



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 by 12th January 2024 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.

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 contact the Festival Secretary in writing by the end of the festival weekend. A fee of £20 is payable which will be refunded if the protest is upheld.

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 of 84 marks 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. All winners of a trophy must sign a receipt for it, and should ensure that it is returned in the same condition as they received it.

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 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.

15 BACKING TRACKS: Backing tracks are permitted in all Music classes. Performers must supply their own equipment and are responsible for setting it up within the performance time limit allowed.

16 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. If unable to do so, a suitable replacement trophy (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.

14 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. School groups 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

Jean-Marc Perret

Jean-Marc trained at Elmhurst Ballet School, London Studio Centre and at the Bristol Old Vic Theatre School.

He attended the Royal Academy of Dance achieving Elementary and ARAD status in Ballet; ISTD Elementary Tap and Modern Dance as well Cecchetti at Intermediate level. Honours achieved in all Flamenco dance exams taken with Sociedad de Baile Español. In 1989 Jean-Marc was selected to perform at the prestigious Genée Awards at the London Palladium under the auspices of David Wall CBE former principal dancer of The Royal Ballet and later performed with Images of Dance Company in London under the direction of former Royal Ballet principal Margaret Barbieri. Following this, Jean-Marc modelled for the celebrated fashion designer Vivienne Westwood performing in the prestigious British Fashion Awards.

Upon graduating from Bristol Old Vic Theatre School, Jean-Marc worked for BBC Radio Drama and then played a principal role in the successful No: 1 UK musical tour of the hit BBC TV series The Demon Headmaster published by Samuel French Ltd.

Main theatre credits as an actor include notable roles at the Royal Shakespeare Company, Manchester Royal Exchange, Birmingham Rep, Chichester Festival Theatre, Derby Playhouse and West Yorkshire Playhouse.

Numerous TV & Film appearances notably playing Prince Caspian in the successful BBC BAFTA nominated and award winning series The Lion, The Witch and The Wardrobe and Revelation (Romulus Films) with Oscar nominee actor Terence Stamp and Oscar winner Ron Moody. In 2016 Jean-Marc secured a Personal Manager in Los Angeles and made appearances in This Is Us (Season 2) for NBC as well as the US series American Woman (Warner Bros). In addition, he worked on America's Got Talent 2017 and attended the 2017 Oscars ceremony both at The Dolby Theatre in Hollywood.

Jean-Marc teaches pupils on a peripatetic basis and is an online public speaking tutor and speech writer for leading international schools in Beijing and Shanghai. In 2020, Jean-Marc facilitated a pupil / teacher online training programme set up through Master Minds Studio in Shanghai with the aim of providing quality training in Drama and Communication subjects. Jean-Marc now leads all advanced level Public Speaking exam preparation training for Dreamaker Drama Academy in Beijing and Shanghai.

He previously examined for London College of Music for 5yrs, LAMDA for 10yrs and Trinity College, London for 2yrs.

Alongside these commitments, Jean-Marc trained as a certified British Academy of Dramatic Combat fight instructor both choreographing and performing in sword fights. Fight credits include Disney's blockbuster film Cinderella (2015); playing D'Artagnan for the London red carpet film premiere event for The Three Musketeers (2011) which starred Orlando Bloom and Christoph Waltz. In March 2020, Jean-Marc was part of a world-class exhibition event involving Great Britain and Hungarian Olympic fencers who were in the midst of their training for the Tokyo Olympics.

Jean-Marc has adjudicated at numerous festivals across the UK and overseas and enjoys providing encouraging feedback to performers of all ages specialising in Speech & Drama, Musical Theatre and Dance disciplines.

