

ACADEMY PERFORMING ARTS

SHOW TIME HANDBOOK



**ONCE UPON
A MUSICAL
(2026)**

www.academyarts.co.uk

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Our Upcoming Show

We are now only a few weeks away from the show (so exciting!!)

The students are working incredibly hard and we are on track for an absolute cracker of a show.

Below is a link to the **Once Upon A Musical** page on our website which is the hub for all information regarding the show.

Here you will find links to all the on-line forms we require in order for our students to participate in the show such as:

- Performance consent form (Overdue)
- Availability form (Closed)
- Head shot upload form (Due Now!)
- Measurement form (N/A)

& also forms for our parents such as:

- Chaperone application form (Due Now!)

There are also order forms for our students and/or parents to purchase:

- Programme Messages (Due Now!)
- Business Advert Programme space (Due Now!)
- Show t-shirt order form (Due Now!)

You can also find the show scripts, music and Videos.

This page is hidden on the website so you will only be able to access it with the link *(or by typing the address into your browser.)*

www.academyarts.co.uk/members/onceuponamusical



SHOW TIME



Show Schedule

Technical Rehearsals
and Show dates and
times



Tech/Dress Weekend

DATE	REHEARSAL	SCHOOL	TIME	REQUIRED
Saturday 4th July	Technical Rehearsal (Compulsory)	Ongar & Chelmsford	12pm-7pm	All students costumes & make-up. (9pm finish for 'Into the Woods' roles.
Sunday 5th July	Dress Rehearsals (Compulsory)	Chelmsford Ongar	10.30am-3.00pm 3.00pm - 8.30pm	Full Cast: Costumes & make-up. • Chelmsford Leads may be required to 5.30pm • Ongar Leads may be required from 1pm (TBC)



SHOW DATES

Tuesday 7th- Sunday 12th July - Academy Kids are performing at the Matinee performances on Sat 11th July (Chelms Academy Kids) & Sunday 12th July (Ongar Academy Kids) Teams can be found on the cast page at the back of the booklet.

DATE	SCHOOL	TEAM	CALL TIME	SHOW TIME
Tuesday 7th July	Ongar	 GREEN TEAM	5.00pm	7.00pm
Wednesday 8th July	Chelmsford	 RED TEAM	5.00pm	7.00pm
Thursday 9th July	Ongar	 YELLOW TEAM	5.00pm	7.00pm
Friday 10th July	Chelmsford	 BLUE TEAM	5.00pm	7.00pm
Saturday 11th July	Chelmsford	 RED TEAM & Chelms Ac-Kids	1.00pm	2.30pm
		 BLUE TEAM	-	7.00pm
Sunday 12th July	Ongar	 GREEN TEAM & OngarAc-Kids	11.45am	1.00pm
		 YELLOW TEAM	-	5.30pm



Information

**Technical &
Dress
Rehearsals**

What is a Technical Rehearsal?

Technical and Dress rehearsals are the crucial final phase of production where all of the show's elements — acting, music, lighting, sound, set, props and costumes — are combined. Often referred to as Tech Week, this period transforms a rehearsed musical into a polished performance.

Tech & Dress rehearsals are MANDATORY for all



01 The Technical Rehearsal

("Tech") A technical rehearsal focuses on integrating the backstage and onstage elements. Because musicals feature complex lighting, music & lighting cues, and quick microphone and costume changes, these sessions are often slow and highly repetitive.

03 Quick Changes

Technical & Dress rehearsals are essential for practicing how to change outfits or fix/change microphones in the dark in mere seconds without falling behind. Some changes will require you to return to your dressing room whilst others may be in the wings.

05 Cue-to-Cue

To save time, the staff (stage manager/technician/director) may skip large chunks of dialogue where nothing changes technically and jump directly from one cue to the next.

02 Full Regalia

You will wear your full costumes, wigs, and stage makeup for the first time for the tech and dress rehearsals. This is to ensure the lighting looks aesthetically correct but also to ensure all the obstacles that can affect dancing, quick changes etc are in place.

04 Stop and Start

The show is no longer run all the way through. Directors and technicians will pause frequently to program lights, balance the sound with the singers' vocal mics, and set levels or practice scene/set changes.

06 Your Role

For theatre school students, tech week requires immense patience. You will do a lot of waiting in the wings or auditorium. Stay quiet, keep your script and pencil handy, and be ready to adapt when blocking is adjusted to fit a set piece or a lighting cue.

What is a Dress Rehearsal?



09 The Dress Rehearsal

Once the technical elements are in place, the production moves into dress rehearsals. These are final, full run-throughs that simulate exactly how the show will look for a paying audience.



10 No Stopping

Unlike tech rehearsals, dress rehearsals are typically run continuously from the overture to the bows. The director takes notes silently and gives them to the cast at the end of the session, rather than stopping mid-scene.

Theatre School Survival & Conduct Tips

Because the Tech Weekend involves long days and high stress, maintaining proper backstage etiquette is vital.

