



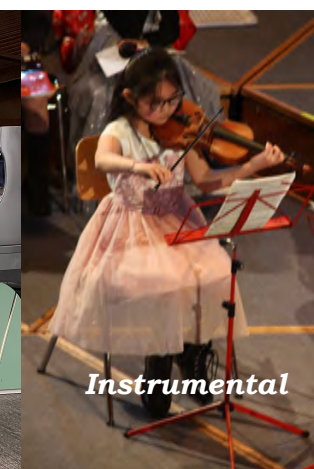
[www.WoodleyFestival.org.uk](http://www.WoodleyFestival.org.uk)



# Woodley Festival of Music and Arts 2024 Syllabus



Piano



Instrumental



Vocal



Choirs



Speech



and Drama

Woodley Festival of Music and Arts is affiliated to the British & International Federation of Festivals for Music, Dance and Speech

Registered Charity No 276812

[www.WoodleyFestival.org.uk](http://www.WoodleyFestival.org.uk)



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Blue Moose are proud to be associated with the Woodley Festival of Music and Arts 2022.



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# Introduction

We are delighted to introduce the syllabus for the 2024 Festival.

Our easy on-line entry and payment system can be accessed via our website. Alternatively for Speech & Drama you can email your entry and pay via BACS.

Our Section Chairs are always happy to help with choice of class, material, and all performance parameters.

There are five sections - **Choral, Instrumental, Pianoforte, Vocal** and **Speech & Drama** and within these sections we provide a wide range of classes from beginner, graded or own choice classes to open classes in some sections.

The Festival's entry level classes are tailored to provide a very gentle and fun introduction to the art of performance.

Accompanists for our **Instrumental** and **Vocal** sections can be booked during the entry process.

Our chosen adjudicators are all professionals and our venues, the Oakwood Centre and Emmbrook School are selected to enable us to create a friendly and supportive environment with the emphasis very much on the enjoyment of the performing arts.

Written and verbal feedback is given to all entrants and medals awarded to 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place in every class.

On behalf of the committee, we would like to thank our generous Sponsor **MANNINGUK** - Ann Manning has been a passionate supporter of the Festival for 19 years. We also wish to thank our President, Vice President, and our Patrons. And we wish to especially acknowledge all our volunteers and stewards whose help we could not do without – it is they that enable us to create this wonderful event.

Fiona Fisher and Jacquie Newport



*Our Sponsor*  
**Ann Manning of**  
**MANNINGUK**

# Woodley Festival of Music and Arts

Registered Charity No. 276812

President: Gillian Reid J.P.

