



Introduction

Shakespeare Schools Festival South Africa (SSF SA) places the experience of our school learners at the heart of everything we do. The following Terms and Conditions are designed to enable SSF SA to deliver an excellent and equal experience to all schools participating in our annual Festival. By registering for the Festival you agree on behalf of your school to abide by these Terms and Conditions. Breach of these Terms and Conditions may prevent schools and/or students being permitted to participate in workshops or performance events. For the purposes of this document, the term 'schools' includes any organisation or group participating in the Festival. 'Students' refers to any young people participating in the Festival.

Our Inclusive Ethos

SSF SA creates a non-competitive, inclusive and supportive environment so that any student can take part in the Festival. We expect all participants to approach the Festival with a positive attitude to working with others of different ages, backgrounds and abilities. SSF SA does not tolerate discrimination of any kind and will take action if any such behaviour is reported. Failure to properly address such discrimination could result in the school in question being banned from participating.

Our Top Three Terms

1. Your school must bring no more than 35 students to the Cast Workshop and Performance Day and they must be adequately chaperoned by the school- 1:10 for primary age, 1:12 for secondary age. There is no minimum group size. If this rule is broken it will prevent the school from being able to participate in the planned activity. See 'Chaperones' below.
2. Your Play must be no longer than 30 minutes. SSF SA will provide abridged scripts. There is no minimum time limit. It is your responsibility to ensure your play is cut to time, so make sure you do a timed run through ahead of your Performance Day. Your dress rehearsal will be timed, and if your play is running over, SSF SA staff will cut it down before the performance itself.
3. Payment of the non-refundable registration fee is due 30 days after receipt of the invoice. The invoice will be sent within 5 working days of completion of the registration form. If school funding has been confirmed but monies cannot yet be released, please contact your Festival Coordinator immediately. We are unable to offer refunds.

Privacy Policy

At Shakespeare Schools Festival South Africa, we have always been and continue to be committed to protecting and respecting your privacy.

We are a charity and a company limited by guarantee and we hold personal data for staff, schools, donors, supporters, Festival and workshop participants and suppliers.

Reselling of the festival concept, workshop material and/or performance tickets are not permitted and will result in your school, group and or organisation being banned from participating in the festival.



Health and Safety

The health and safety of all staff and students is of paramount importance to us. Therefore, we insist that all schools operate under the DOE advice on health and safety for schools. All participating schools will be expected to have read – <https://www.gov.za/af/documents/south-african-schools-act-regulations-safety-measures-public-schools-amendment-draft>

SSF SA and its hosting theatres accept no responsibility for injury to persons during the Workshops and Performance Days. Schools will be expected to have provided all appropriate and adequate insurance arrangements for their students and their staff.

Schools must appoint a Group Leader (usually the Teacher-Director) who should make themselves known to the SSF staff on arrival at the Theatre or Workshop venue.

The Group Leader will be expected to bring:

- A register of their students in case of an emergency
- Any information about special needs or medical conditions that may affect participation in activities
- A list of students who do not have permission from a legal guardian to be photographed.

Chaperones

Students must be under the supervision of a school-appointed adult at all times in the theatre and workshop venue, including in backstage areas and in the wings.

SSF SA's chaperone ratios are:

- For primary age 10:1 students to adults
- For secondary age 12:1 students to adults

The school must provide at least 2 chaperones per group, even if you have fewer than 10 students. This is so students can be chaperoned in both wings at the theatre, as well as in changing rooms and for bathroom breaks.

Additional chaperones are required for any students separated from the group at any time (e.g. technical students in the lighting box).

The SSF SA staff cannot and will not act as chaperones for students at any time.

Chaperones cannot be other students from the school, even if they are over eighteen.

Chaperones in the audience are not considered to be chaperoning students in the wings or on stage.

This is in case a student falls ill or has an accident during the performance, and for child protection, as the wings and backstage areas are not visible from the audience.

If a school arrives at a Company Workshop or Performance Day without the correct number of chaperones they will not be permitted to take part in the activity. This is for the safety of our students - which is our top priority at all times.

Student numbers

Each school group should consist of no more than 35 students. This 35 may include actors, musicians, student technicians, marketing students, and any other students who will be at the Company Workshop or Performance Day. Please be aware that no more than 2 tech students will be permitted into the technical box due to health and safety, and these must be chaperoned.

This is a non-negotiable rule. It is written into our contracts with the theatres and workshop venues and is in place for the safety of your students in the backstage and onstage areas.