- **Never call for lines:** By this stage, you must be entirely "off-book". If mistakes happen you must try and bail yourself out.
- **Cue lines:** You must ensure you are properly off book and do not paraphrase. Lighting and sound cues are taken from the dialogue and the technicians do not know the show as well as the cast and cannot be expected to guess when they should be pressing the cue button.
- **Care for your costume:** Costumes are expensive and vital to the show. Never eat, drink, or apply makeup while wearing your costume pieces.
- **Respect the crew and chaperones:** The technical crew and the chaperones have had a fraction of the time to learn their jobs than you have had to learn your show.
- **Listen to those in charge:** Always listen immediately to the director, technicians and chaperones.
- **Pacing yourself:** The Tech weekend can be tiring. Focus on hydration, getting adequate rest, and maintaining your vocal and physical health.
- **Take notes:** What roles or duties you have been assigned during the tech. Build a personalized checklist or prep guide for your tech week!



Why is the Tech/Dress Mandatory?

In Musical Theatre, technical and dress rehearsals are strictly MANDATORY because they ensure cast safety.

In Musical Theatre, technical and dress rehearsals are strictly mandatory because they ensure cast safety. Missing any part of technical or dress rehearsals breaks the complex integrity of a production, which relies on the seamless synchronization of live acting, singing, dancing, and Backstage traffic.

★ Safety and Spatial Awareness

Musical theatre stages are dangerous environments which may be packed with moving set pieces, set being flown in on fly lines and low-light transitions. With theatre schools, you also have to factor in large numbers of students, some of whom are very young.

- **Spatial Calibration and Awareness:** Performers must transition from a rehearsal room to the actual physical stage with additional set and props. Sometimes entrances or exits need to be changed from what has previously been rehearsed to ensure safety .
- **Choreography Adjustments:** Large cast dance numbers may need to be adjusted safely to fit the boundaries of the set, stairs, and wings.
- **Blackout Navigation:** Performers must physically practice navigating the stage during near pitch-black scene changes to prevent injuries.

★ Technical Rehearsal

Human Meets Machine The technical rehearsal ("Tech") is the first time the actors integrate with the design elements: lighting, sound, microphones, set and props.



- **Audio Balance:** Sound technicians use this time to balance wireless microphones against a live orchestra or backing track and the other singers.
 - **Lighting Cues:** Lighting designers program specific "specials" and follow-spots to track actors exactly where they stand on the stage and the actors need to practice hitting their marks on stage so that they are adequately lit during the show.
 - **Prop Management:** Actors must practice the exact moment a prop is handed off, set down, or cleared by the crew/staff.
-

★ The Dress Rehearsal: Testing The Illusion

The dress rehearsal simulates a real, uninterrupted performance where the cast performs "off-book" (*without scripts*) in full costume, hair, and makeup



- **Physical Limitations:** Costumes often restrict movement, such as jumping or dancing, even breathing on occasion. Singers must learn how to project while wearing restrictive garments such as corsets or heavy headpieces.
 - **Quick Changes:** Musicals frequently require lightning-fast costume changes in the wings or backstage. These require precise choreography between the actor and those helping them change, which cannot be practiced solo.
 - **Stamina Building:** Singing, dancing, and acting for two-plus hours straight in hot costumes under stage lights requires unique physical stamina that can only be built during full runs at the tech and dress rehearsals.
-



Students Show Week Checklist

☆ STUDENT SHOW CHECKLIST

Show Box/ Check list

Buy a LARGE PLASTIC box with a lid and tape your name on the outside. Also cello tape an A4 piece of paper listing all the items in the box so that students can do an item check before they leave the theatre. You may leave the box at the theatre should you wish. The box is also helpful for students to throw their items into if they have quick changes, rather than on the floor!!



Running Order

Cellotape the running order to the box lid and add notes of any changes made to your show track during the tech and add stage directions etc for each entrance.

Name Your Possessions

Name EVERYTHING! All footwear, clothing and make-up bags etc. Even socks! Children in a panic will grab the nearest costume. (**Naming hack-** Pick a colour of cotton and just sew a little dot in all your items.)



Water Bottle

Make sure you bring lots of water to drink. No fizzy or sports drinks allowed in the dressing rooms (or milkshakes etc) It gets very very hot in the theatre with all the lights on.

★ QUICK CHANGE IDEAS/HACKS

To help make your costume changes run more efficiently;

On the running order on the SHOW BOX write down:

01 Costumes

What you are wearing for each scene (*and list any props you use*)

02 Arrange Costumes

Lay out your costumes in reverse order on top of each other. Starting with your end of Act 1 Costume. Sort Act 2 Costumes in the Interval.

03 Under/Over dressing

Work out where in the running order any quick changes are and work out if you can underdress or overdress any parts of the costume to make the change quicker.

04 Quick Change Location

Work out if you have time to change back at the dressing room or if the change is so quick that the costume change will have to be nearer to the stage, possibly in the wing or back stage. In this case students who are 16 and under will need a chaperone with them. You will need to inform the chaperones so that the quick change can be added to their chaperoning show track.