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 1.5 mins	£6.25
002 Verse Speaking Year 3-4	Year 3 to Year 4	Up to 2 mins	£6.50
003 Verse Speaking Year 5-6	Year 5 to Year 6	Up to 2 mins	£6.50
004 Verse Speaking Year 7-9	Year 7 to Year 9	Up to 3 mins	£7.00
005 Verse Speaking Year 10-13	Year 10 to Year 13	Up to 4 mins	£7.00
006 Prose Reading Year 1-2	Year 1 to Year 2	Up to 1.5 mins	£6.25
007 Prose Reading Year 3-4	Year 3 to Year 4	Up to 2 mins	£6.50
008 Prose Reading Year 5-6	Year 5 to Year 6	Up to 2 mins	£6.50
009 Prose Reading Year 7-9	Year 7 to Year 9	Up to 3 mins	£7.00
010 Prose Reading Year 10-13	Year 10 to Year 13	Up to 4 mins	£7.50

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 17th February 2024.

Class	Age	Time	Fee
011 Poetry Composition Award: Chairman's Cup for Composition to the highest mark in classes 11 & 114 (Instrumental Composition)	Year 13 and under	Up to 5 mins	£12.00

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
012 Dramatic Solo up to Year 6	Year 6 and under	Up to 3 mins	£7.00
013 Dramatic Solo Year 7-9	Year 7 to Year 9	Up to 4 mins	£7.50
014 Dramatic Solo Year 10-13	Year 10 to Year 13	Up to 5 mins	£8.00
015 Shakespeare Solo Years 7-9 Award: Marlborough House School Shakespeare Cup to the highest mark in classes 15 & 16	Year 7 to Year 9	Up to 5 mins	£8.00
016 Shakespeare Solo Years 10-13 Award: Marlborough House School Shakespeare Cup to the highest mark in classes 15 & 16	Year 10 to Year 13	Up to 6 mins	£8.50
017 Dramatic Duo or Trio up to Year 6 Group of 2 to 3 people	Year 6 and under	Up to 4 mins	£10.00 per duo/trio
018 Dramatic Duo or Trio Year 7-9 Group of 2 to 3 people	Year 7 to Year 9	Up to 5 mins	£12.00 per duo/trio
019 Dramatic Duo or Trio Year 10-13 Group of 2 to 3 people	Year 10 to Year 13	Up to 6 mins	£15.00 per duo/trio

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.

An overall minimum standard of approximately LAMDA Grade 6-8 is expected.

Class	Age	Time	Fee
020 Speech & Drama Versatility ELIGIBLE FOR BURSARY COMPETITION Award: Speech & Drama Versatility Cup	Year 13 and under	Up to 10 mins	£11.50

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
021 Non-competitive Verse Speaking or Prose Reading	Any	Up to 3 mins	£7.00
022 Non-competitive Poetry Composition	Any	Up to 5 mins	£12.00
023 Non-competitive Dramatic Solo	Any	Up to 4 mins	£7.50

PIANO Syllabus

Adjudicator

Ann Martin-Davis

Ann Martin-Davis' love of 20th century and contemporary art crosses all genres and this has led to a career in pursuit of new ways of presenting solo piano and chamber music.

Her reputation in the world of chamber music is wide and various; she has curated concerts at numerous venues and has performed twentieth century and contemporary repertoire throughout the world. Her most recent recording of solo piano works of Maurice Ravel received international acclaim.

In addition to her piano performing and producing work, Ann coaches undergraduate, postgraduate and doctoral students at the University of Oxford, gifted young students in China and adult piano returners in France at her piano course, Piano at Le Maillard.

She is also much in demand as an adjudicator and public speaker (she often gives seminar tours of SE Asia for private studios and for ABRSM) and she has been described as 'a compelling ambassador for classical music.'

Ann is a keen gardener; she has high hopes for her tomato varietal 'big boy' and she is trainer, playmate, cleaner and chef to Gus and Sophie, her two mischievous wire-haired sausage dogs.

A distinguished scholar and pianist, Gramophone Magazine

GRADED PIANO SOLOS

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
038 Piano Beginners up to Year 3 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. Award: Piano Beginners Cup to highest mark in classes 38 & 39	Year 3 and under	Up to 2 mins	£6.50
039 Piano Beginners Year 4-6 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. Award: Piano Beginners Cup to highest mark in classes 38 & 39	Year 4 to Year 6	Up to 2 mins	£6.50
040 Piano Grade 1 Award: Piano Grade 1 Cup	Year 13 and under	Up to 2 mins	£6.50
041 Piano Grade 2 Award: Piano Grade 2 Cup	Year 13 and under	Up to 2 mins	£6.50
042 Piano Grade 3 Award: Piano Grade 3 Cup	Year 13 and under	Up to 3 mins	£7.00
043 Piano Grade 4-5 Award: Piano Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£7.50
044 Piano Grade 6-7 Award: Piano Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.00
045 Advanced Piano Performance ELIGIBLE FOR BURSARY COMPETITION Own choice of one work. More than one movement may be performed subject to the time limit. A minimum standard of approximately Grade 8 is expected. Award: Advanced Piano Performance Cup	Year 13 and under	Up to 10 mins	£11.50

