

# Festival Syllabus for 2024



## **ROCHESTER AND NORTH KENT MUSIC AND DRAMA FESTIVAL**

**To be held on Saturday 23<sup>rd</sup> March 2024  
at  
Holcombe Grammar School  
Letchworth Avenue, Chatham, ME4 6JB**

***Entries must be received by  
the Entry Secretary by  
Saturday January 27th 2024***

**Please visit our website, where you can download the  
syllabus and entry forms:  
[www.rnkmdf.org.uk](http://www.rnkmdf.org.uk)**

Honorary President: The Reverend Canon Neil Thompson

Patron: The Worshipful, the Mayor of Medway

Chairman: Dr D C Hubbard

**Chairman's letter to all performers, teachers and parents.**

It is my pleasure to welcome friends and competitors for our 2024 Festival.

Following the success of this year's festival as the first full festival following Covid, I look forward to an even bigger one in the coming season. We are attempting to reach out to more schools and organisations, and I hope that our regular entrants will be accompanied by new faces as well this time. Hopefully nothing will get in the way of becoming successful competitors and our team will be ready to greet you all on the day.

Please make sure you read the rules section as there have been some minor changes and be mindful of the entry deadline.

I look forward to welcoming you all next spring.

DCH

**Our Adjudicators for 2024 are:**

**Music**

Kenneth Roberts

Eva Maria Doroszkowska

Roy Robinson

**Speech and Drama:**

Frances Colyer

The Rochester and North Kent Music and Drama Festival  
(Registered Charity No: 287764) is affiliated to:  
*The British and International Federation of Festivals  
for Music, Dance and Speech*



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## How the festival works

### Festival Day

Soon after the closing date for entries, the volunteers on our committee start the task of putting together a programme for the day, fitting in all the entries for the classes. You will receive your programme, before the day, either by email or post.

When you arrive, please register at the Reception Desk. If any relatives or friends are coming with you, they will need to pay an admission charge to see you perform.

Your ticket(s) entitles you to come and listen to any of the classes in any room.

Please provide your own accompanist if you need one; a list of recommended accompanists can be found **on page 21**. These people will be very busy on the festival day itself, so it is important that you arrange to rehearse with them beforehand.

A Warm-up Room for individuals, ensembles and choirs will be available throughout the day.

When it comes to your class(es), make sure you are in the correct room in good time. After all the performers for each class have finished performing, the adjudicator will talk about each of the performances, indicating what was especially good and what you could work on to improve. You will be given a mark, and if that is the highest mark in that class, you could win a medallion or trophy. All entrants will receive a certificate. Please note that class trophies have not been included in this syllabus; they will be allocated before the festival and included in the programme.

### Championship Concert

**We offer the opportunity for the winners and high scorers to perform again in this special concert on Saturday 20<sup>th</sup> April 2024 where further trophies and prizes are awarded. For more information about this concert see page 22.**

### What do you gain by entering the festival?

#### **The RNKMD Festival gives all entrants an opportunity to:**

- 1) Perform in front of a supportive and enthusiastic audience of family and friends
- 2) Receive feedback from specialist adjudicators, so that they can improve and develop their skills. This can be especially useful to students preparing for School or Music examinations, as they can gain experience in performing to an audience and benefit from the advice given by the adjudicators
- 3) Receive recognition of their achievements in the form of certificates, cups and medallions

## How to enter the festival

**By entering this Festival, you are giving consent to your information being collected and stored by the Festival. Please refer to the festival's GDPR Data Protection Policy on page 23.**

1) Look through this syllabus and put together a list of classes you would like to enter. Entrants are allowed a **maximum of 6 individual entries across two genres**. This is to ensure that we can create a timetable without clashes. **NB** The three genres in our festival are:

i) Vocal ii) Piano and Instrumental iii) Speech and Drama

2) Once you have chosen your classes, work out the fees for each class using the table. Then fill in the entry form supplied with this syllabus (please take care to complete the correct form for your chosen classes and sign the second page), write a cheque and post them to the **Entry Secretary** (address below) to arrive by **Saturday 27th January 2024** at the latest. **When sending your entry, remember that there is a 50% discount for the fourth class entered.**

3) Payment of entry fees will also be accepted by bank transfer (BACS). Please contact the Festival and Entry Secretary, by email, for details. Contact details are below. Please note that, in normal circumstances, no refunds are given. However, please read the Cancellation Policy on page 23 of this syllabus, to find out what happens if the festival cannot take place.

4) We are pleased to announce that a Bursary Fund is available to support entrants aged 18 or under who could benefit from financial help with paying the entry fees. Please contact the Festival Secretary for further details. Applications must be made by Saturday 20<sup>th</sup> January. Any requests for assistance will be treated in the strictest confidence.

5) The Festival Association is a registered charity and, as such, the fees of performers and audience are all used to manage the Festival Association and pay the costs of the festival and concert. All members of the committee (and helpers) are voluntary and unpaid.

### **Festival and Entry Secretary**

Mrs Janet Wilkinson

22 Friston Way

Rochester

ME1 2UU

Tel: 01634 316677

Email: [rnkmdfestival1@virginmedia.com](mailto:rnkmdfestival1@virginmedia.com)

**IMPORTANT: Please ensure that you read the Conditions and Rules of Entry (page 19) and the Festival Safeguarding Policies (page 23) before submitting your entry.**

## VOCAL CLASSES

### FEES:

Solo Classes: £9

Choirs of 11 to 20 performers: £40

Choirs of 21 + performers: £50

Ensembles of up to 10 performers: £30

£15 for a duet; £20 for a trio; £25 for a quartet

1. Please see Rule 9 on Page 20 regarding copies in any class.
2. To conform to normal performance practice, competitors in the Oratorio and Lieder classes may sing from the music. A music stand will be provided, if required. **For all other classes, performers should sing from memory, without copies.**
3. All vocal classes are for either male or female competitors, unless otherwise stated.
4. Choirs must have more than one singer to each harmonic part.
5. Please note that art songs are defined as:  
**‘Secular (non-sacred) songs, written for voice and piano: they are often a setting of a text or poem.’** They do not include popular songs or material from films or shows.
6. Please arrange your own accompanist and state their name on the entry form.