Show Admin

Forms

- Performance Consent
- Measurement Form
- Availability Form
- HeadShot Upload Form
- Show Volunteers
- Chaperone Application Form

Order Forms

- Show T-Shirt
- Programme Message/Advert
- Availability Form

Extra Fees

- Show Fee
- Costume fee

Show Documents & Admin

- Cast List
- Teams
- Show Schedule
- Costume List



Show Forms



01 Performance Consent FINAL NOTICE

In order for your child to perform in any theatre in the UK we must have parental consent. Most Parents have already filled in the performance consent form but for the few that have not, please click on the link. [Performance Consent Form Link](#)



02 Show T-Shirt CLOSED

We all love a show t-shirt!! These are a great memento for the kids and a great way for us to advertise the show. Especially if the students wear them out and about the area. The extra money we make from the sale of the t-shirts subsidises the hiring of technical equipment such as microphones and moving lights etc. Order has to go out this weekend so please order immediately!! [Show T-Shirt Order Form](#)



03 Headshot for programme FINAL NOTICE

Please upload a HEAD SHOT of your child for the programme using the link on the show page. Please send these ASAP as we really don't want the show logo printed in place of your child's beautiful face! [Headshot Upload Form Link](#)



04 Programme Messages FINAL NOTICE

For APA shows we produce a full A4 colour brochure which is sold at the performances. West end shows print their brochures in bulk and therefore they are relatively cheap to produce. This is obviously much more expensive per unit when only printing a couple of hundred. Therefore, for a donation of £5.50 we ask whether parents, grandparents and friends would like to put a message in the programme for one of our fabulous performers, wishing them luck in the show or a birthday wish, exam congrats etc. The message doesn't have to be for a performer, it can be for an audience member.

Businesses: If any businesses would like to advertise we ask for a £25 donation and please upload your artwork below. We ask that if you have various sizes of your art work (Landscape/portrait/square/ DL) that you send them to us so that we can use the space in the programme efficiently. www.academyarts.co.uk/message



ADDITIONAL FEES

At show-time there are some additional fees. This includes a show fee to cover extra rehearsals and a costume fee for the hire of any costumes required for the show.



Show Fee

OVERDUE

As those of you that have been at Academy Performing Arts a while know, we charge a show fee at show time. The show fee includes a small administration fee which secures the students place in the cast & the rest of the show fee contributes towards covering the cost of the extra rehearsals required to put on a quality show (*to cover room hire, teachers wages, admin etc*).

Academy Arts theatre school sessions cost £22.00 per 3hrs training so the additional show fee won't cover all the additional rehearsals costs but it helps.

This fee is payable by all our theatre school students who are performing in the show and is discounted for those attending multiple days and for those parents with more than one child in the school.

The show fee invoices were sent out last week so please check your inboxes.

Show Fee Invoice issues:

It appears that some show fee invoices have been sent out twice to those parents whose invoices are discountable; the first was sent out without the discount and the second included the discount.

If you received two invoices, please disregard the first (*more expensive*) invoice in this case.

If you are ever confused by an invoice sent out, please log into your [Classmanager Parent Portal](#) where you can see all your invoices and payments etc.



Costume Fee

COMING SOON

The Costume list is attached to this document (and is also available on the show webpage) and the costume fee form will be sent out next week. We endeavour to keep the price as low as possible.

For many of our shows some costumes are hired from us but there are also costumes that need to be sourced by the students/parents. For some more modern shows the costumes will be made up of clothes the students already have or can borrow from friends.

For our production of ONCE UPON A MUSICAL most of the costumes are hired from us however there will be a couple of items including shoes that will need to be sourced by you.

Please do borrow from people and lend each other items you may have. When the costume lists go out many parents think we expect everyone to buy everything brand new. We really don't. Lean on the little community we have here at Academy Arts and of course ask your friends if they have any bits you can borrow. If any of you want to "friend" me on facebook (I know I'm old) I'm under "Nina Academyarts" you can use that page to ask each other for costume ideas, bits and even lifts etc.

Important: If you do buy anything new keep the receipt. Occasionally students purchase incorrect items and we'd hate you not to be able to get a refund.

Payment: Costume & show fees are to be paid in **CASH** at class.

Please ensure cash is in an envelope **clearly marked with:**

- the students name
- the date and invoice number
- the amount
- what the money is paying for (costume / fees /show fee etc)
- Please ensure this is given to a member of staff.

May we also request that when paying in cash that you ensure that all notes are legitimate. No out of date notes or coins...pretty please!!!!)



COSTUME LIST

Once Upon a Musical

ALADDIN

(Act 1)

Costumes for our upcoming show will be hired from APA however a few items listed below need to be sourced by you. On-line dance stores like dancedirect.com or Sports-direct are cheaper for dance shoes than dance shops or alternatively I would recommend borrowing from friends who dance. Car boot sales always have loads of dance shoes or you may wish to look at Ebay/Facebook Marketplace. Also, if any members have any old dance shoes they wish to sell or donate please hand them in to staff at class.