AGE GROUP PIANO SOLOS

Own choice of one piece.

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

Class	Age	Time	Fee
046 Piano Mini Musician Own choice of one or two pieces. This class will be adjudicated together with class 66 in the Strings Section and class 86 in the Woodwind/Brass Sections. Award: Mini Musician Cup to highest mark in classes 46, 66 & 86	Year 2 and under	Up to 2 mins	£6.50
047 Piano Own Choice Year 3	Year 3 only	Up to 3 mins	£7.00
048 Piano Own Choice Year 4	Year 4 only	Up to 3 mins	£7.00
049 Piano Own Choice Year 5	Year 5 only	Up to 4 mins	£7.50

Class	Age	Time	Fee
050 Piano Own Choice Year 6	Year 6 only	Up to 4 mins	£7.50
051 Piano Own Choice Year 7-9	Year 7 to Year 9	Up to 5 mins	£8.00
052 Piano Own Choice Year 10-13	Year 10 to Year 13	Up to 6 mins	£8.50
053 Bach Piano Solo Own choice of any composition by J.S.Bach. This class will be adjudicated together with class 71 in the Strings Section and class 91 in the Woodwind/Brass Sections. Award: Bach Cup to highest mark in classes 53, 71 & 91	Year 13 and under	Up to 6 mins	£8.50

PIANO DUETS & TRIOS

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

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.

Class	Age	Time	Fee
054 Piano Duet or Trio One or two pieces for two or three performers seated at one piano. Group of 2 to 3 people Award: Piano Duet or Trio Cup	Year 13 and under	Up to 3 mins	£4.50 per person
055 Novice Piano Duet with Teacher up to Year 3 Award: Novice Piano Duet with Teacher Cup to the highest mark in classes 55 & 56	Year 3 and under	Up to 2 mins	£6.25
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	£6.25
057 Piano Duet with Teacher Grade 1 Award: Piano Duet with Teacher Cup to the highest mark in classes 57-59	Year 13 and under	Up to 2 mins	£6.50
058 Piano Duet with Teacher Grade 2 Award: Piano Duet with Teacher Cup to the highest mark in classes 57-59	Year 13 and under	Up to 2.5 mins	£6.75
059 Piano Duet with Teacher Grade 3-4 Award: Piano Duet with Teacher Cup to the highest mark in classes 57-59	Year 13 and under	Up to 3 mins	£7.00

STRINGS Syllabus

Adjudicator

Hilary Sturt

Hilary Sturt studied the violin with Shiela Nelson, David Takeno, and Felix Andrievsky, graduating from the Guildhall School of Music and the Royal College of Music with solo, chamber and contemporary music prizes. As a violinist and violist she performed and recorded worldwide with Ensemble Modern for 20 years, including notable projects with Frank Zappa, Peter Eotvos and Pierre Boulez. She has been guest leader of many British ensembles and chamber orchestras, a member of the Rasumovsky Quartet and Apartment House, winners of the Philharmonic Society Award for the Most Outstanding Chamber Music in 2011. Hilary is much in demand as a teacher, adjudicator, conductor and sits on many audition and interview panels throughout the UK. She is Head of Strings at St Paul's Girls' School, Head of Chamber Music at the Junior Department of the Royal College of Music, lecturer at the Senior RCM, a Diploma examiner for the Associated Board and an examiner for AQA exam board. Hilary recorded the violin syllabus Grades 1-4 for the ABRSM in 2015 and was involved in choosing repertoire for the 2019 ABRSM violin syllabus. A delightfully misbehaved rescue dog and her husband's home-made bread keep her grounded.

