/daughter to and from the Chequer Mead to attend the two performances and I will arrange for my son/daughter to be **collected from the Theatre foyer** at approximately **10.15pm** on both performance dates.

*I understand that, while the school staff in charge of the party will take all reasonable care of the students, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising out of the visit. I have also ensured that my son/daughter has any medication that they may need, clearly labelled so it can be given to a member of staff prior to the event commencing.*

**If your son/daughter has any known medical conditions, please outline in the space below.**

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**Please provide two contact numbers that can be used in case of an emergency:**

1)..... 2).....

**Signed** ..... (parent/carer) **Date** .....