ALADDIN Jr.	ROLE / GROUP	COSTUME REQUIRED
Arabian Nights	Aladdin	White Ballet shoes or moccasins/pull on plimsolls
	Jasmine	Pretty shoes. Ballet shoes in flesh or pink
	Iago	Jazz shoes or red shoes
	Jafar	Black Boots
	Boys, Lower/Mid Girls, Magic Carpet	Black dance sneakers or jazz shoes* (<i>preferable</i>)
	Harem Dancers	Flesh coloured Ballet Shoes
Friend like me	Lower School Girls	Black Jazz shoes. Black leotard & black leggings
	Mid /Upper Sch Girls	Black Character shoes. Black leotard & black leggings
	Main Dancers	Character shoes. Black leotard & black dance fishnets
	Boys	Black school trousers, black socks. Black shirt (<i>we may have shirts you can hire</i>)
Aladdin Finale	All Girls & Boys	Black jazz sneakers/ shoes (<i>Harem: Character Shoes</i>)

INTO THE WOODS (Act 2)

CHARACTER	COSTUME REQUIRED	
Cinderella	Gold shoes -& ballet style shoes	
Red Riding hood	Red ballet style shoes or similar, White ankle socks	
Witch	Flat black boots-Black cabaret shoes or high heeled black shoes <i>(not too modern)</i>	
Baker & Jack	Military Boots-or shoes-brown or black (old)	
Bakers Wife, Jacks Mum	Flat black/brown plain shoes or Military boots. BW <i>(remember they need to be able to be taken off quickly)</i>	
Rapunzel, Little Girl	Ballet style shoes	
Sisters, Mother & Step Mother, Narrator	Character shoes	
Princes	Girls: Knee high boots with heal.	Boys: Black Boots
Wolf	Girls: Knee high boots with heal.	Boys: Black Boots
Ensemble Creatures	Black dance sneakers or jazz shoes* (preferable)	
Ensemble Flowers	Black Character shoes	



The background is a solid red color. A bright, white spotlight beam originates from the top center and tapers downwards, creating a gradient of light red and white. The beam illuminates the text below. There are also large, abstract red shapes in the upper corners, resembling parts of a stage set or architectural elements.

Backstage Theatre Rules & Etiquette



BACKSTAGE THEATRE RULES & Etiquette



Chaperones

Students under 17 years must legally AT ALL TIMES be chaperoned by their allocated dressing room chaperone OR by a designated chaperone (e.g: to take them to the stage etc) during tech/dress and show week. They must even be chaperoned to go to use the facilities.



Respect

Your Chaperones and fellow students must be treated with respect at all times. Help each other make show-week a fabulous and special time.



Photos

Photos must not be taken in the dressing rooms when people are changing. Chaperones may confiscate phones and cameras to ensure digital safety.



Silence

No talking outside of the dressing room during the show and please be completely silent in the wings.



No Eating or drinking

...when in costume apart from water (*bring a dressing gown to change into.*)



Microphones must be returned to the mic table by a responsible adult and **MUST NOT** be taken back to your dressing room unless by special arrangement with the sound engineer. Microphones are incredibly expensive. Do not touch them even when they are on your face. If you think they need repositioning you must ask the sound technician or staff member.



Set/props

Do not sit on, or leave water bottles or costumes on any set/prop pieces in the wings.



Backstage / Theatre Rules Cont.



Props

Props must be taken from their allocated spot on the props table and returned to the same place after use. Props must not be taken back to the dressing room after use. If you have to get back on stage or have a quick change you **MUST** arrange with a fellow student, crew member or chaperone to return your prop to the props table.



Props etiquette

Do not touch ANY props, even your own unless you are about to enter the stage to do the scene your prop is required for.



Quick changes

If you have any quick changes that may require you to leave costumes in the wing or in a corridor you **MUST** arrange for someone to collect these items ASAP as they cannot stay on the floor. This can result in lost or damaged costumes, or costumes ending up on stage or worse, injury to others.



Parents

Unless you are chaperoning, parents are not allowed in the dressing rooms during the tech, dress rehearsals or the shows.



Students in costume

The audience must not see you in costume before or after the show. Please bring a dressing gown to cover you if you need to do the sound check and please change into your own clothes at the end of the show before going out to meet audience members.



Signing in/out: Students must be signed in & out by their allocated chaperone and from/to their family member.



Running Order

Space to add your
costumes, props and
entrances and exits.

ACT 1 - ALADDIN JR RUNNING ORDER

Aladdin JR	Who's in it?	Costume / Props / Entrance
Arabian Nights	Full Cast (Princes but No Genie)	
One Jump	Full Cast (except Genie)	
Scene 2 - The Streets	Aladdin, Jasmine, Razoul, Guards	
One Jump Ahead (Reprise)	Jasmine	
Arabian Nights (Reprise 1)	Narrators	
Scene 3 -into 'Why Me?'	Jafar & Iago	
Scene 4- The Cave	Aladdin, Razoul, Narrator 4 & 5	
Arabian Nights (Reprise 2)	Aladdin & Narrators	
Scene 4 (continued)	Aladdin, Genie, Carpet	
Friend Like Me (into Scene 4 cont. Outside Cave)	Genie, Aladdin & all Ensemble	
Scene 5- The Palace	Jasmine, Jafar, Iago, Sultan	
Prince Ali	Aladdin, Genie, Carpets, Ens	
Scene 5 (continued)	Aladdin, Jasmine, Jafar, Iago, Genie, Sultan, Razoul, Nar 1, 2 & 3	
Sc 6 - Jasmies Balcony into 'A Whole New World'	Aladdin, Jasmine & the Carpets	
Sc 6 (continued) into Why Me? (Reprise)	Aladdin, Jasmine, Jafar, Iago, Genie, Razoul, Guards	
Sc 7 - Prince Ali (Reprise 1)	Full Cast (except Genie)	
Prince Ali (Reprise 2)	Full Cast (except Genie)	
Scene 7 (cont)	Full Cast	
A Whole New World (Reprise) & Bows	Full Cast	

