

Marlow Music Festival 2008

ENTRY FORM

- PLEASE PRINT CLEARLY** using block capitals and use a separate form for each class entered. Forms may be photocopied. Fill in details **exactly** as you would like them to appear in the programme, on the certificate and on the Adjudicator's report.
- Date of Birth.** This is required for all entrants under 21 on 31st October 2008. If left blank, we will assume entrant is over 21.
- Address.** This is the address to which notification of class times will be sent, and in the case of performers entering more than one class, it need only be entered on one Entry Form.
- Own Choice Pieces.** Required for all own choice pieces.
- Teacher's Name & Address.** Additional notification of the pupil's time of performance will be sent to this person if the address is supplied. As for the performer, the address need only be supplied once.
- Number of performers.** Required only for choirs and ensembles for the purpose of allocating seating space.
- Special Requirements.** All reasonable efforts will be made to accommodate constraints on availability or other special requirements **if they are notified in writing or by e-mail before the entry closing date.** Ideally they should be made known at the time of entry, in the space provided.

Class No	Class Name	Entry Fee £
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EITHER Name (first name and surname) of Performer <i>Enter all names for duet and trio classes</i>		Instrument played <i>(if not vocal or piano)</i>	Date of Birth <i>(if under 21)</i> / / / / / /
OR Name of Choir or Ensemble and Contact	No of Performers	Instrument(s) played <i>(if not vocal or piano)</i>	Age of oldest member <i>(@ 31/10/07)</i>

Address			
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Post Code	Phone No	e-mail address	School/College attended
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Own Choice Pieces. <i>This section must be completed, if appropriate. Please include details of the syllabus* (grade, examining board and year) in the case of all grade classes.</i>			
Title <i>(including source, suite, opera, etc)</i>	Composer <i>(Surname & initials)</i>	Playing time <i>(mins)</i>	Syllabus*

Teacher's Name

Address

Post Code	Phone No	e-mail address
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Special requirements <i>(see note 7 above)</i>

I have read the rules and Child Protection Policy and I agree to abide by them.....
Signature of performer, teacher, parent or guardian

Please return this form **with a cheque** made payable to **Marlow Music Festival** to:-

The Entry Secretary, Marlow Music Festival, 38, Furlong Road, Bourne End, Buckinghamshire SL8 5AA

CLOSING DATE FOR ENTRIES: 1st October 2008

MARLOW MUSIC FESTIVAL CHILD PROTECTION POLICY

Chairman:	Mrs Janina Doroszkowska
Treasurer:	Mrs Anne Groves
Venues:	Court Garden, Pound Lane, Marlow, Bucks Sir William Borlase's Grammar School, West Street, Marlow, Bucks
Dates:	3 rd – 13 th November 2008 and provisionally 20 th November 2008

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, staff and volunteers have a responsibility to report concerns

1. Purpose and Function of Organisation

The annual Marlow Music Festival aims to offer an opportunity for musical development for people of all ages and abilities across a broad range of music making, including piano, instrumental and vocal. We offer performing experience, critical feedback from top professionals and the opportunity to acquire a wider musical knowledge in a warm and supportive atmosphere. By encouraging the young musicians of today, we seek to foster the professional musicians of tomorrow.

2. The Festival Environment

We inform you by this Policy that we shall take all practicable steps for a safe Festival. This policy seeks to invite parents/guardians and teachers to enter into a partnership with us to ensure as safe an environment as is reasonably possible. The Festival is run by volunteers in a hired venue at Marlow Leisure Centre, address above.

3. To Whom does this Policy Apply?

This policy relates to all children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. In recognising the needs of children who are disabled and those from any ethnic minority groups, the Festival actively seeks to meet any needs notified to the Festival by parents/guardians/carers and/or teachers.

4. Festival Personnel

Festival personnel are volunteers recruited on the basis of personal recommendation or invitation of the committee. All personnel are required to supply a character reference. Details of personnel and references are kept on file by the Festival.

Personnel at the Festival wear identifying labels. The senior steward at the Festival, to whom issues may be addressed, will have a red sticker attached to his/her label.

5. Preparation for Attendance at the Festival

Children under 18 years attending the Festival should be accompanied by a parent/guardian/carer and/or teacher. Where a parent/guardian/carer is not able to personally attend with their children, this Policy requires them to be satisfied that their children will be accompanied to the Festival and adequately supervised by responsible adults acting on their behalf.

Groups of children, such as choirs and ensembles, should be accompanied by supervising adults in the ratio of 10:1 or lower.

This policy will be published on the Festival website and in the Syllabus.

In addition parents will be sent a copy with their notification of class times prior to the Festival.

6. Photographs, Videotapes and Press Photography

No photography of any kind – film, digital, video or photo-phone – is permitted anywhere in Festival premises. Sound recording is also forbidden.

The local press will be permitted to take photographs prior to a class or at the Festival Concert by arrangement. Parents/guardians/carers who do not wish their child to be included in a press photograph should remove their child from the situation at the time or arrange for the accompanying adult to do so.

7. Legislation and Guidance that Supports this Policy

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.

8. Policy Review

The organisers will constantly review their policy, improving and enhancing it as necessary. In doing this they will look to The British & International Federation of Festivals for support, and that body in turn will look to other agencies, most notably the NSPCC and the Arts Council of England for policy guidelines.

All communications regarding this policy and its implementation should be directed to:

Mrs Janina Doroszkowska, Chairman, Marlow Music Festival, 8 Moyleen Rise, Marlow, Bucks, SL7 2DP.

Tel: 01628 486702 e-mail: janina.doroszkowska@hotmail.co.uk