If more than 35 students are brought to a Cast Workshop, SSF SA will ask the Teacher-Director to redistribute roles for your Performance Day, which could lead to some students not being permitted to perform.



Professional Conduct in the Theatre and Workshop Spaces

On the Performance Day and Company Workshops the school groups will be working in a professional space (a theatre, or other suitable venue), and it will be the school's responsibility to ensure their students conduct themselves in an appropriate manner.

Schools must arrive promptly for their Company Workshop, Rehearsal and Performance at their allocated time.

Props, Costume and Personal Belongings

SSF SA and its hosting theatres accept no responsibility for loss or damage to property during the Workshops and Performance Days.

Nothing SSF SA deems to be dangerous or messy will be allowed onstage. This includes glass, liquids, hazardous materials of any kind, explosives or combustible materials, metal blades, real or replica guns of any kind, live animals, glitter or confetti. If you are unsure, just check with your Festival Coordinator or SSF SA staff on the day.

If costumes are deemed by SSF SA to be offensive, revealing or scary for young audiences, they will be forbidden on the Performance Day.

You may bring handheld props and small items of set to your Performance Day. Anything larger may not fit into the wing space at the theatre, or be set up in the turnaround times. A good guide is whether you can fit all your props into the boot of a car.

Chewing gum, cigarettes and alcohol may not be consumed in any part of the theatre/workshop venue. Mobile phones are not to be carried by students in the stage, wings and auditorium areas.

Light and Sound

Schools may use a maximum of 20 lighting cues and 10 sound cues. There is no minimum number of cues. This is to enable the theatre's technical team to run smooth rehearsals and help to deliver the creative vision of every school. If too many lighting or sound cues are included they will be cut in the technical rehearsal. See the Teacher-Director Handbook for more information on how to add light and sound to a show.

It is the Teacher-Director's responsibility to submit your technical requirements to the theatre technician on time. Depending on the venue, the deadline will be at some point between the Company Workshop and the Performance Day

SSF SA Scripts and Repeat Performances

Copyright of the abridged scripts rests with the Shakespeare Schools Festival South Africa. The registration fee only allows a school to perform the abridgement during the current Festival.

The script may not be shared outside school, used in subsequent years, or downloaded for use outside the Festival.

A public performance of the SSF SA abridged script must be premiered on the SSF SA Performance Day. Any subsequent non-SSF SA performance must not take place until at least four weeks after the SSF SA Performance Day.



The Teacher-Director Workshop

The Teacher-Director Workshop is restricted to those teachers whose schools have paid the registration fee. Each school is permitted one space at the Teacher-Director Workshop. If you would like to book an additional place at an extra cost, please contact your Festival Coordinator. Teacher-Directors may bring a Student-Director for free, but the student must be 15 or over, and it must be confirmed with your Festival Coordinator beforehand to ensure that there is space at the workshop.

The Cast Workshop

SSF SA offers training programme for schools in order to produce high quality plays. Our participating schools required to attend one cast workshop along side with at least another one participating school at the venue provided by the festival. Failing to attend the cast workshop school will be liable to cover extra cost for the Festival Coordinator to host the workshop at the school venue.

Registration fee

Please note on receipt of the registration form on our website SSF SA will invoice your school for the registration fee. SSF SA is a charity, 10% of the annual budget is raised through the registration fees. SSF SA applies different registration fee structure for commercial drama clubs. Contact SSF SA admin office for more information before you register.

Refunds and Deferrals

SSF SA is unable to offer refunds on the registration fee.

As a charity, we heavily subsidise each school's registration fee through fundraising, ticket sales, and other activities throughout the year. When a school signs up to the Festival, both they and SSF SA are committed to the costs of their participation, including venues, staff, resources etc. This means that if a school drops out of the project SSF SA loses all the money invested, as well as vital box office revenue, making it harder for us to continue run the Festival in following years. Therefore, in order to protect our future work with schools and theatres, we are unable to offer refunds.

Staffing changes, changes to budgets, changes to school commitments or priorities do not qualify as 'exceptional circumstances'.

The deferred fee will be credited against participation in the following year and the school will need to pay the remaining balance of any price difference.

If there is any chance that you might need to defer your place, please contact your Festival Coordinator immediately.

Evaluation

Each year we at SSF SA evaluate our work in great detail. This is so that we can continue to improve our products and creative offer to schools, as well as demonstrate impact and provide demographic data to the partners, trusts and foundations that support us. To this end, SSF SA will be sending you various evaluation forms throughout the year, please complete each stage in the evaluation thoroughly. Many thanks for your help.