ACT 2 - INTO THE WOODS JR RUNNING ORDER

Into the Woods Jr	Who's in it?	Costume / Props / Entrance
Opening	All leads	
Cinderella at the Grave	Narrator, Cinders & Mother, Jack, Myst/Man	
Hello Little Girl	Baker, Little Red Riding Hood, Wolf & All Ensemble	
After Hello Little Girl	Baker & Wife, Jack, Witch, Myst/ Man & Rapunzel	
I Guess This is Goodbye /Maybe They're Magic	Narrator, Baker, Baker's Wife & Jack	
Our Little World	Baker, Little Red, Witch, Rapunzel & Prince, Myst/ M	
Baker's Reprise	Narrator, Baker, Little Red, Wolf & Granny	
I Know Things Now	Little Red Riding Hood & Baker	
Jack's Mother	Narrator, Jack, Jack's Mother	
Coming from the Ball	Baker's Wife, Cinders & Prince & Steward	
A Very Nice Prince	Baker's Wife & Cinderella	
Giant's in the Sky	Baker, Baker's Wife, Jack & Myst/ Man	
Agony into scene	Rapunzel's Prince, Cinderella's Prince, Baker, Baker's Wife, Jack's Mother, Witch & Myst Man	
Rapunzel (Reprise) into Moments in the Woods	Rapunzel, Baker & Wife, Cinders Prince & Steward	
It Takes Two/Cow Death	Baker, Baker's Wife, Jack, Narrator	
Stay with Me	Narrator, Witch & Rapunzel	
Steps of the Palace	Baker & Wife, Cinders & Prince, Jack, Steward, Jack's Mother, Witch, Mysterious Man	
The Potion	Baker, Baker's Wife, Jack, Witch & Myst/ Man	
Finale Part 1	Narrator, Witch & Rapunzel	
Finale Part 2, 3 & 4	Narrator, Stepmother, Sisters, Cinders Mother & Father, Cinders Prince & Steward	
Finale Part 5 & 6 & Children Will Listen	Full Cast	

The background is a solid red color. A bright, white, conical spotlight beam originates from the top center and tapers downwards, illuminating the text. The beam has a soft, ethereal glow that fades into the red background.

**Become a
volunteer
CHAPERONE**



We are desperately low for chaperones this year and need all parents to chaperone at least one show during the run. Please apply below ASAP.

Well it's nearly show time and that means it's the time of year when we start rallying the troupes for our upcoming production.

In order for the Academy Arts students to perform in our shows the children must be chaperoned backstage.

For every 12 children there must be at least one chaperone but really this ratio is the bare minimum required. This is for child protection. Chaperone applicants will be enhanced DBS checked and will then apply to become licensed chaperones once the DBS has been issued. We ask that all parents that we DBS check join the DBS Update Service with automatic renewal. Chaperoning the shows is great fun. It's a fantastic thing to be part of and those that do it usually chaperone until their own child ages out of the school. Having chaperones is a legal requirement and if we cannot find enough chaperones we will have to employ professional chaperones at additional cost to our members

We ask everyone, especially those with under 16s to fill in this form so we can get the process started. At a later date you will be asked to produce identity check legal documents e.g: (passport/driving license/Recent bill etc)

Chaperone licences are renewed every 2 years so some of you may already have these in place. Many thanks again for supporting the school. Theatre schools like ours rely on the kindness of the extended theatre school community to be able to continue to produce great work. You never let us down.

We will need you to be available for the weekend of 4th & 5th July for the all important tech and dress rehearsals and for show week starting on 7th July and running daily to the final performance on 12th July. If you are available for any of those dates, then please do consider helping out. We really would appreciate it.

Please click on the form below.

<https://form.jotform.com/Academyarts/chaperone-registration-form>

If you have a valid DBS certificate from Essex County Council (less than 1 year old) OR if you are on the DBS Update Service (DBS can be issued through anyone not just Essex CC) you can apply immediately for a chaperone license without having to be DBS checked again.

Please could you click on the link below and apply to be a chaperone for us

<https://www.essex.gov.uk/schools-and-learning/schools/children-entertainment/apply-chaperone-licence>

Licences come through pretty slowly so we would urge you to do it this week.

Many thanks again for volunteering. You are absolute stars!!!

Essex County Council phone number should you need it: [01245-436743](tel:01245-436743)

HOW TO APPLY TO BECOME A VOLUNTEER CHAPERONE

STAGE 1

VOLUNTEER – APA CHAPERONE VOLUNTEER FORM:

Fill in the APA Chaperone form to let us know you would like to volunteer to be a Chaperone. <https://form.jotform.com/Academyarts/chaperone-registration-form>

STAGE 2

DBS CERTIFICATE:

To become a Chaperone you need a current and valid DBS certificate (Disclosure and Barring Service)

If you already have a DBS Certificate that is:

- **Registered on the DBS Update Service** (*through Essex County Council or other Companies*), we will check your DBS Status on the update service.
- **Less than One Year old** through Essex County Council (*but not on the Update service.*)

We can use your current DBS and start the process of applying for the Chaperone License. In this case you can go straight to the section 'Applying for a chaperone licence' STAGE 4.