### Vocal Classes for Adults

For additional classes please see ‘Classes for all ages’

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| <b>V1</b><br>12 mins  | <b>Senior Choirs: Single or mixed gender</b><br>Own choice of two contrasting songs, in harmonised parts, with or without accompaniment.   |
| <b>V2A</b><br>12 mins | <b>Gospel or Church Choirs: Single or mixed gender</b><br>Own choice of two contrasting sacred songs, in harmonised parts, with or without accompaniment.  |
| <b>V2B</b><br>12 mins | <b>Community Choirs: Single or mixed gender</b><br>Own choice of two contrasting songs, with or without accompaniment.<br><b>NB Backing tracks will be permitted in this class. Please ensure that the accompaniment is BACKING ONLY. Background vocals are not permitted.</b> |
| <b>V3</b><br>12 mins  | <b>Vocal Ensemble:</b> complement of 5-10 voices.<br>Own choice of song (s), any voices in harmonised parts, with or without accompaniment   |
| <b>V4</b><br>5 mins   | <b>Vocal Duet: any combination of voices.</b><br>Own choice of one song, in two harmonised parts. Each part should make a significant contribution to the performance, with or without accompaniment.  |
| <b>V5</b><br>5 mins   | <b>Vocal Trio or Quartet: any combination of voices</b><br>Own choice of one song, in three or four harmonised parts, with or without accompaniment.   |

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| <b>V6</b><br>15 mins | <b>Recital:</b><br>Own choice of three contrasting art songs by any composer(s) and from any era.<br><i>NB It is advisable, though not compulsory, to link the three pieces by theme</i>   |
| <b>V7</b><br>7 mins  | <b>Operatic Aria:</b><br>Own choice of operatic aria (with relevant recitative, if and where appropriate).   |
| <b>V8</b><br>7 mins  | <b>Operetta:</b><br>Own choice of aria from any operetta, by any composer (including Gilbert and Sullivan) and from any era.   |
| <b>V9</b><br>6 mins  | <b>Over 50s Class:</b><br>Own choice of one song.  |
| <b>V10</b><br>7 mins | <b>Oratorio or Cantata Aria:</b><br>Own choice of aria (with relevant recitative, if wished). <b>Competitors may use a music score for this class. A music stand will be provided.</b>   |
| <b>V11</b><br>5 mins | <b>Handel Song Class (not Oratorio or Cantata):</b><br>Own choice of one song by Handel.   |
| <b>V12</b><br>5 mins | <b>Sacred Song (not Oratorio or Cantata):</b><br>Own choice of one sacred song.  |
| <b>V13</b><br>7 mins | <b>Lieder:</b><br>Own choice of one song, by any recognised lied composer, to be sung in German. A short synopsis of the song should be given as an introduction.<br><b>Performers may use a music score for this class. A music stand will be provided.</b> |
| <b>V14</b><br>5 mins | <b>British or American Art Song:</b><br>Own choice of one song by a British or American composer.  |
| <b>V15</b><br>5 mins | <b>European Art Song:</b><br>Own choice of one song by a European, not British, composer. (e.g. Cimarosa, Giordano, Paisiello, Scarlatti, etc).  |
| <b>V16</b><br>5 mins | <b>Set Song:</b><br><i>Down by the Salley Gardens</i> by Ivor Gurney<br>or<br><i>Early One Morning</i> by Benjamin Britten   |
| <b>V17</b><br>5 mins | <b>Shakespeare set to Music:</b><br>Own choice of one song, by any composer, from a work by William Shakespeare.   |
| <b>V18</b><br>5 mins | <b>Songs from Musicals:</b><br>Own choice of one song from any musical, stage show or film etc., from the 20th century onwards (except Disney songs). Please note that actions are to be encouraged in this class, but costumes or props are not permitted   |
| <b>V19</b><br>5 mins | <b>Popular Song:</b><br>Own choice of one song from any commercial genre (e.g. Pop, Chart, R & B, Soul, Hip Hop, Light Music)  |
| <b>V20</b><br>5 mins | <b>Jazz, Swing or Blues Song:</b><br>Own choice of one song that fits into any of these categories.  |

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| <b>V21</b><br>5 mins | <b>Music Hall or Humorous Song:</b><br>Own choice of one song  |
| <b>V22</b><br>5 mins | <b>Folk Song of any Nationality:</b><br>Own choice of one folk song, with or without accompaniment.            |
| <b>V23</b><br>4 mins | <b>Beginners:</b><br>Own choice of one song.<br>This class is intended for those who are fledgling performers. |

### Vocal classes for Children and Young People

For additional classes please see 'Classes for all ages'

This section is for performers who are in full- time education up to NC Year 13.

**FEES:**

**Choirs of 11 to 20 performers: £40 (£20 for V24, £25 for V25 and V25A); Choirs of 21 + performers: £50 (£25 for V24, £30 for V25 and V25A)**

**Solo classes: £9; Duet: £15**

**Please note that we have reduced our fees for individual entries by children under the age of 11. The fee for these classes will be £6 per class.**

1. Please arrange your own accompanist and state their name on the entry form. A piano is provided, but any instrument may be used for accompanying.
2. Recorded accompaniment is permitted in certain classes (see class details) and must be provided by entrants in CD format. Please ensure that the accompaniment is **BACKING ONLY**. Background vocals are not permitted.
3. Please see Rule 9 on Page 20 regarding copies in any class.
4. All performers should sing from memory, where possible.
5. All vocal classes are for either boy or girl competitors, unless otherwise stated.
6. Choirs must have more than one singer to each harmonic part.

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| <b>V24</b><br>7 mins   | <b>School or Junior Choirs (NC Years 3-6):</b><br>Own choice of two contrasting songs, with or without accompaniment (small percussion is permitted, if desired). This must be more music based as opposed to action, or dance, based. However, limited movement, within the performance area, is permitted.    |
| <b>V25</b><br>10 mins  | <b>School or Youth or Choirs (NC Years 7-13):</b><br>Own choice of two contrasting songs, with or without accompaniment (small percussion is permitted, if desired). This must be more music based as opposed to action, or dance, based. However, limited movement, within the performance area, is permitted. |
| <b>V25A</b><br>10 mins | <b>Vocal Group (NC Years 7-13)</b><br>Own choice of two contrasting songs.<br><b>NB Backing tracks will be permitted in this class. Please ensure that the accompaniment is BACKING ONLY. Background vocals are not permitted.</b>  |



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| <b>V26</b><br>5 mins | <b>Vocal Duet (NC Years 10-13):</b> any combination of voices.<br>Own choice of one, or more, songs in two parts. |
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| <b>V27A</b><br>5 mins | <b>Classical Song (NC Years 1-3):</b><br>Own choice of one song.  |
| <b>V27B</b><br>5 mins | <b>Classical Song (NC Years 4-6):</b><br>See above  |
| <b>V27C</b><br>5 mins | <b>Classical Song (NC Years 7-9):</b><br>See above  |
| <b>V27D</b><br>5 mins | <b>Classical Song (NC Years 10-13):</b><br>See above  |
| <b>V28A</b><br>5 mins | <b>Sacred Song (NC Years 1-3):</b><br>Own choice of one sacred song   |
| <b>V28B</b><br>5 mins | <b>Sacred Song (NC Years 4-6):</b><br>See above   |
| <b>V28C</b><br>5 mins | <b>Sacred Song (NC Years 7-9):</b><br>See above   |
| <b>V28D</b><br>5 mins | <b>Sacred Song (NC Years 10-13):</b><br>See above   |
| <b>V29</b><br>5 mins  | <b>Carol or Hymn (up to year 13):</b><br>Own choice or a carol or hymn  |
| <b>V30</b><br>5 mins  | <b>Lieder (NC Years 10-13):</b><br>Own choice of one song, by any recognised lied composer, to be sung in German.<br>A short synopsis of the song should be given as an introduction.<br><b>Performers may use a music score for this class. A music stand will be provided.</b>  |
| <b>V31A</b><br>5 mins | <b>Songs from Musicals (NC Years 3-6)</b><br>Own choice of one song from any musical, stage show or film etc., from the 20th century onwards (except Disney songs). Please note that actions are to be encouraged in this class, but costumes or props are not permitted.<br><b>Recorded accompaniment/backing tracks ONLY</b><br><b>Note: Please ensure that the chosen song is appropriate for the age of the singer.</b> |

