

## Final briefing for Schools

We are very much looking forward to the Royal Albert Hall concert on Tuesday 9<sup>th</sup> July and hope that you are too! It will be a fantastic opportunity for your pupils to sing alongside a professional choir and orchestra in what is arguably the most famous concert hall in the world! The day will hopefully be something that you and your pupils will remember for a long time to come.

Please read this document carefully as it contains important information about the day, and pass copies to all accompanying staff. We must comply with the Royal Albert Hall approved Schools plan. The hall has been divided into four coloured zones, **Blue**, **Red**, **Yellow** and **Green** and the plan is designed to improve logistics on event day.

The documents referred to in this document can be found in the **Final Information** folder of the Dropbox.

<b>1. Venue address</b>	Royal Albert Hall, Kensington Gore, London SW7 2AP
<b>2. Contact numbers</b>	Sarah Riddell (Operations Manager) 07722 632242 Nathan Cole (Head of Education) 07882 136565
<b>3. Schedule for the day:</b>	13.00-13.45 – Schools arrive and go to designated areas. <b>13.45 – 14.15 – Everyone seated in position in auditorium –please seat your group quickly and quietly as the band sound check will be in progress.</b> 14.15 – Health & Safety briefing by RAH Event Manager 14.20 – Warm-up 14.30-17.30 – Full rehearsal with band and professional singers (including short break) 17.30-18.30 – Break for all performers (designated areas). 18.00 – Doors open for audience 18.30 – 18.45 All Performers return to their seats 19.00-21.00 approx – Concert (two halves plus an interval). 21.05 approx – Planned Egress. Please await the call from an AC Staff member to depart.
<b>4. RAH School Performer Information</b>	Please check the <b>RAH School Performer Information</b> spreadsheet which will tell you which ZONE your school is in – <b>Blue</b> , <b>Red</b> , <b>Yellow</b> or <b>Green</b> . This will determine your coach arrival and departure points, entry and departure ('egress') doors, backstage areas and performance areas. It is vital that you arrive at the correct door and check in with the RAH steward and then with the member of Armonico Staff on duty. <b>This is a very important document and you will need to keep a copy with you for reference on the day.</b>
<b>5. RAH School Access Plan</b>	This is a RAH document detailing all aspects of access on the day. Please forward this document to all staff attending so that in the event of an emergency they know what to do. If RAH First Aiders are required on the day please contact a steward in the first instance. If unavailable, contact Stage Door on internal telephone Ext. 1234 or in an emergency on Ext.88. DO NOT ring 999 yourselves (RAH request).
<b>6. Arrival Plan</b>	Please plan to arrive between <b>13.00-13.45</b> on the day, to be in your seats by <b>14.15pm at the latest</b> . Please display the coach sign that has been sent to you, prominently in the front window of your coach. On arrival in Kensington, please ensure your coach driver drops you off at the designated coach point for your coloured zone. We will be managing 50+ coaches on the day – it is <b>very important</b> that coaches drop off at the designated place. Please note that your drop off and collection point is the same.  If you are travelling in a minibus, you can park in allocated spaces outside door 11 which can be accessed from Kensington Road.