If you DO NOT have a valid DBS certificate:

APA will start the DBS application process for you. APA will add the details from your APA CHAPERONE VOLUNTEER FORM to the Essex County Council DBS portal.

- You will receive an email from the DBS portal with a Username and Password.
 - Please log in to the Essex County Council DBS Portal ASAP using your log in details.
 - Fill in the DBS application form and choose which ID documents you will show to APA staff to verify. This is usually Passport and Driving License OR one of the previous plus Birth certificate AND utility bill and NI number.
 - Upload your documents and also arrange with the chaperone co-ordinator to bring your documents for staff to verify at class. Please also send copies of your documents to the Chaperone co-ordinator via email.
 - APA staff will verify your documents at class and add details from your documents to the DBS system.
 - The DBS Application is then complete.
-

HOW TO APPLY TO BECOME A CHAPERONE... *Continued.*

STAGE 3

DBS CERTIFICATE ISSUED

Once your DBS certificate arrives, please IMMEDIATELY ensure you Sign-up to the DBS Update Service! There is NO ANNUAL FEE for volunteer chaperones but you have to sign up to it. Being on the DBS Update Service means we can check your DBS status annually without having to go through the process of applying & paying for your DBS again. It also means your DBS is transferable for you to use with any other clubs you may wish to volunteer at.

IMPORTANT: Whilst waiting for your DBS to arrive, we would recommend getting your references for your Chaperone Licence Application form in place as delay in receiving the references always slows the process down considerably.

STAGE 4

APPLY TO BECOME A REGISTERED CHAPERONE

In order to become a registered Volunteer Chaperone you will need to apply via the Essex County Councils website. To apply you will need:

- Colour, head and shoulders photo of yourself
- Details of two people able to give references to your suitability as a chaperone, at least one in a professional capacity (*no spouse, partner or family relation or from someone with whom you live*). You must have known them for at least 2 years
- A completed and signed company declaration for the organisation you are chaperoning for
- An Enhanced DBS Certificate

Please Click the link here to apply : <https://www.essex.gov.uk/schools-and-learning/schoolchildren-entertainment/apply-chaperone-licence>

STAGE 5

CHAPERONE LICENSE APPLICATION COMPLETE.

Chaperone licenses can take a long time to be issued through Essex County Council however if we have started the application process we shouldn't be penalised if it hasn't come through.

Thanks again for Volunteering to become a Chaperone for us!

Company Declaration Form

Supporting Voluntary Chaperone Applications

A current DBS provides a snap-shot of the information known about an individual at the time they apply for a self-disclosure.

Employers must authenticate that the certificate has been correctly issued by seeing the original certificate and ensuring the following:

- **Enhanced DBS Certificate**
- **Child Workforce**
- **MUST have a DBS children's barred list check done (near bottom of DBS certificate)**
- **A self-disclosure declaration (stating that there is no change to the individual's record since the original certificate) must be sought**
- **Nothing has been recorded against the person**

DBS certificates not issued by Essex County Council must be on the update service. The employer must see the original certificate and carry out a new status check. Please enclose a copy of the status check as confirmation that the DBS is on the update service.

The highest standards of integrity are essential to all entertainment companies and groups working in the voluntary sector of entertainment and in turn Essex County Council seeks to safeguard children, always ensuring that the needs of the child are paramount. In the event of a breach of safeguarding the Missing Education and Child Employment Service may terminate any contract of agreement.

Applicant's First Name:	
Applicant's Surname:	
Date of Birth:	NI Number:
Disclosure Certificate Number:	
Disclosure Result Date:	
Registered for DBS Update Service:	YES ☐ NO ☐

Company Declaration

I have read the Information and Guidance Booklet for chaperones and understand the roles and responsibilities placed upon them and hereby declare that there is no information or reason that might cast doubt on the above person's suitability to act as a chaperone to children working in entertainment.

I confirm that the applicant has undergone safeguarding training and is familiar with the companies safeguarding policy.

I understand that a chaperone must not work in the role of chaperone until a chaperone licence has been issued. The chaperone licence must be with the chaperone at all times whilst at the place of performance and be available for inspection on request. In the event of a breach of safeguarding, the Missing Education and Child Employment Service will withdraw a chaperone licence.

DBS APPLICATION

Print Name:	Nina Jones	
Signature:		Date:
Company Name:	Academy Performing Arts (Academy Arts Theatre School)	
Position Held:	Company Director / Principal	

Information Regarding Applications with Convictions, Cautions, Reprimand and Warnings

The Missing Education and Child Employment Service is working with Production Companies within the voluntary sector to achieve a balanced approach regarding chaperone applications where there is an enhanced Disclosure Barring Service (DBS) check which has information of Police Records of Convictions, Cautions, Reprimands and Warnings.

These checks must be issued by Essex County Council or other recognised regulatory bodies and must have been undertaken prior to applications with appropriate safeguards to ensure that these cannot be used fraudulently. All government guidelines, laws and statutes will be followed. The form above must be completed and the declarations must be duly signed by both the Manager of the Company carrying out the DBS checks.