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| <b>V31B</b><br>5 mins | <b>Songs from Musicals (NC Years 7-9):</b><br>See above   |
| <b>V31C</b><br>5 mins | <b>Songs from Musicals Pre-1963 (NC Years 10-13):</b><br>Own choice of one song from any musical, stage show or film etc. (except Disney songs) composed <b>pre-1963</b> .<br><b>NB – LIVE ACCOMPANIMENT ONLY</b> |

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| <b>V31D</b><br>5 mins | <b>Songs from Musicals Post- 1963 (NC Years 10-13):</b><br>Own choice of one song from any musical, stage show or film etc. (except Disney songs) composed <b>post- 1963</b> .<br><b>Recorded accompaniment/backing tracks ONLY</b> |
| <b>V32A</b><br>5 mins | <b>Disney or other animated film song (NC Years 1-3)</b><br>Own choice of one song from any animated film by Disney or any other film maker (e.g. Warner Brothers, etc.).<br><b>Recorded accompaniment/backing tracks ONLY</b>      |
| <b>V32B</b><br>5 mins | <b>Disney or other animated film song (NC Years 4-6):</b><br>See above<br><b>Recorded accompaniment/backing tracks ONLY</b>   |
| <b>V32C</b><br>5 mins | <b>Disney or other animated film song (NC Years 7-9):</b><br>See above<br><b>Recorded accompaniment/backing tracks ONLY</b>   |
| <b>V32D</b><br>5 mins | <b>Disney or other animated film song (NC Years 10-13):</b><br>See above<br><b>Recorded accompaniment/backing tracks ONLY</b>   |
| <b>V33A</b><br>5 mins | <b>Popular Song (NC Years 7-9):</b><br>Own choice of one song from any commercial genre (e.g. Pop, Chart, R & B, Soul; could include Jazz or Swing)<br><b>Recorded accompaniment/backing tracks ONLY</b>                            |
| <b>V33B</b><br>5 mins | <b>Popular Song (NC Years 10-13):</b><br>See above<br><b>Recorded accompaniment/backing tracks ONLY</b>   |
| <b>V34</b><br>4 mins  | <b>Beginners:</b><br>Own choice of one song.<br>This class is intended for those who are fledgling performers.  |
| <b>V35</b><br>5 mins  | <b>Folk Song of any Nationality</b><br>Own choice of one folk song, with or without accompaniment   |

### Vocal classes for all ages

**Fees:**

**Solo classes: £9 (All ages)**

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| <b>V36</b><br>5 mins | <b>Grade Class (Grades 1-4): for any age, any voice.</b><br>Own choice of one song from any recognised Examination Board's current syllabus.    |
| <b>V37</b><br>5 mins | <b>Grade Class (Grades 5 or 6): for any age, any voice.</b><br>Own choice of one song from any recognised Examination Board's current syllabus. |

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| <b>V38</b><br>5 mins | <b>Grade Class (Grades 7 or 8): for any age, any voice.</b><br>Own choice of one song from any recognised Examination Board's current syllabus.  |
| <b>V39</b><br>5 mins | <b>Songwriting Class:</b><br>Entrants are invited to submit an original score of one song, which must be received by the <b>Festival Secretary</b> by <b>Saturday 10<sup>th</sup> February 2024</b> . Please ensure that the score is legible. The songwriter need not be the performer, although he/she will be expected to attend the performance. |
| <b>V40</b><br>5 mins | <b>'Unplugged' Class:</b><br>Own choice of one popular song which includes vocal(s) with acoustic instruments and/or percussion.   |

## PIANO CLASSES

1. The adjudicator will award marks for the overall performance and will not necessarily take into account the technical difficulty of the piece performed.
2. 'Repeats' are optional (provided that the playing of a repeated section does not cause the performance to exceed the specified time limit).
3. No performer may play the same piece of music in more than one class, even though the music chosen may satisfy the criteria for two or more classes.
4. Please state the National Curriculum Year of the competitor on the entry form.
5. A copy of the music must be provided for the adjudicator. See Rule 9 on page 20.

Notes for Grade Classes:

- 1) Entrants who choose set pieces by Examination Boards (e.g. Associated Board of the Royal Schools of Music) may NOT choose those pieces marked 'Reprinted by permission -for use only in connection with examiners of the Royal Schools of Music', unless they obtain WRITTEN PERMISSION from the publisher. The Associated Board does not hold the copyright for these pieces.
- 2) Classes are 'own choice', but the standards set for each grade by the major Examination Boards should be used as a guide for the choice of piece in all classes. Pieces may be chosen from any current syllabus or from preceding years. Entrants should enter the grade class which they are working towards.
- 3) The lower grades (up to Grade 6) are generally regarded as 'junior' classes; however, competitors of any age may enter these classes.
- 4) Entrants should not be of a higher standard than the grade of the piece chosen.
- 5) **Entrants may play more than one piece per class provided that the total time for playing the pieces does not exceed the specified time limit.**
- 6) **Entrants should ensure that their performance lasts for at least 50% of the time allocated to the class.**