Vice President: Denese Gray

## Officers and Members of the Committee 2023-2024

### Co-Chairman

Fiona Fisher  
07702 316669

Co-Chairs@woodleyfestival.org.uk

### Co-Chairman

Jacquie Newport

Co-Chairs@woodleyfestival.org.uk

### Honorary Treasurer

Angela Roberts  
treasurer@woodleyfestival.org.uk

### Honorary Secretary

Sandra Tucker  
admin@woodleyfestival.org.uk

### Venue Liaison

Jackie Baines  
venue@woodleyfestival.org.uk

### Pianoforte

**Section Chair**  
Juliet Bruce

### Assistants

Jenny Brown  
Katie Kennedy  
piano@woodleyfestival.org.uk

### Social Media & Publicity

#### Position Vacant

If interested, please apply to Co-Chairs@woodleyfestival.org.uk

### Speech & Drama

#### Section Chair

Jacquie Newport  
speech.drama@woodleyfestival.org.uk

**Assistant** - Celia Thatcher

### Vocal

#### Section Chair

Helen Deeks  
vocal@woodleyfestival.org.uk

**Assistant** - Ruth Jowers

### Instrumental

#### Section Chair

Claire Barker  
instrumental@woodleyfestival.org.uk

**Assistant** - Jackie Baines

### Choral

#### Section Chair

Jenny Brown

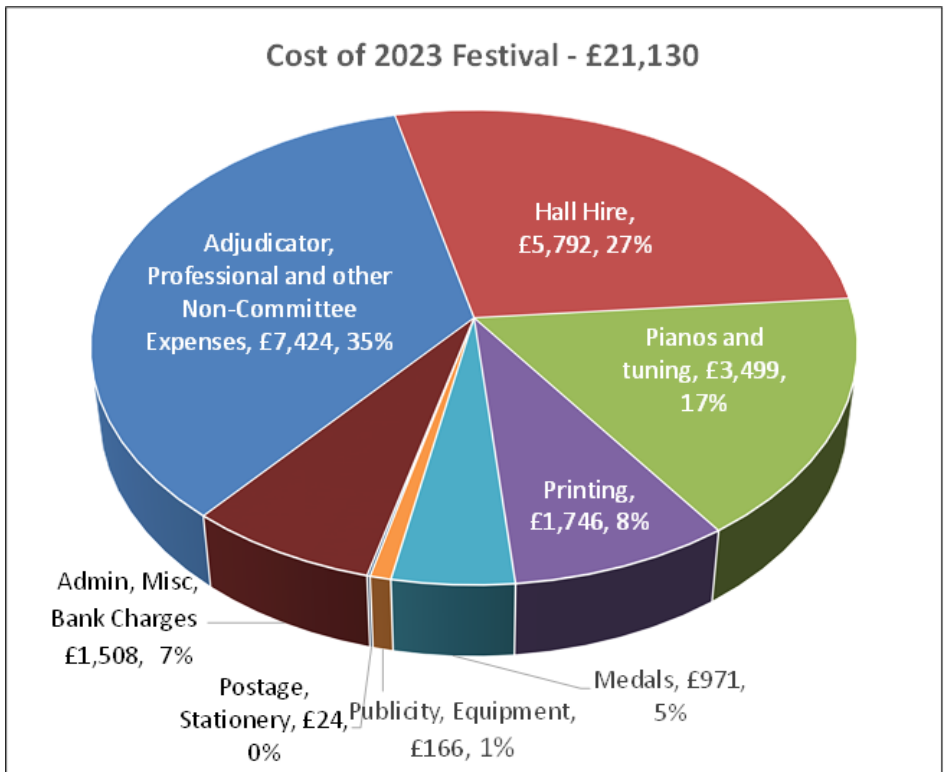
**Assistant** - Colin Brown  
choirs@woodleyfestival.org.uk



**The Woodley Festival is a registered charity and a 'not for profit' organisation.**



## How is Your Money Spent?



**The committee members are volunteers, not paid employees.**



# Can You Help?



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**MANNINGUK**

We are looking for several people to fulfil a number of key roles - to come on board with us, and to learn and start to contribute before March next year.

**Plenty of willing advice and guidance will be available.**

If interested please email Sandra on [admin@woodleyfestival.org.uk](mailto:admin@woodleyfestival.org.uk)

The available roles are:-

## Volunteers to help with the annual event during the weekends of March

### Choral Section Head

- Head all the processes for ensuring the execution of the Choral Section of the Festival with the Festival Committee, including -:
- Creating the classes for the syllabus
- Inviting schools and local choirs to participate in the Festival
- Advertising the Choral Section of the Festival in conjunction with the Social Media coordinator
- Scheduling all classes once entrant numbers are established.
- Creating choral programme with Festival secretary
- Booking the venue, and organising car parking for the event
- Selecting and engaging adjudicators

### Social Media Co-ordinator

- Take the lead in all matters for social media, publicity and public profile, but in **consultation with the Committee and the Chair**:
- Mastermind and implement our social media campaigns, including Facebook, Instagram, and Twitter
- Use other channels – e.g. dealing with / ‘feed’ local press and radio – when appropriate
- Propose & take other actions to promote our public profile
- Take care of hosting and email services, and work with our **Webmaster**
- At the Festival, take photos, and arrange for others to do so, in support of our campaigns
- Ensure the required photo permissions are obtained.