The applicant is to be encouraged to send any further information that they feel may assist regarding the disclosure result, this to be sent along with your supporting statement. The completed form and signed declaration together with a full copy of the Disclosure check and supporting information will be passed to the Safeguarding decision makers for approval – their decision is final.

We stress that the Missing Education and Child Employment Service reserve the right to refuse to issue a chaperone licence if it is considered that there is a safeguarding risk.

If you have any queries about portability, please do not hesitate to contact the Missing Education and Child Employment Service via

Tel: 03330138967

Email: child.employment@essex.gov.uk



Cast Lists & Teams

ALADDIN- ONGAR CAST TEAMS

ALADDIN CAST (Act 1)	Thurs / Sun Eve	Tues & Sun Matinee
Role	Yellow Team	Green Team
Aladdin	Lexie Thomas	Evan Withers
Genie	Scarlett Sands / Casey Jones	Scarlett Sands / Casey Jones
Jafar	Max Delaunay Taylor	Max Delaunay Taylor
Iago	River Rose Ruston	Jasmine Holst
Sultan	Joe Pritlove	Joe Pritlove
Razoul	Casey Jones	Casey Jones
Jasmine	Annabel Giles	Maya Willis
Magic Carpet	Autumn Lamb	Sophia Odell
Narrator 1	Ivy Horton	India Nicholls
Narrator 2	Arabella White	Lucie-Belle Smith
Narrator 3	Bella Neal	Amber Ley
Narrator 4	Brooke Ives	Delilah Millar
Narrator 5	Heidi Hart	Heidi Hart
Narrator 6	Sofia Neal	Willow Savage
Prince Dah Du Rahn Rahn	William Sturgeon	William Sturgeon
Prince Ba Ba of Ganoush	Hendrix Nicholls	Hendrix Nicholls
Ganoush Entourage	Ellie Fleming, Isabella Hawes, Sophia Maher	Ellie Fleming, Isabella Hawes, Sophia Maher
Prince Formerly known as	Amelie Viglaska	Amelie Viglaska
Formerly Entourage	Penelope Dorian, Santi Baldwin Grossett, Betsy Robinson	Penelope Dorian, Santi Baldwin Grossett, Betsy Robinson
Head Guard 1	Ava Ambrose	Ava Ambrose
Head Guard 2	Ellie Fullerton	Darcy Baldwin Grossett
Guards	Isabelle Joseph, Sophie Gurry, William Sturgeon, Hendrix Nicholls, Ellie Fullerton, Darcy Baldwin Grossett, Amelia Shea, Elsie Roberson	Isabelle Joseph, Sophie Gurry, William Sturgeon, Hendrix Nicholls, Ellie Fullerton, Darcy Baldwin Grossett, Amelia Shea, Elsie Roberson
Harem Dancers	Lani Bartley-Harper, Alexa Stanley, Phoebe Low, Ava Thomas-Austin, Amelie Hunt, Eva Tombleson, Sienna Miller, Maya Willis, Megan Fletcher, Lulu-Beau Lambot	Lani Bartley-Harper, Alexa Stanley, Phoebe Low, Ava Thomas-Austin, Amelie Hunt, Eva Tombleson, Sienna Miller, Annabel Giles, Megan Fletcher, Lulu-Beau Lambot
Ensemble	India Nicholls, Arabella White, Bella Neal, Brooke Ives, Heidi Hart, Ivy Horton, Lucie-Belle Smith, Amber Ley, Heidi Hart, Delilah Millar, Evan Withers, Sophia Odell, Autumn Lamb, Olivia Lau, Darcie Sands, Santi Baldwin Grossett, Isabella Hawes, Edith York, Willow Savage, Sofia Neal, Elsie Roberson, Penelope Dorian, Amelie Viglaska-Nawaz, Sophia Maher, Ellie Fleming, Amelia Shea, Darcy Baldwin Grossett, Jasmine Holst, Betsy Robinson	India Nicholls, Arabella White, Bella Neal, Brooke Ives, Heidi Hart, Ivy Horton, Lucie-Belle Smith, Amber Ley, Heidi Hart, Delilah Millar, Lexie Thomas, Sophia Odell, Autumn Lamb, Olivia Lau, Darcie Sands, Santi Baldwin Grossett, Isabella Hawes, Edith York, Willow Savage, Sofia Neal, Elsie Roberson, Penelope Dorian, Amelie Viglaska-Nawaz, Sophia Maher, Ellie Fleming, Amelia Shea, Darcy Baldwin Grossett, River Rose Ruston, Betsy Robinson

