



Sutton Music Service  
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Wednesday, 12 July 2017

Dear Parents/Carers

**Summer Celebration  
Royal Festival Hall – Wednesday 19 July 2017**

With just a week to go until our Summer Celebration concert at the Royal Festival Hall (RFH), we wanted to confirm the final details for all ensemble members. Please read this letter carefully and ensure that you and your son/daughter are familiar with the arrangements ahead of the big day.

**Final rehearsals – please make every effort to attend!**

A final rehearsal for members of Sutton Young Singers will take place at Gaynesford Lodge, Blake Close, Carshalton SM5 1LJ on Thursday 13 July from 5.00-6.00pm.

Final rehearsals for members of our bands and orchestras will take place at St Andrew's Church, Cheam on Saturday 15 July at the following times:

10.00-11.30am Sutton Youth Wind Orchestra (SYWO) & Sutton Youth Symphonic Band (SYSB)  
11.45am-1.15pm Young Musicians Orchestra (YMO) & Sutton Youth Symphony Orchestra (SYSO)

**Concert clothing**

All ensemble members are required to wear the following Sutton Music Service concert shirts/polo shirts for the concert:

Sutton Youth Wind Orchestra (SYWO) – Sutton Music Service **black** concert shirt  
Sutton Youth Symphony Orchestra (SYSO) – Sutton Music Service **black** concert shirt  
Sutton Youth Symphonic Band (SYSB) – Sutton Music Service **black** concert polo  
Young Musicians Orchestra (YMO) – Sutton Music Service **black** concert polo  
Sutton Young Singers (SYS) – Sutton Music Service **purple** concert polo

These concert shirts/polos should be worn with black trousers (no leggings/jeggings) or a skirt (below the knee), smart black shoes (no jeans/trainers) and black socks/tights. Please do not come dressed in your concert clothing, as there will be ample time to change ahead of the performance. All concert clothing should be labeled, folded and placed in a clearly labeled bag with your child's name and ensemble on it to avoid any lost concert clothing!

**Transport**

**Travelling on the coach**

Please note that we are providing coach travel for the outward journey **only** departing from St Andrew's Church, Cheam, and that we are unable to provide coach travel for the return journey to Sutton. If your son/daughter is travelling on the coach you will need to be at St Andrew's Church at the following times:



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10.30 Sutton Young Singers (SYS) registration

11.00 SYS coach departs for the RFH

12.30 SYWO, SYSO, YMO & SYSB registration

13.00 SYWO, SYSO YMO & SYSB coach departs for the RFH

Please ensure that your son/daughter has their instrument, concert clothes, packed teas and a bottle of water. As it will take time to load the instruments on to the coaches and register the children, we would appreciate it if you can arrive promptly at your above registration time. The coaches will be leaving at the stated times above. If, for any reason, your son/daughter misses their coach, it is your responsibility to ensure that your child gets to the RFH for their rehearsal. There will be several members of Sutton Music Service staff supervising the children on the coaches.

### **EMERGENCY CONTACT NUMBERS:**

**Khadija Dero, Ensembles Coordinator 07857987334**

**If you are running late for the coach, please contact Sarah Maxwell 07884 223350**

### **Travelling on public transport**

If we are aware that your son/daughter is making their own way to the RFH, Khadija Dero will have already advised you on a time of arrival. Your son/daughter will need to enter through the Nelson Mandela doors. These are located at the top of the steps that lead to Hungerford Bridge, opposite Le Pain Quotidien – you will see a small statue of Nelson Mandela next to the doors. Please be aware that, due to increased security at the South Bank Centre, routine bag searches are in place for everyone entering the building. Once your son/daughter has entered the building, they will need to sign in at the SMS welcome desk located just inside the Nelson Mandela doors. If your son/daughter is under 16, our advice is that they should be accompanied by a parent/guardian. Any over 18's also making their own way will need to follow the same instructions above and we will advise that they contact parents on arrival at RFH.

### **During the day**

Throughout the day, Sutton Music Service staff will be easily identifiable to all ensemble members as they will be wearing either a black staff t-shirt and/or an SMS staff identification lanyard. In addition to this, there are a number of volunteers who will be wearing black staff t-shirts as well as RFH hosts who will be on hand to help guide ensemble members around the building. If your son/daughter becomes lost at any time during the day, they can either ask a member of staff/volunteer or RFH host for help, or return to the welcome desk located by the Nelson Mandela doors.

As per our usual policy, all behaviour should reflect and promote the good name of Sutton Music Service and the London Borough of Sutton. Young musicians are expected to behave at all times in a way that puts neither themselves nor anyone else at risk.

### **Leaving the building**

Young musicians in Year 12 and 13 or above may leave the building in groups of 4 or more, provided they sign in/out at the welcome desk, leave a mobile number so that we can contact them and that they know what time they are next required. Younger musicians will not be permitted to leave the building. This desk is located at the entrance by the Nelson Mandela doors and will be staffed by Sutton Music Service personnel at all times.

### **Packed teas & personal belongings**

Although there will be breaks throughout the day, all ensemble members will be accompanied and supervised by Sutton Music Service staff at all times. There are plenty of places within the RFH to get food and refreshments, but these can be expensive. As it will be a long day for the ensembles members, we recommend



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that your son/daughter brings a disposable packed lunch and tea as well as a book or quiet game to keep them occupied during breaks. Sutton Music Service cannot accept responsibility for loss or damage to personal items.

### **During the interval**

Unlike our usual concerts, due to the sheer number of children involved in our Summer Celebration, it will not be possible for ensemble members to locate family members during the interval. This short interval is an opportunity for the children to have a quick break before they need to be in their seats ready for the second half. Therefore, no ensemble members are to go to the front of house during the interval and must remain backstage.

### **Health & Safety Procedures**

RFH have put additional security measures in place, including increased staffing and bag checks for everyone entering the building. In the event of emergency, strict invacuation and evacuation procedures are in place and everyone will be expected to follow instruction from RFH staff, who will work closely with the emergency services. This has been reflected in our risk assessment and we are working closely with RFH and Mick Bradshaw (London Borough of Sutton Adviser for Educational Visits) to mitigate any risks. During the day, Sutton Music Service staff and volunteers, as well as RFH hosts, will be responsible for directing ensemble members around the building. Due to the additional bag checks for audience members and participants, any larger items that cannot be placed underneath your seat, must be checked into the cloakroom.

### **Collecting children at the end of the concert**

At the end of the concert, each ensemble will be dismissed group by group **via the Artist's entrance (to the right of the stairs leading up to Hungerford Bridge)**. Please ensure that your son/daughter signs out with the appropriate member of SMS staff. **If you are not planning to attend the concert, you will need to arrange to collect your son/daughter from the Artist's entrance at the RFH at around 9.45pm.**

### **Tickets and programmes**

We hope that you will be able to support your son/daughter by attending this concert – please encourage friends and relatives to come along too, as we would love to fill the RFH! Tickets are selling fast and are available via the Southbank Centre box office (020 3879 9555) or <https://www.southbankcentre.co.uk/>

Programmes will be on sale on the day and are available to purchase for £3 each. We hope to also have some programmes available to purchase at our final rehearsals on Saturday 15 July.

Many thanks for your continued support – we look forward to seeing you in the audience!

Khadija Dero  
Ensembles Coordinator  
[kdero@suttonmail.org](mailto:kdero@suttonmail.org)

Emily Murphy  
Senior Leader, singing & vocal development  
[emurphy27@suttonmail.org](mailto:emurphy27@suttonmail.org)



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