



Dear Parent(s)/Carer(s)

**Step Around Town at The Royal Academy of Dance  
Wednesday 4<sup>th</sup> May 2022**

I am delighted to inform you that your daughter has been invited to perform at **StepLIVE!'s Step Around Town** at the new Royal Academy of Dance HQ, Battersea. Location: Royal Academy of Dance HQ, 188 York Rd, London, SW11 3JZ.

Step into Dance invite you to join us at one of our uplifting and energetic Step Around Town performances, featuring young dancers from across the capital. We are delighted to bring you an eclectic evening of dance featuring work from local Step into Dance school groups, as well as appearances from guest groups.

We will leave school at 1.45pm and travel by coach to RAD.

Students will need a packed lunch/dinner with them to last the day. When we arrive at 3pm we will have time to rehearse, eat and get ready for the performance

Doors open: 6.45pm and the performance will begin at **7pm** and finishes approximately **8:00pm**.

**Please note: This is the NEW RAD HQ, please do not accidentally travel to the old HQ in Battersea Square**

Tickets cannot be purchased in advance, but will be available on the day. We will not be charging a set price for tickets and are instead asking for donations. Seating is limited and allocated on first come, first served basis, so we ask that you arrive promptly.

We will return to school after the performance and should arrive back approximately 8:45pm. Students will be asked to phone you on the journey home to inform you of our time of arrival.

**School Emergency Contact Number** : If you need to get in touch with the trip leader please contact the school trip mobile on **07925655100**. We also recommend allowing your daughter to save this number prior to attending the trip. On the day of the trip we will remind students to save this contact number if they have not had the chance to already.

Please can you carefully read the photo consent letter and then log on to Parentpay to give your consent whether your daughter is able to participate in the show. If you need a paper copy, please ask your daughter to ask Miss Johnson.

The Dance Department would like to thank you for your continued support.

Yours sincerely

Miss Katy Johnson  
Deputy Head of PE and Dance



**Please return to Miss K Johnson**

**StepLIVE!'s Step Around Town, Royal Academy of Dance Wednesday 4<sup>th</sup> May 2022**

Student's Name: ..... Tutor Group: .....

- I confirm my daughter is able to attend the performance
- I will be attending the performance and will accompany my daughter home
- I am aware my daughter will need a packed dinner, snack and water on the trip.
- I will arrange for my daughter to be collected from Carshalton School at approx 8:45pm

Student's Mobile Number.....

Medical Information: Please provide details of any conditions requiring medical treatment, including any medication.....

Emergency Contact Name: .....

Emergency Contact number: .....

Signed: -----(Parent/Guardian) - Date: -----

**Photograph and filming/recording consent form**

By signing this form, you agree to give the RAD your consent to be photographed / filmed by Foteini Christofilopoulou and Step into Dance. Foteini Christofilopoulou and Step into Dance are filming/photographing/recording on Wednesday 4 May at Royal Academy of Dance Headquarters in order to film/ take photographs for Step Around Town Wandsworth. Schools who participate in Step Around Town may also be selected to perform at Step Live Festival on Tuesday 12 July at Cadogan Hall.

The RAD will be using the photographs/footage/audio in the following ways as part of our legitimate interests, and we may share them with our partners or sponsors (including the Jack Petchey Foundation) to use:

- As promotional material in RAD publications (print and digital)
- On the RAD website and social media channels
- To distribute to press and media outlets to use in their print/digital publications and on their social media channels, as requested.
- To be shared with RAD staff and students for training/educational purposes





We're really looking forward to showcasing the RAD at Step Around Town Wandsworth and Step Live Festival. This is an opportunity for us to bring the work of the RAD to new people. Whilst we will not allow photography and filming from audience members during the dances as this may cause distraction, we will encourage participants and audience members to take pictures/film and share pictures and videos on their social media channels during rehearsals and at other appropriate times.

The RAD will only keep and use the images/footage/audio for as long as is appropriate for business purposes (this means, for as long as we need to have access to the pictures/videos/audio in order to operate as a company). In this instance this means five years.

You are free to withdraw your consent at any time by sending an email to [stepintodance@rad.org.uk](mailto:stepintodance@rad.org.uk).

You do not need to specify a reason why you are withdrawing consent as well. If you do decide to withdraw your consent at a later time any pictures/videos/audio taken and uploaded will not be used in any future publications or on our websites, but may continue

to appear in publications already (including hardcopy publication) in circulation or in cache until cleared.

Rest assured that all information you have provided to the RAD is private and confidential; your personal details will not be shared without your full knowledge and your written consent.

No monetary fee will be granted for appearance in the photographs or the video footage.

Please tick the options below as appropriate.

**I confirm that I would like to participate in this photo shoot/filming. I give consent for the RAD to use the images/footage/recording, as outlined in this form.**

**I confirm that I am happy for the following information to be used about me, with the images/footage/audio**

I understand that the images/footage taken at Step Around Town and Step Live Festival will be of significant public interest for the Royal Academy of Dance. I therefore give my consent for these to be transferred to the RAD's heritage archive after April 2027 and understand that the images/footage could be used in the following ways, when it becomes archive material: as historical illustrations in RAD publications (print and digital, including website and social media, and press coverage), in physical exhibitions or display, and for educational/historical research purposes.

Signed: .....(Parent/Carer) Date: .....

Print Name: .....