GRADED STRINGS SOLOS

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 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. Award: Strings Beginners Cup	Year 6 and under	Up to 2 mins	£6.50
061 Strings Grade 1 Award: Strings Grade 1 cup	Year 13 and under	Up to 2 mins	£6.50
062 Strings Grade 2-3 Award: Strings Grade 2-3 Cup	Year 13 and under	Up to 3 mins	£7.00
063 Strings Grade 4-5 Award: Strings Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£7.50
064 Strings Grade 6-7 Award: Strings Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.00
065 Advanced Strings Performance ELIGIBLE FOR BURSARY COMPETITION Own choice of one work. More than one movement may be performed subject to the time limit. A minimum standard of approximately Grade 8 is expected. Award: Advanced Strings Performance Cup	Year 13 and under	Up to 10 mins	£11.50

AGE GROUP STRINGS SOLOS

Own choice of one piece.

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

Class	Age	Time	Fee
066 Strings Mini Musician Own choice of one or two pieces. This class will be adjudicated together with class 46 in the Piano Section and class 86 in the Woodwind/Brass Sections. Award: Mini Musician Cup to highest mark in classes 46, 66 & 86	Year 2 and under	Up to 2 mins	£6.50
067 Strings Own Choice Year 3-4	Year 3 to Year 4	Up to 3 mins	£7.00
068 Strings Own Choice Year 5-6	Year 5 to Year 6	Up to 4 mins	£7.50
069 Strings Own Choice Year 7-9	Year 7 to Year 9	Up to 5 mins	£8.00
070 Strings Own Choice Year 10-13	Year 10 to Year 13	Up to 6 mins	£8.50
071 Bach Strings Solo 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. Award: Bach Cup for Instrumental Solo to highest mark in classes 53, 71 & 91	Year 13 and under	Up to 6 mins	£8.50

STRINGS ENSEMBLES

Any combination of strings.

Class	Age	Time	Fee
072 Strings Duet with Teacher up to Grade 3 Only the Performer is adjudicated. The teacher may play any stringed instrument. Award: Instrumental Duet with Teacher Cup to the highest mark in classes 72 & 92	Year 13 and under	Up to 3 mins	£7.00
073 Strings Duet, Trio or Quartet up to Grade 3 Optional piano accompaniment. Group of 2 to 4 people Award: Strings Duet/Trio/Quartet Cup to highest mark in classes 73 & 74	Year 13 and under	Up to 3 mins	£4.00 per person
074 Strings Duet, Trio or Quartet Grade 4 & over Optional piano accompaniment Group of 2 to 4 people Award: Strings Duet/Trio/Quartet Cup to highest mark in classes 73 & 74	Year 13 and under	Up to 5 mins	£4.50 per person
075 Strings Ensemble Optional piano accompaniment or conductor. Group of 5 to 10 people Award: Strings Ensemble Cup	Year 13 and under	Up to 6 mins	£20.00 per group

WOODWIND & BRASS Syllabus

Adjudicator

Anne Hodgson

Anne was a Junior Exhibitioner at the RCM and went on to study at TCM with Ann Cherry and GSMD with Averill Williams. She spent many years as a freelance performer and teacher in London before settling in Sussex in 1999. Anne now teaches and coaches ensembles at Lancing College, Brighton College, Hurstpierpoint College and Worth School.

Anne is a resident soloist with Musicians of All Saints, with whom she recently recorded the revised version of the Suite for Flute and Strings by Jeremy Dale Roberts. She is a founder member and Bass flute player with Sussex Flutes ensemble giving regular recitals and Flute Days for students and teachers. Anne was a Trustee of the British Flute Society for many years and has appeared at many BFS conventions.

Anne is passionate about music education and has been an adjudicator for the British and International Federation since 2009. Her other interests include salsa dancing, and charity fundraising, having cycled through Rajasthan, Vietnam and Cambodia to raise money for good causes.