<b>7. Wristbands</b>	<p>You have been sent coloured wristbands for your zone, in the post. Please ensure all children and chaperones are wearing a wristband upon arrival as they will not be able to access the Hall without one.</p>
<b>8. Backstage / eating areas</b>	<p>Once you are in the building, please proceed to your backstage area if you have one (see <b>RAH School Performer Information</b> spreadsheet). Otherwise head to your performance seats in the auditorium. Please note: most groups will not have a backstage area but will remain in their seats during the breaks. You are welcome to leave the Hall during the break between the rehearsal and concert but please inform Sarah Riddell in advance, via email, if you intend to do so as we will need to let the RAH stewards know. Schools without a backstage area can also use the Gallery space on the top floor of the auditorium to stretch their legs, which can be accessed via the lifts.  <b>Please note that belongings must not be left in the Gallery.</b></p> <p>Please bring a bin bag for your rubbish and leave your area clean and tidy. Please note that many of the boxes are owned by people who are allowing us to use them, so boxes especially should be left <b>immaculate</b> and with chairs returned to their original position.</p> <p>Please do not leave any belongings in the backstage areas after the break, unless you are performing from the <b>Risers</b> or <b>Arena Floor</b>. This will allow for a smooth egress at the end.</p>
<b>9. Seating plan</b>	<p>Please check the <b>RAH School Performer Information</b> spreadsheet to ensure that the number of singers and chaperones are correct – please inform us in advance if it is not correct. On the day, please spread adults throughout your group and ask them to remain seated when singing, to avoid blocking children from view. <b>You need to be in your performance seats by 14.10pm at the very latest</b> so that we can get everyone settled for the Health &amp; Safety briefing at <b>14.15pm</b>.</p>
<b>10. Choir divisions</b>	<p>See <b>Choir Divisions</b> document in the <b>Final Information</b> folder of the Dropbox to find out which parts your school will be singing on the day.</p>
<b>11. End of concert – Egress Plan</b>	<p>The Royal Albert Hall require us to stagger the departure of school groups (the 'egress'). In order to do this effectively we have created a <b>Coach Departure Plan</b> which you can find in the Dropbox. It is vital that coaches can get in to load in the specified order so please relay your departure time to the coach company in advance.</p> <p>Our staff will announce from the stage when each group can leave, <b>please do not leave before your group has been called</b>. Once called, proceed to your coach point through the specified exit door, which may be different to your entry door. Groups performing from the <b>Risers</b> or <b>Arena Floor</b> will need to return to their backstage areas to collect their belongings before leaving the building. Everyone else should proceed directly to their exit door and coach meeting point.</p>
<b>12. Meeting points for parents</b>	<p>There are specified parent meeting points for each Zone which are detailed below and in the <b>RAH School Performer Information</b> spreadsheet. There will be a RAH steward at each meeting point wearing a high visibility vest and holding a coloured umbrella. We do advise that each group brings a lollipop sign or banner, so their position is clearly visible whilst at the meeting point. Please advise parents of these meeting points in advance, they will also be printed in the programme:</p> <p><b>Green – Exit door 12, South steps West</b>  <b>Yellow – Exit door 12, South Steps East</b>  <b>Blue – Outside Door 1</b>  <b>Red – Outside door 2 – down Kensington Gore East</b></p> <p>Once children have been collected by parents, please continue to your coach point and depart. If there are any problems, please ask RAH Stewards for help. There is a map showing these meeting points in Appendix 2 of the <i>Schools Access Plan</i>.</p>