**DBS checks will be necessary for Choral Section Head and Social Media Co-ordinator roles.**

# Instrumental Section

**DATES:** Saturday 2nd/ Sunday 3rd March 2024

**PLACE:** The Oakwood Centre,  
Headley Rd,  
Woodley,  
Berks, RG5 4JZ  
0118 969 0356  
(see map near back of Syllabus)

**ADJUDICATOR:** **Roy Robinson**  
MA,Dip Perf RCM,ARCM (P),  
ARCM (T),LRAM (T),LTCL (P)

**SECTION CHAIRMAN:** **Claire Barker**  
  
01635 253238 - Please leave a message  
  
Email: Instrumental@woodleyfestival.org.uk

**ASSISTANT:** **Jackie Baines**


**OFFICIAL ACCOMPANIST:** If you require an accompanist please contact Juliet Bruce [juliet.bruce@gmail.com](mailto:juliet.bruce@gmail.com) as soon as possible after the closing dates for entries. Juliet will confirm whether or not she can accompany; if not she will provide details of another professional accompanist who will be available for your class. All arrangements for rehearsals and payment will then be yours to make. We cannot guarantee to accommodate requests received after 15th February.

**ELECTRONIC accompaniment is not allowed in any section of the Festival apart from two classes in Speech and Drama - Musical Theatre and Group Themed Mime**

**The adjudicator reserves the right to deduct marks or stop a performance if the time limit is exceeded.**

**The MANNINGUK Perseverance Cup, awarded across the whole Festival, will be presented by our sponsor, at the Festival Finale Concert on 26th March 2023**

## TROPHIES



John Callan Trophy	Best performance in the string solo classes
Durant Cup	Most promising instrumentalist aged under 16
Follett Trophy	Best performance in the beginners' classes
Maxwell Trophy	Best performance in the open solo classes
Millar Cup	Best musician aged 18 or under in the concerto and recital classes
Minerva Trophy	Best performance by duet or ensemble, 13 years & under
Norman Heads Trophy	Best performance by an ensemble, 16 & under and open classes
Reading Chronicle Award	Best performance on recorder
TSB Award	Best performance in the solo wind and brass classes
Hook Trophy	Best performance in the woodwind solo class 13 years & under
Beechwood Junior Brass Award	Best performance in the brass solo classes 13 years & under
Beechwood Senior Brass Award	Best performance in the brass solo classes over 13 years
Oakwood Instrumental Award	Best performance in the graded Classes
Instrumental Composition Award	An outstanding instrumental composition

# Instrumental Section

## Roy Robinson

MA, Dip Perf RCM, ARCM (P), ARCM (T), LRAM (T), LTCL (P)

Roy trained as a performer at the Royal College of Music and was a major prize winner: the Leslie Alexander - the highest award available on the viola. He was a dual first study viola pupil of Frederick Riddle and piano pupil of Angus Morrison. He holds a complete suite of performing and teaching diplomas on his first instruments, plus a performing diploma on violin, and an MA in music. He also has a background as an organist and vast experience as a choir trainer and conductor.



Roy has spent most of his career combining teaching, performing, examining and adjudicating. He has taught academic music to A Level, his instruments to diploma level and the violin to RAM Exhibitioners. He has coached numerous orchestral and singing courses and festivals for children and has conducted many adult choral societies performances. He has arranged and composed countless pieces for choirs and instrumental combinations, and has several of his works published. Following appointments in various public schools, mostly as Director of Music, he is now enjoying a return to freelance life.

He has extensive experience as a performer, in orchestras and ensembles, and as accompanist and recitalist. He is a busy ABRSM grade, diploma and jazz examiner and has worked all over the world, including Malaysia, Hong Kong, Qatar, Jordan, South Africa, Namibia, USA, Bermuda, China and Germany (examining in German). He is the viola consultant for ABRSM, selector of the present viola syllabus, and has presented teacher meetings/training abroad.

As an adjudicator member of the British Federation of Music Festivals, Roy is in demand at some of the U.K.'s largest music festivals. He not only enjoys adjudicating his specialist areas, but also the complete range of classes as a generalist. He is also very happy to adjudicate online festivals.

Away from music, he can often be found looking after or driving one of his classic cars.