GRADED WOODWIND & BRASS SOLOS

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 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. Award: Woodwind & Brass Beginners Cup	Year 6 and under	Up to 2 mins	£6.50
081 Woodwind & Brass Grade 1 Award: Woodwind & Brass Grade 1 Cup	Year 13 and under	Up to 2 mins	£6.50
082 Woodwind & Brass Grade 2-3 Award: Woodwind & Brass Grade 2-3 cup	Year 13 and under	Up to 3 mins	£7.00
083 Woodwind & Brass Grade 4-5 Award: Woodwind & Brass Grade 4-5 Cup	Year 13 and under	Up to 4 mins	£7.50
084 Woodwind & Brass Grade 6-7 Award: Woodwind & Brass Grade 6-7 Cup	Year 13 and under	Up to 5 mins	£8.00

Class	Age	Time	Fee
085 Advanced Woodwind & Brass Performance ELIGIBLE FOR BURSARY COMPETITION Own choice of one work. More than one movement may be performed subject to the time limit. A minimum standard of approximately Grade 8 is expected. Award: Advanced Woodwind & Brass Performance Cup	Year 13 and under	Up to 10 mins	£11.50

AGE GROUP WOODWIND & BRASS SOLOS

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 Own choice of one or two pieces. This class will be adjudicated together with classes 46 in the Piano Section and class 86 in the Strings Section. Award: Mini Musician Cup to highest mark in classes 46, 66 & 86	Year 2 and under	Up to 2 mins	£6.50
087 Woodwind & Brass Own Choice Year 3-4	Year 3 to Year 4	Up to 3 mins	£7.00
088 Woodwind & Brass Own Choice Year 5-6	Year 5 to Year 6	Up to 4 mins	£7.50
089 Woodwind & Brass Own Choice Year 7-9	Year 7 to Year 9	Up to 5 mins	£8.00
090 Woodwind & Brass Own Choice Year 10-13	Year 10 to Year 13	Up to 6 mins	£8.50
091 Bach Woodwind & Brass Solo 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. Award: Bach Cup for Instrumental Solo to highest mark in classes 53, 71 & 91	Year 13 and under	Up to 6 mins	£8.50

WOODWIND & BRASS ENSEMBLES

Any combination of woodwind and/or brass.

Class	Age	Time	Fee
092 Woodwind & Brass Duet with Teacher up to Grade 3 Only the Performer is adjudicated. The teacher may play any woodwind or brass instrument. Award: Instrumental Duet with Teacher Cup to the highest mark in classes 72 & 92	Year 13 and under	Up to 3 mins	£7.00
093 Woodwind or Brass Duet, Trio or Quartet up to Grade 3 Optional piano accompaniment Group of 2 to 4 people Award: Woodwind & Brass Duet/Trio/Quartet Cup to highest mark in classes 93 & 94	Year 13 and under	Up to 3 mins	£4.00 per person

Class	Age	Time	Fee
094 Woodwind or Brass Duet, Trio or Quartet Grade 4 & over Optional piano accompaniment. Group of 2 to 4 people Award: Woodwind & Brass Duet/Trio/Quartet Cup to highest mark in classes 93 & 94	Year 13 and under	Up to 5 mins	£4.50 per person
095 Woodwind or Brass Ensemble Optional piano accompaniment or conductor. Group of 5 to 10 people Award: Woodwind Ensemble Cup	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 ELIGIBLE FOR BURSARY COMPETITION Award: Intermediate Recital Cup	Year 7 to Year 9	Up to 12 mins	£13.00
102 Senior Recital ELIGIBLE FOR BURSARY COMPETITION 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	£13.00
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 Group of 2 to 6 people Award: Mixed Ensemble Cup	Year 13 and under	Up to 5 mins	£4.00 per person
111 Family Ensemble Group of 2 to 6 people	Any	Up to 5 mins	£4.00 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 Group of 10 to 25 people Award: Orchestras and Bands Cup to the highest mark in classes 112 & 113	Year 6 and under	Up to 7 mins	£25.00 per group
113 Senior Orchestras and Bands Group of 10 to 25 people Award: Orchestras and Bands Cup to the highest mark in classes 112 & 113	Year 13 and under	Up to 8 mins	£25.00 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 11 (Poetry Composition) & 114.	Year 13 and under	Up to 5 mins	£12.00