**FEES:**

**Solo Classes (All Ages): £9**

**Please note that we have reduced our fees to £6 per entry for individual entries by children under the age of 11.**

**Duets: £15; Trios: £20; Quartets: £25; Ensembles of 5 to 10 performers: £30**

**Exception: Piano duet with teacher (teacher is not assessed): £9**

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| <b>P1</b><br><b>3 mins</b>   | <b>Pre-grades (Beginners):</b><br>One or two contrasting pieces (not ragtime or jazz) may be played. An element of both hands together is expected.<br>This class will be given a written adjudication, but no marks will be given. |
| <b>P2</b><br><b>3 mins</b>   | <b>Grade 1 or 2 (not ragtime or jazz):</b><br>Own choice of music of the appropriate standard: one or two pieces  |
| <b>P3</b><br><b>4 mins</b>   | <b>Grade 3 or 4 (not ragtime or jazz):</b><br>Own choice of music of the appropriate standard: one or two pieces  |
| <b>P4</b><br><b>5 mins</b>   | <b>Grade 5 or 6 (not ragtime or jazz):</b><br>Own choice of music of the appropriate standard: one or two pieces  |
| <b>P5</b><br><b>6 mins</b>   | <b>Grade 7 or 8 (not ragtime or jazz):</b><br>Own choice of music of the appropriate standard.  |
| <b>P6</b><br><b>6 mins</b>   | <b>Popular Music (up to NC Year 13):</b><br>Any arrangement of a popular song, or an extract from a musical or show   |
| <b>P7</b><br><b>6 mins</b>   | <b>Popular Music (adults):</b><br>Any arrangement of a popular song, or an extract from a musical or show.  |
| <b>P8</b><br><b>3 mins</b>   | <b>Ragtime, Jazz or Swing (Grade 1 or 2):</b><br>Own choice of music of the appropriate standard: one or two pieces   |
| <b>P9</b><br><b>4 mins</b>   | <b>Ragtime, Jazz or Swing (Grade 3, 4 or 5):</b><br>Own choice of music of the appropriate standard.  |
| <b>P10</b><br><b>8 mins</b>  | <b>Classical Class:</b><br>Own choice of any work by a composer of the 'Classical Period' (1750 to 1815)  |
| <b>P11</b><br><b>8 mins</b>  | <b>Romantic Class:</b><br>Own choice of any work by a composer of the 'Romantic' period (c. 1830-1900).   |
| <b>P12</b><br><b>8 mins</b>  | <b>Baroque Class:</b><br>Own choice of work by any Baroque composer<br>(e.g. Bach, Handel, Purcell, etc).   |
| <b>P13</b><br><b>8 mins</b>  | <b>French Impressionist:</b><br>Own choice of work by any 'Impressionist' composer<br>(e.g. Debussy, Satie, Ravel, etc).  |
| <b>P14</b><br><b>8 mins</b>  | <b>Modern piano music:</b><br>Own choice of any piano work from c. 1910 onwards.  |
| <b>P15</b><br><b>10 mins</b> | <b>Advanced Class: beyond Grade 8</b><br>Own choice of one, or two, pieces by any composer(s).<br>The chosen works must be beyond Grade 8 technical standard.   |

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| <b>P16</b><br><b>3 mins</b> | <b>Non-competitive class:</b><br>This class is for entrants of any age and standard.<br>This class will be given a written adjudication, but no marks will be given. |
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| <b>P17</b><br><b>5 mins</b> | <b>Piano duet with a teacher:</b><br>Own choice of work, the performer will be expected to play the 'primo' part. The overall performance will be judged. |
| <b>P18</b><br><b>3 mins</b> | <b>Piano duet with another entrant (up to NC Year 6):</b><br>Own choice of work, both performers will be judged.  |
| <b>P19</b><br><b>5 mins</b> | <b>Piano duet with another entrant (NC Years 7-13):</b><br>Own choice of work, both performers will be judged.  |
| <b>P20</b><br><b>5 mins</b> | <b>Piano duet with another entrant (Adults):</b><br>Own choice of work, both performers will be judged.   |

### **INSTRUMENTAL CLASSES**

**This section is open to performers of all ages.**

Recorded accompaniment is permitted in these classes, if desired, and must be provided by entrants in CD format.

1. All classes are deemed to be junior classes up to Grade 6. Thereafter, they are deemed to be advanced classes.
2. Players of any instrument may enter any appropriate class for the standard currently achieved, except in examination grade classes. Entrants should enter the grade class which they are working towards.
3. All classes are "own choice" for music to be played.
4. It is desirable to play from memory, if possible.
5. If entrants decide to play unaccompanied, please indicate this on the entry form.
6. The adjudicator will be looking for an overall musical performance in all classes, including the "grade" classes, not just technical accomplishment.
7. **A copy of the music must be provided for the adjudicator** and the accompanist must play from an original and authentic purchased printed copy. See Rule 9 on page 20.

**FEES: Junior Beginners: £6; Solo Classes: £9; Duets: £15; Trios: £20; Quartets: £25;**

**Ensembles of 5 to 10 performers: £30**

**Please note that all entrants under the age of 11 will be charged £6 per class.**

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| <b>I1</b><br><b>4 mins</b> | <b>Adult Beginners:</b> those who have been playing for less than a year.<br>Own choice of music, performed on any instrument other than piano, with or without accompaniment.  |
| <b>I2</b><br><b>4 mins</b> | <b>Junior Beginners:</b> those who have been playing for less than a year.<br>Own choice of music, performed on any instrument other than piano, with or without accompaniment. |
| <b>I3</b><br><b>5 mins</b> | <b>Solo performance (up to Grade 4):</b>  |

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|-----------------------------|---|
|                             | Own choice of music (other than jazz, swing, blues or ragtime), to be performed on any woodwind, brass, percussion or stringed instrument (except guitar, see classes I11, I12 and I13), with or without accompaniment.   |
| <b>I4</b><br><b>7 mins</b>  | <b>Solo performance (Grades 5-8):</b><br>Own choice of music (other than jazz, swing, blues or ragtime), to be performed on any woodwind, brass, percussion or stringed instrument (except guitar, see classes I11, I12 and I13), with or without accompaniment.    |
| <b>I5</b><br><b>10 mins</b> | <b>Solo performance (above Grade 8):</b><br>Own choice of music (other than jazz, swing, blues or ragtime), to be performed on any woodwind, brass, percussion or stringed instrument (except guitar, see classes I11, I12 and I13), with or without accompaniment. |
| <b>I6</b><br><b>8 mins</b>  | <b>Jazz, Swing or Blues solo:</b><br>Own choice of music, to be performed on any instrument, with accompaniment.  |
| <b>I7</b><br><b>3 mins</b>  | <b>Duet (up to Grade 4):</b><br>Own choice of music to be performed on any combination of instruments, other than pianos.   |
| <b>I8</b><br><b>5 mins</b>  | <b>Duet (Grade 5-8):</b><br>Own choice of music to be performed on any combination of instruments, other than pianos.   |
| <b>I9</b><br><b>8 mins</b>  | <b>Duet (above Grade 8):</b><br>Own choice of music to be performed on any combination of instruments, other than pianos.   |
| <b>I10</b><br><b>6 mins</b> | <b>Instrumental Ensemble:</b><br>Own choice of music for three or more players, including piano if desired.   |
| <b>I11</b><br><b>5 mins</b> | <b>Plucked instruments (eg guitar, ukulele) (up to Grade3)</b><br>Own choice of one, or two contrasting, piece(s).  |
| <b>I12</b><br><b>7 mins</b> | <b>Plucked instruments (eg guitar, ukulele) (Grades 4-6)</b><br>Own choice of one, or two contrasting, piece(s).  |
| <b>I13</b><br><b>7 mins</b> | <b>Plucked Instruments (eg guitar, ukulele) (Grades 7-8)</b><br>Own choice of one, or two contrasting, piece(s).  |
| <b>I14</b><br><b>5 mins</b> | <b>World Music class:</b><br>Own choice of non-standard/non-Western music.  |

## **SPEECH AND DRAMA CLASSES**

### **Rules for all classes**

1. Copyright agreement: Rochester and North Kent Festival has entered into an agreement through the British and International Federation of Festivals with the Authors' Licensing and Collecting Society. This means that competitors do not have to seek copyright permission for any poetry, prose or solo dramatic items performed, to a time limit of 10 minutes. Authors will be directly reimbursed as a consequence of their work being performed at the festival. However, duologues and group dramatic items are not covered by this agreement, and copyright permission for items by a published playwright should be sought by performers at the time of entry.