## RECORDER SOLO

I051	RECORDER SOLO Own choice	9 years & under Time limit 3 mins	£10.70
I053	RECORDER SOLO Own choice	11 years & under Time limit 3 mins	£10.70
I056	RECORDER SOLO Own choice	13 years & under Time limit 4 mins	£10.70
I060	RECORDER SOLO Own choice	16 years & under Time limit 5 mins	£10.70
I062	RECORDER SOLO Own choice	18 years & under Time limit 8 mins	£15.00
I065	RECORDER SOLO Own choice	Open Time limit 8 mins	£15.00

## BEGINNERS' CLASSES

- For beginners only, who must adhere to the age/grade requirements
- Must not have entered the Instrumental Section previously
- Any additional entry to a graded class must be the same grade (Classes I404-I420)
- Any string, wind, brass, or percussion instrument

I105	BEGINNERS CLASS Own choice <b>No higher than Grade 2</b> <b>No more than 18 months' tuition</b>	9 years & under. Time limit 3 mins	£8.60
I111	BEGINNERS CLASS Own choice <b>No higher than Grade 3</b> <b>No more than 1 years' tuition</b>	13 years & under Time limit 3 mins	£8.60

There are no set works, and in all classes except for Recital and Ensemble classes entrants are expected to perform one piece only.

Please see Conditions of Entry at back of Syllabus

**Entries to be received by midnight on Friday 12th January 2024**

**The age of entrants for the Instrumental Section is reckoned on 1st March 2024**

**BEGINNERS' CLASSES Continued**

I115	BEGINNERS CLASS Own choice <b>No higher than Grade 4</b> <b>No more than 1 years' tuition</b>	16 years & under  Time limit 3 mins	£8.60
I120	BEGINNERS CLASS Own choice <b>No higher than Grade 5</b> <b>No more than 2 years' tuition</b>	Adult  Time limit 3 mins	£10.70

**STRING SOLO**

- a) Including guitar and harp.  
b) Please state instrument on the entry form.

I155	STRING SOLO Own choice	9 years & under Time limit 3 mins	£10.70
I158	STRING SOLO Own choice	11 years & under Time limit 3 mins	£10.70
I161	STRING SOLO Own choice	13 years & under Time limit 4 mins	£10.70
I165	STRING SOLO Own choice	16 years & under Time limit 5 mins	£10.70
I167	STRING SOLO Own choice	18 years & under Time limit 8 mins	£15.00
I170	STRING SOLO Own choice	Open Time limit 8 mins	£15.00

There are no set works, and in all classes except for Recital and Ensemble classes entrants are expected to perform one piece only.

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**The age of entrants for the Instrumental Section is reckoned on 1st March 2024**

**WOODWIND SOLO**

Please state instrument on entry form.

I201	WOODWIND SOLO Own choice	9 years & under Time limit 3 mins	£10.70
I204	WOODWIND SOLO Own choice	11 years & under Time limit 3 mins	£10.70
I206	WOODWIND SOLO Own choice	13 years & under Time limit 4 mins	£10.70
I210	WOODWIND SOLO Own choice	16 years & under Time limit 5 mins	£10.70
I212	WOODWIND SOLO Own choice	18 years & under Time limit 8 mins	£15.00
I215	WOODWIND SOLO Own choice	Open Time limit 8 mins	£15.00

**BRASS SOLO**

Please state instrument on entry form.

I251	BRASS SOLO Own choice	9 years & under Time limit 3 mins	£10.70
I253	BRASS SOLO Own choice	11 years & under Time limit 3 mins	£10.70
I256	BRASS SOLO Own choice	13 years & under Time limit 4 mins	£10.70
I260	BRASS SOLO Own choice	16 years & under Time limit 5 mins	£10.70
I262	BRASS SOLO Own choice	18 years & under Time limit 8 mins	£15.00
I265	BRASS SOLO Own choice	Open Time limit 8 mins	£15.00

There are no set works, and in all classes except for Recital and Ensemble classes entrants are expected to perform one piece only.

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**CONCERTO CLASSES**

Any string, wind, brass, or percussion instrument.