ALADDIN - CHELMSFORD CAST TEAMS

ALADDIN CAST (Act 1)	Wed / Sat Matinee	Fri / Sat Eve
Role	Red	Blue
Aladdin	Isabele Thorogood	Isabele Thorogood
Jasmine	Amelie Curtiss	Willow Madgett
Genie	Casey Jones	Casey Jones
Jafar	Max Delaunay Taylor	Max Delaunay Taylor
Iago	Davide Myint	Davide Myint
Sultan	Bobby Hynd	Bobby Hynd
Magic Carpet	Erin Neobard	Isabelle Seeley
Razoul	Isaac Currie	Isaac Currie
Narrator 1	Isabelle Seeley	Erin Neobard
Narrator 2	Aoife Malaga	Aoife Malaga
Narrator 3	Emilie Meah	Brooke Hughes
Narrator 4	Clara Williams	Summer Jones
Narrator 5	Francesca Williams	Elsie Moffatt
Narrator 6	Nevai Madgett	Madeleine Poston
Prince Dah Du Rahn Rahn	Freddie Bushell	Freddie Bushell
Prince Ba Ba of Ganoush	Billy Clarke	Billy Clarke
Prince Formerly known as	Hollie Treavett	Hollie Treavett
Guard 1	Isabelle Tewes	Freddie Bushell
Guard 2	Billy Clarke	Billy Clarke
Guards	Casey Jones*, Kaitlyn Ollenbuttell, Isabelle Tewes, Madeleine Poston, Aoife Malaga, Louise Delaunay Taylor, Lily Mills	Casey Jones*, Kaitlyn Ollenbuttell, Isabelle Tewes, Madeleine Poston, Aoife Malaga, Louise Delaunay Taylor, Lily Mills
Harem Dancers	Alexa Stanley, Lulu-Beau Lambot, Charlotte Brown, Hannah Bryant, Isabelle Barnes, Leah Sharrock, Sophie Huckle, Willow Madgett, Eva Tombleson, Amelie Hunt	Alexa Stanley, Lulu-Beau Lambot, Charlotte Brown, Hannah Bryant, Isabelle Barnes, Leah Sharrock, Sophie Huckle, Amelie Curtiss, Eva Tombleson, Amelie Hunt
Ensemble	Hollie Treavett, Phoebe Curtis, Nevai Madgett, Emilie Meah, Isabelle Seeley, Erin Neobard, Aoife Malaga, Brooke Hughes, Elsie Moffat, Clara Williams, Francesca Williams, Lily Mills, Louise Delaunay Taylor, Summer Jones, Billy Clarke, Freddie Bushell, Kaitlyn Ollenbuttell, Isabelle Tewes, Madeleine Poston, Zaara Furie	Hollie Treavett, Phoebe Curtis, Nevai Madgett, Emilie Meah, Isabelle Seeley, Erin Neobard, Aoife Malaga, Brooke Hughes, Elsie Moffat, Clara Williams, Francesca Williams, Lily Mills, Louise Delaunay Taylor, Summer Jones, Billy Clarke, Freddie Bushell, Kaitlyn Ollenbuttell, Isabelle Tewes, Madeleine Poston, Zaara Furie

INTO THE WOODS

ACT 2	Wed / Sat Matinee	Fri / Sat Eve	Thurs / Sun Eve	Tues & Sun Matinee
Role	Red	Blue	Yellow Team	Green Team
Baker	Casey Jones	Casey Jones	Casey Jones	Casey Jones
Bakers Wife	Isabelle Barnes	Isabelle Barnes	Ava Thomas-Austin	Ava Thomas-Austin
Witch	Leah Sharrock	Leah Sharrock	Amelie Hunt	Amelie Hunt
Cinderella	Charlotte Brown	Charlotte Brown	Eva Tombleson	Eva Tombleson
Little Red Ridinghood	Alexa Stanley	Alexa Stanley	Lulu-Beau Lambot	Lulu-Beau Lambot
Jack	Willow Madgett	Willow Madgett	Sienna Miller	Sienna Miller
Mysterious Man	Isaac Currie	Isaac Currie	Max Delaunay Taylor	Max Delaunay Taylor
Rapunzel	Lily Mills	Lily Mills	Isabella Joseph	Isabella Joseph
Jacks Mum	Kaitlyn Ollenbuttel	Kaitlyn Ollenbuttel	Megan Fletcher	Megan Fletcher
Narrator	Sophie Huckle	Hannah Bryant	Sophie Gurry	Sophia Odell
Wolf	Billy Clarke	Freddie Bushell	Lani Bartley-Harper	Phoebe Low
Cinderellas Prince	Max Delaunay Taylor	Max Delaunay Taylor	Lani Bartley-Harper	Lani Bartley-Harper
Rapunzels Prince	TBC	TBC	Phoebe Low	Phoebe Low
Cinderellas Mother	Amelie Curtiss	Amelie Curtiss	Maya Willis	Maya Willis
Cinderellas Step Mother	Brooke Hughes	Brooke Hughes	Alexa Stanley	Alexa Stanley
Florinda	Clara Williams	Clara Williams	Annabel Giles	Annabel Giles
Lucinda	Francesca Williams	Francesca Williams	Lexie Thomas	Lexie Thomas
Cinderellas Father	Bobby Hynd	Bobby Hynd	TBC	TBC
Little Girl	Nevai Madgett	Nevai Madgett	Edith York	Edith York
Granny	Hannah Bryant	Sophie Huckle	Phoebe Low	Lani Bartley-Harper
Steward (Cinders Prince)	Freddie Bushell	Billy Clarke	Lucie-Belle Smith	Lucie-Belle Smith
Steward (Rapuns Prince)	TBC	TBC	Sophia Odell	Sophie Gurry
Flowers	Mid/Upper	Mid/Upper	Mid/Upper	Mid/Upper
Bees etc	Lower / Mid	Lower / Mid	Lower / Mid	Lower / Mid

Have a great show!



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NAME _____

PART _____

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REMEMBER

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