

## Queensland Ballet In-School Workshop Pre-Registration Pack

Thank you for your interest in Queensland Ballet's (QB) in-school workshops. Our Education Teaching Artists put the fun into the fundamentals of ballet with in-school, safe, educative and inclusive dance experiences.

Created and tested with children at heart, QB's in-school workshops are rigorously designed with the Early Years Learning Framework, Australian Curriculum – The Arts Learning Area: Dance Subject and Senior Dance Syllabus in mind, ensuring all workshops complement the teaching and learning taking place in the classroom.

All repertoire and contextual information are adapted and tailored to accommodate the diverse learning needs of students in different year levels.

### Student Inclusion

All our in-school workshops are inclusive to children of all needs and abilities. We encourage visits to Special Schools and Special Education Programs, and our Teaching Artists are trained to work with and support the learning and needs of children of all abilities. If you have a student/s with high needs, we recommend having a teacher aide join in the workshop/s to facilitate and assist that student for their maximum engagement and experience.

### Locations, Dates and Times

QB's in-school workshops are available for schools (state, Catholic and independent) and kindergartens throughout the year at a negotiated date and time.

QB's in-school workshops can be delivered at the school or kindergarten's location or external community hall (as organised by the participating school and kindergarten).

### Venue Requirements

Schools and kindergartens must provide a large open space (preferably with a sprung floor) which:

- Is clear of obstacles and objects;
- Has smooth and uninterrupted surfaces (that is, no nails or splinters);
- Has access to a sound system with AUX input;
- Has access to digital technologies to show students exclusive, behind-the-scenes footage;
- Has no other classes or distractions nearby; and
- Allows enough room for students to move simultaneously without touching and be able to travel across the area, understanding the concept of moving through the space.

### Cost

Ensuring all students can enjoy QB is very important to us. For this reason, QB offers schools and kindergartens a variety of different price points.

Number of Workshops	Flat Fee (Incl. GST)
1 Workshop	\$310 flat fee.

1 – 3 Workshops	\$310 flat fee for first workshop and \$275 flat fee thereafter for up to three workshops.
Workshop with QB Performance Package	\$275 flat fee for each workshop.
4 + Workshops	\$230 flat fee for each workshop.

### Fee Structure

Areas of Queensland	Fees (Inc. GST)
Schools, kindergartens and community halls located within the following local government areas: <ul style="list-style-type: none"> <li>Brisbane City Council</li> <li>Ipswich City Council</li> <li>Logan City Council</li> <li>Moreton Bay Regional Council</li> <li>Redland City Council</li> </ul>	<ul style="list-style-type: none"> <li>Flat fee as above for locations within a 25km radius of Queensland Ballet studios.</li> <li>Flat fee as above plus additional fee of \$50 for locations outside of a 25km radius of Queensland Ballet studios.</li> </ul>
Schools, kindergartens and community halls located within the following local government areas: <ul style="list-style-type: none"> <li>Gold Coast City Council</li> <li>Lockyer Valley Regional Council</li> <li>Toowoomba Regional Council</li> <li>Scenic Rim Regional Council</li> <li>Somerset Regional Council</li> <li>Sunshine Coast Regional Council</li> </ul>	Flat fee (above) plus additional: <ul style="list-style-type: none"> <li>Flat fee of \$100 for each return journey from QB's home to workshop location.</li> </ul>
Schools, kindergartens and community halls located within all other Queensland local government areas.	Flat fee (above) plus additional: <ul style="list-style-type: none"> <li>Accommodation expenses.</li> <li>Travel (flights/hire car/fuel) expenses.</li> <li>Per diems (daily allowance).</li> </ul> <p>*Where extensive travel is required to reach a workshop location a minimum number of workshops may apply.</p>

### Regional Engagements

During QB's annual Community Regional Tour, our talented Education Teaching Artists will be hitting the road to deliver free workshops for kindergartens and schools across regional Queensland. To find out if we will be visiting your community, visit our website.

### Education Teaching Artists

The workshops will be delivered by QB's Education Teaching Artists, a team of highly trained dance professionals who are of an exceptional standard, many of whom have either come through QB's training programs or are former dancers with the Company. Participants can expect a high level of professionalism and expertise from their teachers who in turn will expect to be shown respect and a readiness to learn. The Education Teaching Artist will arrive at least 15 minutes prior to the commencement of your workshop, and will go to the Administration building to sign in. It would be great if you could have someone greet and escort them to your dance space.