2. Solo dramatic items must be announced with title and author at the time of performance to qualify for copyright indemnity, and the competitor must not change the words or gender of the character.

3. Photocopying of verse and prose: An agreement has been reached with the Copyright Licensing Agency that a copy of own choice poetry, verse or prose may be made for the adjudicator's use.

Additional notes for Drama classes:

4. Performers may request a table and chair(s) to be available for the performance. Small hand props are allowed, and simple costumes can be worn over the clothes that the competitors are wearing.

5. A copy of the text (where relevant) must be submitted to the Festival Secretary by 10<sup>th</sup> February.

6. Please refer to rule 5 (in Conditions and Rules of Entry) regarding time limits.

7. An introduction, not exceeding one minute, must be given to set the scene.

8. Please note that schools' entries will, with prior permission from the festival, be able to film their students for exam assessment and to go towards the practical facets of their examinations (GCSE, A level or BTEC, for example). Any school staff wishing to take advantage of this opportunity must contact the Festival Secretary by Saturday 27th January 2024.

9. A copy of the poem, speech, extract or scene must be provided for the adjudicator. See Rule 9 on page 20.

**IMPORTANT:** All Verse Speaking Classes must be performed from memory.

#### **FEES:**

**All Solo Classes: £9**

**Please note that we have reduced our fees for individual entries by children under the age of 11. The fee will be £6 per class.**

**Two performers: £15; Three performers: £20; Four Performers: £25; Groups of five to ten performers: £30; Groups of eleven or more performers: £40**

**For classes D3A, D3B, D3C, D4A, D4B, D5A, D5B, please see the class descriptors for information about fees.**

## SPEECH and DRAMA CLASSES for Children and Young People

|                      |  |
|----------------------|--|
| <b>S1A</b><br>2 mins | <b>Verse speaking (NC Years 1-3)</b><br>Own choice of verse on the theme of Animals.   |
| <b>S1B</b><br>2 mins | <b>Verse speaking (NC Years 4-6):</b><br>Own choice of verse on the theme of Families.   |
| <b>S1C</b><br>3 mins | <b>Verse speaking (NC Years 7-9):</b><br>Own choice of verse of the theme of The Environment.  |
| <b>S1D</b><br>4 mins | <b>Verse speaking (NC Years 10-13):</b><br>Own choice of verse on the theme of Injustice.  |
| <b>S2</b><br>4 mins  | <b>Humorous verse (up to NC Year 13)</b><br>Own choice on any subject.<br><b>Language or content must not give offence.</b>  |
| <b>S3A</b><br>5 mins | <b>Reading Aloud (NC years 1-3)</b><br>Read aloud a passage from any fiction book by Dick King-Smith or Roald Dahl   |
| <b>S3B</b><br>2 mins | <b>Reading Aloud (NC Years 4-6):</b><br>Read aloud a passage from any fiction book by Gillian Cross or Michael Morpurgo  |
| <b>S3C</b><br>3 mins | <b>Narrative Prose (NC Years 7-9):</b><br>Read aloud a passage from any fiction book by Malorie Blackman or Philip Pullman   |
| <b>S3D</b><br>3 mins | <b>Narrative Prose (NC Years 10-13):</b><br>Read aloud a passage from any novel by John Steinbeck or Emily Bronte  |
| <b>S4A</b><br>2 mins | <b>Religious reading (NC Years 3-6):</b><br>Own choice of reading from a Holy Book of any faith. Any version of the chosen Holy Book is acceptable, but readings must be in English. |
| <b>S4B</b><br>3 mins | <b>Religious reading (NC Years 7-9):</b><br>See above  |
| <b>S4C</b><br>4 mins | <b>Religious reading (NC Years 10-13):</b><br>See above  |

|                      |  |
|----------------------|--|
| <b>S5A</b><br>5 mins | <b>Public Speaking (up to NC Year 9)</b><br>Entrants may speak on any topic, which must be stated on the entry form. No notes are allowed, and the entrant must speak from memory.   |
| <b>S5B</b><br>5 mins | <b>Public Speaking (NC Years 10-13):</b><br>See above  |
| <b>S6A</b><br>3 mins | <b>Write and Perform your own Poem (NC Years 3-6)</b><br>Performers to compose their own poem on any theme. This must be sent to the Festival Secretary by Saturday 10 <sup>th</sup> February. Entrants must perform their own work. Language and content must not give offence. |
| <b>S6B</b><br>3 mins | <b>Write and Perform your own Poem (NC Years 7-9)</b><br>See above   |
| <b>S6C</b><br>3 mins | <b>Write and perform your own poem (NC Years 10-13)</b><br>See above   |



|                       |  |
|-----------------------|--|
| <b>D1A</b><br>3 mins  | <b>Audition pieces (NC Years 3-6):</b><br>Own choice of solo dramatic performance<br>Language and content must not give offence  |
| <b>D1B</b><br>4 mins  | <b>Audition pieces (NC Years 7-9):</b><br>See above  |
| <b>D1C</b><br>5 mins  | <b>Audition pieces (NC Years 10-13):</b><br>See above  |
| <b>D2A</b><br>4 mins  | <b>Shakespeare Speech (NC Years 7-9):</b><br>Own choice of speech from any play by William Shakespeare.  |
| <b>D2B</b><br>4 mins  | <b>Shakespeare Speech (NC Years 10-13):</b><br>See above   |
| <b>D3A</b><br>5 mins  | <b>Acted scenes for small groups-up to four players (NC Years 4-6)</b><br>Performance for any number of players, from two upwards, of an extract from any play, which can be one that is devised by the performers themselves.<br><b>Fee: £10</b>  |
| <b>D3B</b><br>10 mins | <b>Acted scenes for small groups-up to four players (NC Years 7-9):</b><br>Performance of an extract from any play.<br><b>Fee: £15</b>   |
| <b>D3C</b><br>10 mins | <b>Acted scenes for small groups-up to four players (NC Years 10-13):</b><br>Performance of an extract from any play.<br><b>Fee: £15</b>   |
| <b>D4A</b><br>10 mins | <b>Acted scenes for large groups of five or more players (NC Years 7-9)</b><br>Performance of an extract from any play.<br><b>Fee: £25</b>   |
| <b>D4B</b><br>10 mins | <b>Acted scenes for large groups of five or more players (NC Years 10-13)</b><br>See above<br><b>Fee: £25</b>  |
| <b>D5A</b><br>10 mins | <b>Acted scenes for groups – devised drama (NC Years 7-9):</b><br>Performances for any number of players, from two upwards, of an original composition by one or more of the competitors.<br><b>Language and content must not give offence.</b><br><b>Fees: £15 up to 4 players; £25 for 5 or more players</b> |
| <b>D5B</b><br>10 mins | <b>Acted scenes for groups – devised drama (NC Years 10-13):</b><br>See above<br><b>Fees: £15 up to 4 players; £25 for 5 or more players</b>   |