I301	CONCERTO SOLO Own choice	11 years & under Time limit 8 mins	£15.00
I303	CONCERTO SOLO Own choice	13 years & under Time limit 10 mins	£15.00
I305	CONCERTO SOLO Own choice	16 years & under Time limit 15 mins	£20.40
I310	CONCERTO SOLO Own choice	18 years & under Time limit 20 mins	£23.60
I315	CONCERTO SOLO Own Choice	Open Time limit 20 mins	£23.60

**RECITAL CLASSES**

- a) Any string, wind, brass, or percussion instrument.  
 b) Candidates are required to select and perform a short recital programme of two or three pieces of contrasting style and period. In addition to quality of performance, credit will be given for a judicious choice of pieces.

I351	RECITAL CLASS Own choice	11 years and under Time limit 8 mins	£15.00
I353	RECITAL CLASS Own choice	13 years and under Time limit 10 mins	£15.00
I355	RECITAL CLASS Own choice	16 years and under Time limit 15 mins	£20.40
I360	RECITAL CLASS Own choice	18 years and under Time limit 20 mins	£23.60
I365	RECITAL CLASS Own choice	Open Time limit 20 mins	£23.60

There are no set works, and in all classes except for Recital and Ensemble classes entrants are expected to perform one piece only.

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**Entries to be received by midnight on Friday 12th January 2024**

**The age of entrants for the Instrumental Section is reckoned on 1st March 2024**

## GRADED CLASSES

- a) Any string, wind, brass, or percussion instrument.
- b) Players should enter the class appropriate to the grade currently working for or passed in the last exam session.
- c) Own choice of **one piece** from any graded book published by one of the Exam Boards, not necessarily from the current syllabus.

I404	GRADE 1	Open	£9.70
I406	GRADE 2 - GRADE 3	Open	£9.70
I410	GRADE 4 - GRADE 5	Open	£10.70
I415	GRADE 6 - GRADE 7	Open	£10.70
I420	GRADE 8	Open	£15.00

## DUET CLASSES

- a) Please specify instruments, one of which may be piano.
- b) Both players will be assessed.

I456	DUET CLASS Own choice	13 years & under Time limit 3 mins	£14.00
I460	DUET CLASS Own choice	16 years & under Time limit 5 mins	£14.00
I465	DUET CLASS Own choice	Open Time limit 8 mins	£18.30

## MUSIC ENSEMBLE

- a) Ensemble of 3 - 6 players, one player to a part, may include voice or keyboard.
- a) Please specify instruments on entry form.

I506	MUSIC ENSEMBLE Own choice	13 years & under Time limit 3 mins	£26.80
I510	MUSIC ENSEMBLE Own choice	16 years & under Time limit 5 mins	£26.80
I515	MUSIC ENSEMBLE Own choice	Open Time limit 8 mins	£26.80

There are no set works, and in all classes except for Recital and Ensemble classes entrants are expected to perform one piece only.

Please see Conditions of Entry at back of Syllabus

**Entries to be received by midnight on Friday 12th January 2024**

**The age of entrants for the Instrumental Section is reckoned on 1st March 2024**

## ENSEMBLE OF MORE THAN 6 PLAYERS

Please specify instruments or type of ensemble and number of players.

1556	MUSIC ENSEMBLE Own choice	13 years & under Time limit 3 mins	£26.80
1560	MUSIC ENSEMBLE Own choice	16 years & under Time limit 5 mins	£26.80
1565	MUSIC ENSEMBLE Up to 25 players Own choice	Open Time limit 8 mins	£26.80
1570	MUSIC ENSEMBLE More than 25 players Own choice	Open Time limit 8 mins	£26.80

## FAMILY ENSEMBLE

- Any number or combination of instruments.
- This may include voice and keyboard.
- Open only to members of the same family.

1605	FAMILY ENSEMBLE	Time limit 8 mins	£26.80
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**Ensembles may perform any number of pieces up to the time limit of the class**

## INSTRUMENTAL COMPOSITION

- Any combination of instruments may be used other than those requiring a complex electronic sound system.
- The work can include voice and keyboard.
- A copy of the full score and a recording must be sent at the time of entry.** The entry may be rejected if this is not adhered to.
- The piece should be performed at the Festival, but it may be in a modified form.