### Participants and Supervision

If the space permits, the maximum number of students for a single workshop is:

- 20 kindergarten students;
- 60 primary school students; or
- 30 high school students.

There is no minimum number of students required for schools to register a workshop. There is no limit on the maximum number of workshops per school or kindergarten. Participation in an in-school workshop always requires students to be supervised by either their school / kindergarten teacher/s, administrator/s or parent/s / caregiver/s / volunteer supervisor/s. QB Teaching Artists will not be responsible or expected to manage the behaviour of students who are being disruptive to the class. If a student is displaying this type of disruptive behaviour, it is expected that the schoolteacher/supervisor/carer will manage the student's behaviour and/or ask them to leave the classroom so that the other students participating are able to get the most out of their workshop.

To ensure every student participates in the experience fully, it is expected that one supervisor is assigned for:

- Every 20 childcare centre and kindergarten students; or
- Every 30 primary and high school students.

QB's Education Teaching Artists must not be tasked with supervision.

## **What to Wear**

Students should wear comfortable, easy to move-in clothes (skirts/dresses are not appropriate). We encourage students to wear ballet shoes if they have these, otherwise bare feet or socks are acceptable. No participant will be required or allowed to wear pointe shoes.

Students should bring a water bottle and turn off their mobile phones.

## **Publicity, Photography and Recording**

QB prefers to manage publicity for our in-school workshops. We ask that if you are interested in any publicity at your school, childcare centre or kindergarten as part of this visit to please contact QB first to discuss.

Video recording will not be permitted throughout the experience; however, schools, childcare centres or kindergartens are able to photograph their students during the workshop with prior verbal permission from the Education Teaching Artist. If QB takes photographs or video recordings, the school, childcare or kindergarten will be provided Project Consent Forms.

## **Registration Process**

Teachers or nominated school or kindergarten administrators should individually complete the registrations form on our website.

### **Step 1: Registration**

When registering, schools or kindergartens will be expected to provide their contact information and details of the chosen year group/s, and preferred location/s, date/s, time/s and workshop/s.

Schools or kindergartens are also required to accept the Terms and Conditions which form part of this Pre-registration Pack. There is an assumption that these Terms and Conditions will have been discussed with the school or kindergarten Principal or Director.

### **Step 2: Notification**

The school or kindergarten will be contacted by QB's Education Manager to negotiate a date and time for the workshop/s as convenient for the school or kindergarten.

In the event a photographer has been booked by QB, the school or kindergarten will be notified if Project Consent Forms are required for their workshop/s. In this event, the school or kindergarten is responsible for distributing and collecting signed QB In-school Workshop Project Consent Forms for every participant (students, teachers and supervisors). The school or kindergarten must return the completed and unamended forms to QB.

### **Step 3: Invoice and Payment**

After receiving all required information and forms and the workshop/s details have been confirmed, the school or kindergarten will be sent, in a convenient and timely manner, an Information Pack including invoice, payable before workshop/s are delivered. Payment of the invoice will confirm the booking.

## **Contact Us**

For more information about QB's in-school workshops, how QB supports students and teachers or to discuss ways to get involved with us, contact:

### **Queensland Ballet**

PO Box 3791, South Brisbane, Q 4101

## Terms and Conditions – In-School Workshops

### General

1. Information on how to register and participate in any of Queensland Ballet's *In-School Workshops* including all relevant program guidelines, information books, pre-registration packs, forms and fact sheets distributed throughout the program form part of these Terms and Conditions of entry. Participation in the program will be considered acceptance of these Terms and Conditions, and any ongoing updates to these Terms and Conditions.
2. The Queensland Ballet (ABN 26009717079) is the owner of the Queensland Ballet *In-School Workshop* program.
3. Where a participant is a minor / dependent / child (as defined by Australian Law), a parent / guardian / caregiver is accepting these Terms and Conditions on their behalf.
4. Where a participant is a student enrolled at a state, Catholic or independent school (as defined by Australian Law), the school where the student is enrolled is accepting these Terms and Conditions on the student's behalf, as it pertains to the student's enrolment and school duty of care.
5. Where definitions of metropolitan and/or regional Queensland are applied, metropolitan means the Local Government Areas (LGA's) of Brisbane City Council, Ipswich City Council, Logan City Council, Moreton Bay Regional Council and Redland City Council, with regional Queensland equalling the remainder of the state's LGA's.
6. In accordance with Queensland Ballet's Privacy Policy, any images taken during classes are not to be published online through social media channels or other websites, unless taken by an authorised representative of Queensland Ballet who has obtained prior permission from parents/guardians. On these occasions, the parent/guardian will be informed as to the nature of the use of the image(s) as well as how the image(s) will be stored and how the image(s) can be accessed by the parent/guardian.
7. Queensland Ballet strictly prohibits the use of camera phones, cameras, video cameras or any other type of recording or photo taking device inside changing areas, showers and toilets.

