

SWALE STAGE FESTIVAL 2019

Dear Teacher/ Competitor

We invite you to submit entries for the **2019 Swale Stage Festival** which will be held on 28th/29th September and 5th/6th October 2019 at:

Fulston Manor School, Brenchley Road, Sittingbourne, Kent, ME10 4EG.

Our Adjudicator will be **Ms Danielle Drayton.**

The Swale Stage Festival 2019 will apply for and be covered by a Body of Persons Approval (BOPA) issued by Kent County Council. Dance schools do not need individual school BOPAs. KCC will issue us with our BOPA Reference Number (required on notification sheets).

- KCC will e-mail individual schools for their notification sheet. **All notification spreadsheets can only be submitted using the KCC online system.** Applications that are received by email or by post will be rejected so please ensure you follow these steps carefully. **Please ensure you are using the most up to date version of the spreadsheet, this can be found on the KCC webpage:-**
- <http://www.kent.gov.uk/education-and-children/activities-outside-school/children-in-entertainment>
- You will need to select “**Submitting a BOPA Notification**”
- Please select the link “**BOPA Notification Form**” (if you haven’t yet completed your spreadsheet please do this before continuing).
- Please select “**YES**” to the question ‘Have you submitted an application form?’ (The Festival Organisers will have done this.)
- You will then need to enter your details as the person submitting the notification. For example if you are a dance school please enter these details so KCC know who the notification form is from. If you are a private entry please put “**Private Entry**” in name of organization.
- You will then need to upload your BOPA Notification Spreadsheet near the bottom of the page. Once all information is completed you can submit the notification form securely.

Any notifications that are not sent in using the KCC online system will be rejected.

**PLEASE DO NOT SEND THIS INFORMATION TO SWALE FESTIVAL ORGANISERS
AS WE DO NOT NEED IT.**

An Entry Form is attached and should be returned to the address below with a cheque to cover your entry fees made out to "Swale Stage Festival". Photocopies are acceptable if more entry forms are required. Please ensure you include your dance school e-mail address so we can contact you with the Festival's BOPA Registration Number once it has been issued. (If you are a 'Private Entry' please ensure you enter this into the space for Dance School on the Entry Form.)

Teachers please note that due to increasing costs we can only allow free entry to 2 teachers from each school on any one day. Can you please provide us with a list of all Teachers who might be attending the Festival over the two weekends and we would appreciate this being returned with your entries. Anyone whose name is not provided to us in advance may be asked to pay for their admission to the Festival.

If you would like to take an advert in our Official Programme please contact me for further details and prices. Please note that advertisement copy for inclusion in the Programme will be required at least 4 weeks prior to the first day of the festival.

We look forward to hearing from you soon.

The last day for the receipt of entries is 6th July 2019

Best Wishes

Chris Hill

Chris Hill, Entry Secretary
Swale Stage Festival

**NOTE: IF YOU WISH TO BE REMOVED FROM OUR MAILING LIST PLEASE E-MAIL YOUR REQUEST TO
'chrissie.hill218@gmail.com'**