NON-COMPETITIVE MUSIC 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 and under	Up to 3 mins	£7.00
171 Senior Non-Competitive Solo	Year 7 to Year 13	Up to 6 mins	£8.50
172 Adult Non-Competitive Solo	19 and older	Up to 8 mins	£10.00
173 Adult Elementary Non-Competitive Solo	19 and older	Up to 3 mins	£7.00
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 Group Group of 2 to 10 people	Any	Up to 8 mins	£15.00 per group

VOCAL & CHORAL Syllabus

Rules

- 1 All performances in the Vocal and Choral Section must be sung from memory
- 2 Accompaniment may be live or recorded. Please refer to Regulation 15 regarding the use of backing tracks.

Adjudicator

Nicola-Jane Kemp MA(Cantab),MMus(Opera),RSAMD

Nicola-Jane has been a professional soprano soloist and currently teaches choral scholars at Clare College, Cambridge University. In 2015, she was made Head of Singing at Eton College with responsibility for individual lessons and choir coaching.

As an opera soloist, she has worked for companies as diverse as Music Theatre Wales, the Festival d'Aix-en-Provence in France and BBC Radio 2 (Friday Night is Music Night). Her concert work takes her all round the UK - including the South Bank, Barbican and St John's Smith Square in London - and to the Middle East.

As well as being an Adjudicator for The British and International Federation of Festivals, she is a Grade and Diploma examiner for the ABRSM, lectures at the RNCM, and also teaches for the National Youth Choirs of Great Britain and Rodolfus Choral Courses.

She taught for many years at St Paul's Girls' School - a centre of excellence for LCM Music Theatre Exams and is co-editor with Heidi Pegler of the award-winning series 'The Language of Song' (Faber Music), which provides a resource for students and teachers learning to sing in foreign languages.

She has organised Master Classes and a solo singing competition at Clare College, Cambridge, and sits on the council of the Association of Teachers of Singing.

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 Song Grade 1 Award: Song Grade 1 cup	Year 13 and under	Up to 2 mins	£6.50
121 Song Grade 2-3 Award: Song Grade 2-3 cup	Year 13 and under	Up to 3 mins	£7.00
122 Song Grade 4-5 Award: Song Grade 4-5 cup	Year 13 and under	Up to 4 mins	£7.50
123 Song Grade 6-7 Award: Song Grade 6-7 cup	Year 13 and under	Up to 5 mins	£8.00
124 Advanced Vocal Performance ELIGIBLE FOR BURSARY COMPETITION Own choice of one or two contrasting songs in any style. A minimum standard of approximately Grade 8 is expected. Award: Advanced Vocal Performance Cup	Year 13 and under	Up to 10 mins	£11.50

AGE GROUP VOCAL SOLOS

Classes 125-130: Own choice of one traditional/classical/modern style 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 Boys' Treble Solo (excluding musicals/pop) Award: Boys' Treble Solo cup	Year 8 and under	Up to 3 mins	£7.00
126 Vocal Solo (excluding musicals/pop) Year 4 & under	Year 4 and under	Up to 2 mins	£6.50
127 Vocal Solo (excluding musicals/pop) Year 5-6	Year 5 to Year 6	Up to 2.5 mins	£6.75
128 Vocal Solo (excluding musicals/pop) Year 7-8	Year 7 to Year 8	Up to 3 mins	£7.00
129 Vocal Solo (excluding musicals/pop) Year 9-11	Year 9 to Year 11	Up to 4 mins	£7.50
130 Vocal Solo (excluding musicals/pop) Year 12-13	Year 12 to Year 13	Up to 4.5 mins	£7.75
131 Folk Song Year 6 & under Traditional folk song - accompanied or unaccompanied Award: Junior Folk Song Cup	Year 6 and under	Up to 2 mins	£6.50
132 Folk Song Year 7-13 Traditional folk song - accompanied or unaccompanied Award: Senior Folk Song Cup	Year 7 to Year 13	Up to 4 mins	£7.50
133 Aria Year 10-13 Aria from any opera, light opera or oratorio. Award: Aria Cup	Year 10 to Year 13	Up to 5 mins	£8.00