1656	INSTRUMENTAL COMPOSITION	13 years & under Time limit 3 mins	£14.00
1660	INSTRUMENTAL COMPOSITION	16 years & under Time limit 5 mins	£14.00
1665	INSTRUMENTAL COMPOSITION	Open Time limit 8 mins	£18.30

There are no set works, and in all classes except for Recital and Ensemble classes entrants are expected to perform one piece only.

Please see Conditions of Entry at back of Syllabus

**Entries to be received by midnight on Friday 12th January 2024**

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Please specify instruments or type of ensemble and number of players.

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- Any number or combination of instruments.
- This may include voice and keyboard.
- Open only to members of the same family.

1605	FAMILY ENSEMBLE	Time limit 8 mins	£26.80
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**Ensembles may perform any number of pieces up to the time limit of the class**

## INSTRUMENTAL COMPOSITION

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- The work can include voice and keyboard.
- A copy of the full score and a recording must be sent at the time of entry.** The entry may be rejected if this is not adhered to.
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Please see Conditions of Entry at back of Syllabus

**Entries to be received by midnight on Friday 12th January 2024**

**The age of entrants for the Instrumental Section is reckoned on 1st March 2024**

## AWARDS

Categories or marks will be awarded as follows:

Category	Mark	Description
PROMISING	75 - 79	A performance showing development of technique and/or communication
MERIT	80 - 83	A capable performance showing artistic appreciation and/or technical ability
HIGHLY COMMENDED	84 - 86	A convincing performance technically and artistically
DISTINCTION	87 - 89	An excellent performance technically and artistically
OUTSTANDING	90+	An exceptional performance, both technically and artistically

## MEDALS

The Festival recommends that medals should only be awarded to, at most, the three competitors who achieve the highest places. In principle, it would be expected that only the competitor in first position is eligible for a gold medal, the competitor in second for a silver medal and the competitor in third for a bronze medal.

The Festival further recommends for competitors placed 1st, 2nd or 3rd, medals may be awarded as follows:

- \* Bronze or, very occasionally, silver medals for Merit & above
- \* Silver medals for Highly Commended or above
- \* Gold medals for 1st place with Highly Commended or above, or for 2nd place with Outstanding
- \* Boxed Special Gold medals are only awarded for 1st place with Outstanding

***However, all medals will be awarded entirely at the discretion of the adjudicators who may elect not to adhere strictly to the recommendations of the Festival***

## TROPHIES & PRIZES

The British & International Federation of Festivals, and its Adjudicators' Council, have recently announced "It has been agreed that in the case of two or more identical marks in an Overall Award, the winner should be decided by the Adjudicator based on technical and artistic merit." Accordingly, the Woodley Festival will encourage adjudicators to exercise their professional judgement in this respect, where possible.

Lists of trophies appear under each Section.

Note that all trophies remain the property of the Woodley Festival of Music & Arts.  
Please ensure that all trophies are returned to the section chairman  
**no later than one month before the start of the next Festival.**