## SPEECH and DRAMA CLASSES for Adults

|                     |   |
|---------------------|---|
| <b>S7</b><br>5 mins | <b>Verse Speaking</b><br>Own choice of verse on any theme.  |
| <b>S8</b><br>4 mins | <b>Humorous Verse</b><br>Own choice on any subject.<br>Language or content must not give offence. |

|                             |  |
|-----------------------------|--|
| <b>S9</b><br><b>5 mins</b>  | <b>Narrative Prose</b><br>Read aloud a passage from any fiction book.  |
| <b>S10</b><br><b>4 mins</b> | <b>Religious Reading</b><br>Own choice of reading from a Holy Book of any faith. Any version of the chosen Holy Book is acceptable, but readings must be in English.   |
| <b>S11</b><br><b>5 mins</b> | <b>Public Speaking (Adults):</b><br>Entrants may speak on any topic, which must be stated on the entry form. No notes are allowed, and the entrant must speak from memory.   |
| <b>D6</b><br><b>6 mins</b>  | <b>Audition pieces (adults):</b><br>Own choice of solo dramatic performance.<br><b>Language and content must not give offence.</b>   |
| <b>D7</b><br><b>6 mins</b>  | <b>Shakespeare Speech (adults):</b><br>Own choice of speech from any play by William Shakespeare.  |
| <b>D8</b><br><b>15 mins</b> | <b>Acted scenes for groups (adults):</b><br>Performances for any number of players, from two upwards, of an extract from any play.   |
| <b>D9</b><br><b>15 mins</b> | <b>Acted scenes for groups – original composition (adults):</b><br>Performances for any number of players, from two upwards, of an original composition by one or more of the competitors.<br><b>Language and content must not give offence.</b> |

### **Be a part of something really worthwhile!**

Our festival gives people of all ages and abilities the opportunity to display and expand their talent for a huge range of styles of music, speech and drama.

There is a great “buzz” in the air on festival day, but there is also a huge reward in being part of making it happen, and you can be a part of that. How big a part you play in making this event happen is entirely up to you: no contribution of time or effort is too small to be received with heartfelt thanks.

Don’t have much time available? Perhaps you could come along on the day before Festival Day and help with setting up. Good with words? Perhaps write us a blog. Good organiser? Our committee always needs such people, and you don’t have to attend loads of meetings.

Good with people? Our stewards work three to a room to help things run smoothly, so they are part of a mutually supportive team, no one is dropped in at the deep end, and the atmosphere is relaxed and fun. **If you would like to be considered as a steward, please contact the Festival Secretary:**

Mrs Janet Wilkinson  
22 Friston Way  
Rochester  
ME1 2UU

[rnkmdfestival1@virginmedia.com](mailto:rnkmdfestival1@virginmedia.com)

## ***Conditions and Rules of Entry: Please read carefully and thoroughly***

### **1. THE FESTIVAL**

- a) The festival is for AMATEUR performers only. An amateur is someone who does not derive their livelihood (or a substantial part) from the branch of performance, defined by the class title, in which they seek to enter the festival. This rule also applies to ensembles.
- b) Professionals are allowed to take part as conductors and accompanists in all classes.
- c) For the sake of clarification an 'adult' class should not be interpreted or mistaken for an 'open' class.
- d) Please note that all junior classes are for boys or girls, and all adult classes are for male or female, unless the class name or class rules indicate otherwise. Please contact the **Festival Secretary** if in doubt.

### **2. FESTIVAL ENTRY**

- a) The closing date for entries is **Saturday 27<sup>th</sup> January 2024**
- b) Late entries will only be accepted with a reasonable explanation and will incur an extra fee of £2 per class.
- c) An entry form will be sent with this syllabus and should be completed in full, with titles and composers/authors also entered where "own choice" classes are being entered. Entries must be received by the **Festival and Entry Secretary** by the closing date.  
It is advisable to keep a copy of your entry, and teachers entering multiple entries may photocopy the entry form (please use a separate form for each entrant). The total fees for each class must accompany the form. Receipts will not be sent unless requested.
- d) No person will be allowed to enter more than once in any one solo class. Similarly, no ensemble or group may enter a class more than once. However, any individual may compete more than once with another group. **No performance piece may be entered in more than one class.**

### **3. NC Year**

This is the National Curriculum year of the performer **on the day of the festival**. As NC Year 13 includes 18 year olds, adults are deemed to be 19 years of age and above. The NC Year must be stated on the entry form, or "adult" for entrants aged 19 or over.

### **4. PERFORMANCE STANDARD**

For all classes, the standard entered should not be lower than the performer's general capability, which may be higher than that achieved by examination. Entry into a grade above as a means of development is to be encouraged. However, entry into a lower grade is not acceptable. In ensemble classes, performers with different grades achieved are expected to compete at the higher level. Please note it is expected that performers do not repeat the same performance items from the previous year, because they have 'own choice' for most classes. **Please enter something which you have not performed in the previous three festivals.**

## **5. PERFORMANCE TIME**

The time limit shown in this syllabus for each class is the maximum allowed for each performance. For "own choice" classes, choose pieces that will last at least half of the time allowance but ensure you do not exceed the time limit. Performance time is deemed to start at the beginning of the performer's introduction. Please note: the time stated is performance time only. On Festival Day, the timetable will include extra time for the adjudicator to write his/her remarks on the mark sheets, and also for the performer(s) to move to the performance area, tune instruments, etc.

## **6. CHOSEN PIECES ON ENTRY FORMS**

Please note that a copy of the performance piece must be handed to the adjudicator when performers are about to perform. **Also, details of the chosen performance piece, i.e. the title and composer or author, must be included on the entry form which should be sent to the Entry Secretary by Saturday 27<sup>th</sup> January 2024.**

## **7. ADJUDICATORS**

The adjudicators have the right to stop and mark any performance when the time limit has been reached. Exceeding the time limit may lead to disqualification. The adjudicator's decision will be regarded as final. No performer, teacher or interested party may discuss any aspect of the festival with an adjudicator before, during or after classes, except at the invitation of an adjudicator.