<p><b>13. Dress code</b> <i>Please arrive in concert wear as changing space is limited.</i></p>	<p><b>For children</b> – AC Academy performance t-shirts plus dark coloured jeans / leggings /jogging bottoms and trainers. Comfort is paramount – you will be standing a lot! <b>For adults on stage:</b> AC Academy performance t-shirts OR a plain white top plus dark trousers / skirt. ALL chaperones will need to wear a photo ID with their name &amp; school.</p> <p>All children and chaperones need to wear a coloured wristband.</p>
<p><b>14. Safeguarding</b></p>	<p>The RAH and Armonico Consort Risk Assessments can be found in the Dropbox. Schools are expected to have their own Risk Assessments completed in advance of the visit, to cover their travel to and from school and the safe supervision of children at the venue. Schools should also have their own First Aider on the trip. Please bring a list of all pupils and staff with you in case of an emergency.</p> <p>No child should be allowed to move around the venue unaccompanied by an adult; this includes trips to the toilet as some of them will be in public areas. Chaperones must have a valid DBS and are fully responsible for the safety and welfare of their Choir members. <b>All chaperones should wear photo ID along with their security wristband – this is a requirement of Westminster Council and chaperones may be required to show this by an inspecting officer.</b></p> <p>Children are expected to demonstrate the appropriate level of behaviour whilst in the building, and should be instructed to keep away from unauthorised or signed hazardous areas, and to walk at all times when moving about the venue. Armonico Consort Ltd reserves the right to remove any children, their group and accompanying adults if the behaviour of the group gives cause for concerns that are not being effectively dealt with by responsible adults.</p> <p>You are welcome to take photos of your own school group subject to having the relevant photo permissions of your pupils; however, please avoid taking close-ups of other children. Please keep mobile phones on silent during the performance.</p>
<p><b>15. Food and drink</b></p>	<p>There is a break between the afternoon rehearsal and evening concert for children and staff to eat their packed tea. Children and Chaperones must bring sufficient food and drink for the journey, afternoon and evening, in named (and disposable) bags. No hot food is to be brought into the venue and children must not bring anything containing nuts in case there are children nearby with severe allergies. We recommend that every child brings at least 2 (plastic) bottles of water.</p> <p><b>You are welcome to leave the hall during the break but must let us know in advance if you intend to do that. Alternatively, you can use the Gallery on the top floor of the Hall to stretch your legs, which is accessible via the lifts.</b></p> <p>Please bring a bin bag and leave your area clean and tidy – as you found it - thank you in advance. Schools remaining in their seats should leave their rubbish just outside their section entrance and RAH staff will collect them before doors open to the public.</p>
<p><b>16. Children’s belongings</b></p>	<p>If your group has been allocated a backstage area, belongings can be left there during the rehearsal. If you are remaining in your seats, children need to keep their belongings with them at all times. Please ask them to bring as little as possible with them on the day, and food in <b>disposable packaging</b>, so that by the time of the evening performance the only things under seats will be coats and water bottles. You should not leave anything in backstage areas after the break, unless you are performing from the <b>Risers or Arena floor</b>. Children <b>MUST</b> have a bottle of water with them at all times to keep their throats hydrated.</p>
<p><b>17.Toilets</b></p>	<p>RAH stewards will advise the location of the closest toilets to your performance and backstage areas. Please <b>do not</b> take children to the toilet during the performance unless <b>absolutely necessary</b>.</p>

<b>18. Filming / photography</b>	<p>There will be a professional photographer on the day to capture images of this wonderful event and the concert is also being filmed in full. Photographs will be available to purchase from 12<sup>th</sup> July and parents can order their video download now at the following link:</p> <p><a href="#">Video Pre-order</a></p> <p>A flyer for parents is available in the Dropbox which we would be grateful if you could send out.</p>
<b>19. Souvenir programmes</b>	<p>Please let parents know that <b>souvenir programmes</b> will be on sale on the day from the box office and programme sellers around the venue.</p>
<b>20. Tickets</b>	<p>A small number of tickets are still available from the Royal Albert Hall Box Office from the following link:</p> <p><a href="#">AC Academy does the Royal Albert Hall</a></p> <p>Please let parents know.</p>
<b>Don't forget!</b>	<p>On the day – don't forget to bring:</p> <ul style="list-style-type: none"> <li>• <b>RAH School Performer Information and Security wristbands</b></li> <li>• <b>Adults ID / lanyards</b></li> <li>• <b>A full list of children and staff attending, and parent contact information</b></li> <li>• <b>Risk assessment, first aid kit and medical information as needed</b></li> <li>• <b>Performance T-shirts (please be wearing these on arrival)</b></li> <li>• <b>Packed lunches and drinks – for lunch and evening meal, and water bottles</b></li> <li>• <b>Your coach driver's mobile number</b></li> <li>• <b>Rubbish bags</b></li> </ul> <p>Please also remind your school office staff that children attending the concert are to be marked in the register as "on an educational visit".</p>

Thank you for all your hard work in preparation for what promises to be a very exciting event!

Nathan Cole (*Head of Education*)  
Sarah Riddell (*Operations Manager*)

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