# 2024 Conditions of Entry

## Instrumental, Pianoforte & Vocal Sections – Conditions of Entry

1. **OWN CHOICE** pieces must be stated on the entry form. Own choice pieces must be by **published composers**, not own compositions. Own compositions should be entered in classes I655 - I665 under the Instrumental Section.
2. **TIME LIMITS, where specified, must be strictly observed.** The approx. time of the piece should be included on the entry form. In any class, the adjudicator reserves the right to stop a performance, and may choose an appropriate penalty - e.g. marks may be deducted or 1st place may not be gained. This reflects not the quality of the performance but is purely in consideration of the time spent overall. Responsibility for timing rests with the performer and their teacher / coach.
3. **ACCOMPANIST** (vocal & instrumental sections only). There is an official accompanist available for booking, but you may well choose to make your own independent arrangements. **A charge will be made for the services of the Official Accompanist** – these charges are stated on the entry form. **A copy of the music must be sent to the Official Accompanist at the time of entry.** Rehearsals, including payment for them, are a matter for private arrangements between the entrant and the Accompanist and these need to take place before the date of the performance.
4. **REPEAT PERFORMANCES** Entrants may take part in as many classes as they wish (providing they are eligible) **but may not play the same piece twice in the same Festival year, nor submit the same piece from the previous year.**
5. **MUSIC COPYRIGHT** Entrants are reminded that it is against the law to photocopy copyright music without written permission from the copyright owner. Photocopies will only be accepted when an Own Choice work is selected from a publication containing several different works. In this case one copy may be made for the use of the adjudicator, provided the competitor has already purchased his / her own copy. This photocopy will be destroyed immediately after the event.
6. **BEGINNERS' CLASSES** Candidates may not enter the Beginners' Classes if they have previously played this instrument at the Festival. If candidates choose to play two short pieces - only one of these may be a graded piece. Candidates must not have had more than:
  - 18 months' tuition for the 8 and under or 9 and under classes
  - 1 year's tuition for the 11-18 and under classes
  - 2 years' tuition for adults.

**See Also General Conditions of Entry Overleaf**

## Speech & Drama – Conditions of Entry

1. **ANNOUNCING PIECES** Dramatic items should be announced with title and author at the time of performance to qualify for copyright indemnity and the performer must not change the words or gender of the character.
2. **GROUP ACTING** A copy of the script must be presented to the Adjudicator prior to the commencement of the performance.

3. **YOU NEED COPYRIGHT AGREEMENT FOR DUOLOGUE & GROUP ACTING** Duologue and Group Acting classes are not covered by The Festival's copyright agreement, so copyright for these items should be sought by performers at the time of entry.
4. **COPYRIGHT APPROVED** The Woodley Festival has entered into an agreement with the Authors' Licensing and Collecting Society. This means that entrants do not have to seek .copyright permission for any poetry, prose or solo dramatic items performed, to a time limit of 10 minutes.
5. **AUTHORS REIMBURSED** Performers and teachers will be delighted to know that their participating in this Festival means that authors will be directly reimbursed as a consequence of their works being performed at this Festival.
6. **PROPS** The Festival has a limited supply of folding chairs, rigid chairs, two 180cm x 75cm folding trestle tables, and a smaller table. For the safety of the performers, these folding chairs & tables must not be stood on, and folding tables must only be moved under adult supervision. The teacher/coach or parent, not the Festival, is responsible for the supply & safe operation of all props. The following are not permitted within the festival buildings: animals (except guide dogs), smoke and fire.

**See Also General Conditions of Entry Below**

## **General Conditions of Entry**

**Please note special Conditions of Entry for each section above**

1. **A COPY OF PIECES FOR THE USE OF THE ADJUDICATOR** must be handed in prior to your performance, and be collected at the end of the class. Please make sure your name is on the copy.
2. **LATE ENTRIES** are not normally accepted. Where feasible, the Section Chair may possibly exercise discretion to accept a late entry shortly after the closing date. Time is of the essence, so make any such request by phone or email, not post. Fees for unaccepted late entries will be returned.
3. **ENTRY FEES** are not refundable. Receipts will be sent on request.
4. **TIMES & DATES** Entrants must accept the times and dates allocated by us to any class. However, we will try to accommodate special requests in exceptional circumstances, if specified, with reasons, on the entry form.
5. **THE ADJUDICATOR'S DECISION** will be final. No contact may be made with the Adjudicators by entrants, parents, teachers or other interested parties, unless by the consent of a member of the Committee. Trophies & prizes will be awarded to competitors at the discretion of the adjudicator.
6. **ELECTRONIC ACCOMPANIMENT** is allowed in the Musical Theatre Classes of the Festival.
7. No unauthorised **PHOTOGRAPHY, VIDEO & SOUND** recording is allowed at the Festival whether using cameras, phones, or other equipment. Where parents/ guardians/ carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.

8. **OPEN CLASSES, AMATEURS & PROFESSIONALS** A professional is someone who earns their main livelihood from performing, not teaching, the instrument concerned. Medals are not awarded in the Open / Adult classes, and trophies are awarded at the discretion of the adjudicator.  
  