## **8. THE FESTIVAL COMMITTEE RESERVES THE RIGHT TO:**

- a) refuse any proposed entry regarded as unsuitable for that class.
- b) restrict the number of entries to a level that can be dealt with adequately.
- c) appoint replacement or additional adjudicators and to alter, modify, or cancel any of the arrangements detailed in this syllabus.
- d) withhold trophies in any class where, in the opinion of the adjudicator, a sufficiently high standard of performance has not been achieved.
- e) stop and disqualify any performer(s) observed by festival staff to be receiving coaching in any shape or form during their performance.
- f) merge classes in order to ensure efficient programming.
- g) amalgamate classes that have only one entry: performers affected will be notified, should this occur, and will be offered the option of withdrawal, but we regret that entry fees cannot be refunded.

## **9. COPYING MUSIC**

### **a) Adjudicator's copies:**

Performers must provide a copy and hand it to the adjudicator before the beginning of the performance item.

Performers are reminded that it is illegal to photocopy (or copy by any other means) works which are copyright, without permission of the copyright holder. The festival and the adjudicator(s) may refuse copied items where the competitor cannot produce evidence of permission to copy.

A Revised Code of Practice, issued on behalf of the Music Publishers Association, authorises the copying of any work, published in volumes only, for the adjudicator. The accompanist must only play from an authentic purchased copy (or legal photocopy). The Music Publishers Association's website can be found at <http://www.mpaonline.org.uk> and you can telephone 0207 580 0126.

In a few publications by the Associated Board of the Royal Schools of Music the phrase "*Reprinted by permission for use only in connection with the Examinations of the Royal Schools of Music...*" appears

at the bottom of the page. You must obtain permission from the copyright owner before performing these pieces at the festival.

### **b) Copying Verse/Poetry and Prose:**

A copy of the chosen text must be provided for the adjudicator by the performer. The Copyright Licensing Agency (CLA) encourages respect for copyright licenses. A CLA licence allows copying from most books, periodicals and journals published in the UK. This does not apply to music. Festivals may copy as many items as they wish, but under the CLA standard licence they may only make up to nine copies of each item.

## **10. ACCOMPANISTS**

Performers must provide their own accompanists. There is a list of suggested accompanists below. You must enter the name of your accompanist on the entry form. Entries will not be accepted without this information.

### **Recommended accompanists:**

Kerne Clemence: 07785 502173 (Lives in Tenterden)  
Janet Stone: janetstone24@hotmail.com (Medway)  
Peter Wilson: [pwilson76@hotmail.com](mailto:pwilson76@hotmail.com) (Medway)

It is the responsibility of the performer, or teacher of a performer, to contact an accompanist to arrange rehearsal time before the entry form is submitted. A photocopy of the chosen piece should be sent to the accompanist by the date requested by the accompanist, but, in any case, as soon as possible. Accompanists will charge an appropriate fee for the amount of rehearsal time needed, plus the performance time on the day of the festival. This may be reflected in the level of the class entered, and the amount of preparation time required by the accompanist to rehearse with the performer. Please recognise that an agreement, once made, should be honoured, including any rehearsal and preparation time that the accompanist has incurred at any stage, if the performer has to withdraw on the day of performance. **Contact the Festival Secretary if you need further help or advice.**

## **11. PROGRAMMES AND TICKETS**

The programme will be sent to performers by email about three weeks before the festival date. Performers should collect their tickets, on the day of the festival, from the **Reception Desk**; these will have the performer's name, class number and time of the class written on them. **Performers will not be admitted to any class without their tickets being presented to the Door Steward.**

## **12. TROPHIES and MEDALLIONS**

Trophies awarded in the 2024 Festival must be returned to the **Entry Secretary** by **March 1<sup>st</sup> 2025**. Please telephone the **Entry Secretary** first (contact details are inside the front cover) before returning any trophies. The festival cannot undertake to collect them from you. Please ensure trophies are carefully protected from damage and are clean when returned. If there is room on the trophy, performers are allowed to have their name professionally engraved at their own expense. Medallions remain with the winners.

## **13. CERTIFICATES**

Every entrant will be awarded a certificate, which can be collected from the Festival Office. They will be available about half an hour after the class has finished.

## 14. MARKS

The Marking Scheme is as follows:

| Marks awarded | Category    | Explanation   |
|---------------|-------------|---|
| 75 to 77      | Fair        | A performance limited in its communication                          |
| 78 to 80      | Moderate    | A performance showing development of technique and/or communication |
| 81 to 83      | Merit       | A capable performance showing some artistic appreciation            |
| 84 to 86      | Commended   | A convincing performance, both technically and artistically         |
| 87 to 89      | Distinction | An excellent performance, both technically and artistically         |
| 90 plus       | Outstanding | An exceptional performance, both technically and artistically       |

**Please note that trophies and medallions will only be awarded to class winners achieving 85 marks or more.**

## 16. ADMISSION TO THE PUBLIC

Members of the public may be admitted to all competition rooms during the day.

### Charges for admission:

**Festival Day: Adults:** All-day admission £7.50 (both morning and afternoon sessions)  
Morning or afternoon session only £5.00

**Children (under 18):** No Charge.

### Championship Concert:

**Adults:** £5.00 each. **Children (under 18):** No Charge.

**Please note that there is no charge for Championship Concert performers.**

## 17. THE CHAMPIONSHIP CONCERT

**To be held on: Saturday 20<sup>th</sup> April 2024**

- a) **Winners of all classes who attain a minimum of 87 marks (Distinction)** are eligible to perform again at the Championship Concert and compete again for further trophies.
- b) **Winners of music classes:** If you take part in the Championship Concert, you will need your accompanist to play for you. Please make sure your accompanist will be available. If this is not the case, please notify the **Festival Secretary** as soon as possible, so they can assist in finding an alternative accompanist.

### **Please note:**

**If you are invited to perform in the Championship Concert and are unable to attend, it is imperative that you inform the Festival Secretary as soon as possible, so that the programme can be arranged.**

## **18. COMPLAINTS**

Complaints or objections relating to the festival will only be considered if submitted in writing to the **Festival Secretary**. The address can be found at the beginning of this syllabus.

**19. THE DECISION** of the committee on all matters arising out of, or not specifically covered in, these regulations, is final.

## **20. RECORDING**

**The use of tape and other recorders, cameras, and video equipment (including mobile phones) by any member of the audience is not permitted.**

However, schools' entries will, with prior permission from the festival, be able to film their students for exam assessment and to go towards the practical facets of their examinations (GCSE, A level or BTEC, for example). Any school staff wishing to take advantage of this opportunity must contact the Festival Secretary by Saturday 27<sup>th</sup> January 2024.