### Registering for In-School Workshops

8. Once entered, details of the school are not transferable to any other organisation.
9. Partially completed registrations may be deemed as ineligible for consideration for participation in the program.
10. All information submitted must be true and correct at the time of registration.
11. The decision made by Queensland Ballet to accept schools into the program will be based on a "first in" basis, provided the registration is not partially completed.
12. A fee forms part of the registration process which is due prior to the In-School Workshop. Once paid, this fee is final, non-refundable, non-transferable and non-extendable. No refunds will be given at any time for any reason.
13. By providing information to support registration and program participation the school warrants they either own the material or have acquired sufficient right to use the material for the purpose of the program and agree to indemnify Queensland Ballet against any loss or damages caused by breach of this warranty.
14. Where applicable, although every effort will be made to ensure project materials (including information packs and forms) are sent to the addresses (including email) stated on the registration forms, Queensland Ballet takes no responsibility for lost or misdirected items not received by participants.
15. Queensland Ballet reserves the right, at any time, to verify the validity of a registration, reject a registration or disqualify a registration that is not in accordance with these Terms and Conditions

### **Attending In-School Workshops**

16. Experiences as part of this program may be physically strenuous and participation is voluntary, based on the school's assessment of the participants' fitness, health, cognitive ability to participate and understanding of the experience requirements, activities and expected outcomes. Participation is based on an understanding and knowledge there is a risk of personal injury or death.
17. The school agrees to indemnify Queensland Ballet against any injuries or damage to persons or loss or wrongful death or loss or theft of property, whether caused by negligence or otherwise while participating in the program from registration to completion.

### **Modifications and/or Cancellations**

18. If for any reason Queensland Ballet's representatives or officers deem the identified activity space and associated resources and infrastructure to be unsafe or not conducive to dance teaching or conducting any element of the In-School Workshop, the whole In-School Workshop may be cancelled, suspended or modified.
19. Queensland Ballet does not supply additional personal support for applicants with special needs, however Principal-approved carers and/or teachers and/or teacher aides may accompany an applicant, with all expenses absorbed by either the school or the applicant (as dictated by school policy).
20. Queensland Ballet will not be responsible for any problems or technical malfunction of any network or lines, servers, providers, computer equipment, software, traffic congestion on the Internet, etc. including, but not limited to, any injury or damage to participants, their employee's or any other person's computer related to or resulting from registering for, participation in or downloading any materials in this program to enable registration and full participation.
21. If for any reason the program is unable to run as planned to include causes beyond the control of Queensland Ballet the program may be cancelled, suspended or modified.
22. The program may be withdrawn at any time without notice.
23. While effort is made to deliver accessible programs and resources, Queensland Ballet cannot guarantee modifications to information and infrastructure and delivery and content will ensure full participation for everyone.
24. The school agrees to indemnify Queensland Ballet against any loss or damages caused by a cancellation, suspension, modification or withdrawal of the program or where a sponsor, partner or supporting individual or organisation fails to fulfil their duties.
25. These Terms and Conditions may be altered where necessary, with the most current version available for download from the Queensland Ballet website.

### **Use of Personal Information**

26. The school grants Queensland Ballet the right to use personal information and artistic material including still and video footage for promotion, education, research and other Company business operations deemed reasonable by Queensland Ballet for commercial and non-commercial purposes. Project Consent Forms may be issued to participants if Queensland Ballet wishes to expand the use of personal information and artistic material beyond reasonable Company business operations.
27. The intellectual property and copyright of any material created in this program will be owned solely by Queensland Ballet, whom are free to distribute and market as they see fit.