Professionals may enter only the Open or Adult Classes and will not be eligible for trophies. However, an Open Ensemble of four or more players may contain one or more professionals (players or conductor) and still be eligible for a trophy. The number of such professionals must be stated on the entry forms.
9. **SUB-DIVIDING & COMBINING CLASSES, & ORDER OF PERFORMANCE** The organisers will sub-divide or combine classes if circumstances make this necessary or desirable. The order of performance within a Class is at the sole discretion of the Section Chairman. Only in exceptional circumstances will the printed order be varied and then only with the agreement of the Adjudicator.
10. **SAFETY OF PERFORMERS** It is necessary for teachers and parents to be aware of their responsibilities in entering any performers with limited physical capabilities or special needs, bearing in mind the limitations imposed by the stage and surrounding environment. It is also necessary for the teacher or parent to pass on to the adjudicator, via the section chair, any such information that would impact on the adjudicator's work.
11. **ADJUDICATOR'S MARKS** When awarding marks, the Adjudicators will take into consideration the suitability of own choice material in own choice classes and competency when tuning instruments, when applicable.
12. **AGE OF AUDIENCE** Children are very welcome at the Festival, both as performers and in the audience. Generally, we ask you to consider not bringing pre-school children to the Festival. We recognise that circumstances sometimes make this unavoidable. If so, please be prepared to take out your child if they start to cause any disturbance - in fairness to the performers and the audience around you – as we do not wish to have to ask you to leave the performance room.
13. **LOSS OR DAMAGE** The Festival Committee can accept no responsibility for loss or damage to personal belongings or equipment brought to the Festival.
14. **CANCELLATION** The Committee reserves the right to cancel a class without prior notice.
15. **DATA PROTECTION ACT 1998** The Woodley Festival will hold data submitted on the entry form on computer, solely for the purpose of running the Festival. The data will not be made available, or communicated, to any third party.
16. **SAFEGUARDING POLICY** This policy relates to children under the age of 18 years and those vulnerable adults of any age who are identified to the organisers prior to their arrival at the Festival. Copies of this policy will be on display during the Festival, and may be obtained from the website, <http://www.woodleyfestival.org.uk>.

**Please note special Conditions of Entry for each section above**

## **Woodley Festival of Music & Arts - Child Protection Policy**

**The British and International Federation of Festivals for Music, Dance and Speech** work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation, and our member Festivals, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

### **We recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **The purpose of the policy:**

- to provide protection for the children and young people who participate in our festivals, including the children of festival members
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

### **We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

Delivered in partnership with

## Creating Safer Festivals for Everyone

The Federation and its member Festivals use the following policies and procedures to create **Safer Festivals** for everyone:

1. A single, definitive Child Protection Policy adopted by all Federation Festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival. Name: Sandra Tucker Phone: 07511 808074
3. Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection leaflets**, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation Festival.
5. All Festival stewards wear a Festival lapel badge. All teachers/parents/guardians/carers are asked to report all incidents of any nature to anyone wearing a Festival lapel badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Festival Child Protection** best practice advice. In addition we will ensure the availability of a quiet area / room where concerns can be expressed in private.
6. For the duration of the Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils/vulnerable adults. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils/vulnerable adults are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
7. No unauthorised photography, audio or video recording is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child/pupil/vulnerable adult is not included in official authorised photos.
8. Some children and vulnerable adults may have specific needs in order to take part. If this is the case we ask the responsible teachers/parents/guardians/carers to contact the Festival prior to arrival. The Festival actively seeks wherever possible to meet these needs, but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
9. The Festival's Child Protection Policy and approach to Creating Safer Festivals for Everyone is supplied with each entry form and published on the Website. By completing and signing the entry form all parents / guardians / carers and teachers of entrants under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the entrants to take part in the Festival. Without consent the entry to the Festival cannot be accepted.

## MAP TO OAKWOOD CENTRE, WOODLEY

**FREE PARKING** at Woodford Park (5 mins walk)  
or pay at Woodley Shopping Centre.



Maps of other festival locations are available on the website:  
<http://www.woodleyfestival.org.uk>