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	£6.75
135 Musical Theatre Year 5	Year 5 only	Up to 3 mins	£7.00
136 Musical Theatre Year 6	Year 6 only	Up to 3 mins	£7.00
137 Musical Theatre Year 7-8	Year 7 to Year 8	Up to 3.5 mins	£7.25
138 Musical Theatre Year 9-11	Year 9 to Year 11	Up to 4.5 mins	£7.75
139 Musical Theatre Year 12-13	Year 12 to Year 13	Up to 5 mins	£8.00

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
140 Junior Vocal Recital Award: Junior Vocal Recital Cup	Year 6 and under	Up to 6 mins	£8.50
141 Intermediate Vocal Recital ELIGIBLE FOR BURSARY COMPETITION Award: Intermediate Vocal Recital Cup	Year 7 to Year 9	Up to 8 mins	£10.00
142 Senior Vocal Recital ELIGIBLE FOR BURSARY COMPETITION Award: Senior Vocal Recital Cup	Year 10 to Year 13	Up to 12 mins	£13.00

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
143 Junior Non-Competitive Solo	Year 6 and under	Up to 2 mins	£6.50
144 Senior Non-Competitive Solo	Year 7 to Year 13	Up to 4 mins	£7.50
145 Adult Non-Competitive Solo	18 and older	Up to 5 mins	£8.00
146 Adult Non-Competitive Vocal Recital	18 and older	Up to 12 mins	£13.00

VOCAL DUETS

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

Class	Age	Time	Fee
147 Vocal Duet Year 6 & under Group of 2 people Award: Vocal Duet Cup to the highest mark in 147 & 148	Year 6 and under	Up to 3 mins	£10.00 per duo
148 Vocal Duet Year 7-13 Group of 2 people Award: Vocal Duet Cup to the highest mark in 147 & 148	Year 7 to Year 13	Up to 4 mins	£12.00 per duo

CHOIRS

A minimum of 10 singers. Please indicate approximate numbers at point of entry.

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.

Accompaniment may be live or recorded. Please refer to Regulation 15 regarding the use of backing tracks.

Class	Age	Time	Fee
149 Infant Choir Group of a minimum of 10 people Award: Sacred Heart Wadhurst Trophy for Infant Choir	Year 2 and under	Up to 5 mins	£20.00 per group
150 Children's Choir Group of a minimum of 10 people Award: Children's Choir Cup	Year 6 and under	Up to 7 mins	£22.00 per group
151 Junior Choir Group of a minimum of 10 people Award: Hilda Holcroft Memorial Trophy for Junior Choir	Year 8 and under	Up to 7 mins	£22.00 per group
152 Intermediate Choir Group of a minimum of 10 people Award: Brittens Music Trophy for Intermediate Choir	Year 7 to Year 9	Up to 7 mins	£22.00 per group
153 Senior Choir Group of a minimum of 10 people Award: Robert Blunkett Trophy for Senior Choir to highest mark in classes 152 & 153	Year 7 to Year 13	Up to 10 mins	£25.00 per group
154 Adult Choir Group of a minimum of 10 people Award: Robert Blunkett Trophy for Senior Choir to highest mark in classes 152 & 153	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 3rd August 2023.

Chairman: Celia Barstow

Vice Chairman: Chris Morgan

Hon. Secretary: Linda Powell

Hon. Treasurer: Fiona Ross

Compliance Officer: Celia Barstow

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 3rd August 2023.

Chairman: Celia Barstow

Vice Chairman: Chris Morgan

Hon. Secretary: Linda Powell

Hon. Treasurer: Fiona Ross

Data Controller: Linda Powell

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 Linda Powell, Secretary. 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 3rd August 2023.

Chairman: Celia Barstow

Vice Chairman: Chris Morgan

Hon. Secretary: Linda Powell

Hon. Treasurer: Fiona Ross

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

Venue for the 2024 Festival: Kent College Pembury.

Dates: 2nd & 3rd March 2024

Gems Concert and Prize Giving: 17th March 2024, 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 2024. 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 TWAF 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.