# ***Policies of the Rochester and North Kent Music and Drama Festival***

## **Cancellation Policy**

The Covid Pandemic has had an enormous impact on our lives during the past two years and Live Performance Festivals, where many people gather indoors, have only recently resumed. As we finalise the syllabus for the 2023 Festival, we cannot predict whether new waves of Covid will be affecting us in April 2023. Whatever happens, we will have to follow the Government's Guidelines in place at the time. A change of rules may necessitate a major restructuring of the timetable and practical arrangements. In the worst-case scenario, we may have to cancel the 2023 Festival.

Therefore, in the event of a future cancellation of the Festival, due to circumstances beyond our control, entrants would have the following options:

- a) "Bank" their entry fee, as payment for participation in a future festival
- b) Donate their entry fee
- c) Request a refund but allow the festival to keep a portion of the fee (eg 25%) to help with ongoing costs
- d) Request a full refund.

## **Equal Opportunities Policy**

The Constitution of the Festival specifically states that the festival is open to anyone who wishes to perform and compete and who meets the requirements of Rule 1. Restrictions as to age or standard in some classes are clearly stated.

We ask that if a performer has a disability and requires assistance they should inform the **Entry Secretary** at the time of entry. This is so we can aim to meet the specific needs of that person.

## **Child Protection Policy**

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

The Federation, and its 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 its 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.



## 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. The FSO for the Rochester and North Kent Music and Drama Festival is:

### **Dr D.C. Hubbard**

who will be available via the **Reception Desk** on Festival Day.

3. Best practice advice in the form of **Safe Working Practice** and **Festival Child Protection** leaflets, with 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 or performing at a Federation Festival.
5. All festival personnel wear an official RNKMDF badge. All teachers, parents, guardians and carers are asked to report all incidents of any nature to anyone wearing a RNKMDF badge, or to go directly to the Festival Office, if required. 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 a festival all teachers, parents, guardians and carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all festival venues, practice and changing areas that may be provided. The festival cannot take responsibility for any property left unattended.
7. **No unauthorised photography, audio or video recording of children and young people is allowed at our festivals. Where parents, guardians or carers do not wish photographs to be taken at all, then the responsible adult attending should ensure that their child is not included in official photographs. There is a section on the entry form for permission for official photographs.**
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 and carers to contact the festival organisers 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. **There is a section on the entry form for special needs.**

9. The Festival's 'Child Protection Policy' and approach to 'Creating Safer Festivals for Everyone' is published explicitly in our syllabus, programme and website. By completing and signing the entry form all parents, guardians, carers and teachers of competitors under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the competitors to take part in the festival. **Without consent, entry to the festival cannot be accepted.**

## **Rochester and North Kent Music & Drama Festival** **GDPR Data Protection Policy**

Rochester and North Kent Music & Drama Festival (Registered Charity No 287764) is a competitive festival, run by volunteers and registered with the Charity Commission. It is a member of the British and International Federation of Festivals.

### **Our Privacy Promise**

#### **We promise:**

- To keep your data safe and private
- Not to sell your data
- Not to share your data with third parties without your specific permission

### **Collecting your personal information**

We obtain your personal information when you either/or:

- Register an entry to the Festival
- Volunteer at the Festival
- Are engaged as an Adjudicator at the Festival
- Ask us for more information about the Festival or contact us with a question or complaint
- Pay for an advert in the programme
- Give us bank details to enable us to transfer money to your bank account (e.g. for a payment or a refund)

### **The personal information we collect**

It may include (but is not limited to) the following:

- Your name, address, phone number, date of birth and email address
- Your bank account number and sort code
- Your contact with us – such as a note of a call you make to us, an email or letter you send to us or other records of any contact you have with us

### **Using your personal information**

Name and National Curriculum Year will be published in the Festival Programme

We may also include a list of cup/prize winners

### **Sharing your personal information**

Apart from the published programme, we will not share your personal information with a third party without your specific permission

### **Keeping your personal information secure**

Access to your personal data will be restricted to those personnel who administer the Festival. We will store your information for as long as we have to by law. If there's no legal requirement, we will only store it for as long as we need it. We will also keep some personal information for a reasonable period; for example, to send a syllabus for the following year's Festival. It will be normal for us to retain information for up to 6 (six) years.

You should be aware that communications over the internet (such as emails) are not secure unless they are encrypted. We cannot accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

### **Your privacy rights**

You can write to us at any time to get a copy of the personal information that we hold about you. The request, in writing, should be addressed to either:

Dr. D.C. Hubbard, The Pines, 7 Shaws Way, Rochester, Kent, ME1 3DY or [dudleyhubb@aol.com](mailto:dudleyhubb@aol.com)

Policy last reviewed: June 2018

## **Membership of the Rochester and North Kent Music and Drama Festival Association**

The Festival Association invites those who value its activities, and would like to help its work, to become Members of the Festival Association by making a minimum annual donation of £10.

Please send donations to the Festival Secretary by using the form on page 28

# Voluntary Donations, Membership Subscriptions and Gift Aid Declaration

Name of Charity: Rochester and North Kent Music and Drama Festival Association

Amount: £ \_\_\_\_\_

## Details of donor / subscriber:

Title \_\_\_\_\_ Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

I want the charity to treat

- (a) \* all donations / subscriptions I give from the date of this declaration until I notify you otherwise as Gift Aid donations.

*or*

- (b) \* all donations / subscriptions I have given since 6 April 2000, and all donations / subscriptions I give from the date of this declaration until I notify you otherwise as Gift Aid donations. (please delete section (a) or (b) as appropriate)

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Notes

1. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the charity reclaims on your donations / subscriptions in the tax year.
2. You can cancel this declaration at any time by notifying the charity.
3. If, in the future, your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration (see note 1).
4. If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity, or ask your local tax office for leaflet IR65.
6. Please notify the charity if you change your name or address.
7. Please send this form to the Festival Secretary.

# Rochester and North Kent Music and Drama Festival

(Registered Charity No: 287764)

## Class Sponsorship

Rochester and North Kent Music and Drama Festival is a self-financing organisation with charity status. The main source of income is entry fees and admission fees to the public. The major expenditure is the hire of pianos and professional fees of our adjudicators.

With the help of our members and sponsors the Rochester and North Kent Music and Drama Festival committee will be able to plan future festivals with confidence.

Any individual or business can sponsor a particular class in any of the sections detailed in this syllabus for the suggested sum of £25 (minimum).

If you would like to get involved, please complete and return the form below.

I would like to sponsor a class in the \_\_\_\_\_ section of the 2019 Rochester and North Kent Music and Drama Festival.

Name of preferred class: \_\_\_\_\_ (leave blank if you wish the festival to allocate a class).

I enclose the sum of £\_\_\_\_\_ (min £25) payable to 'Rochester and North Kent Music and Drama Festival.'

I would like the acknowledgement in the programme to appear as follows:

"Class Sponsored by \_\_\_\_\_"

Title \_\_\_\_\_ Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Please send this form to the **Festival Secretary**, 22 Friston Way, Rochester, ME1 2UU

