



24 February 2015

Dear Parents / Guardians,

**RE: 'A MIDSUMMER NIGHT'S DREAM' – PERMISSION FOR CAST AND CREW**

Production week for 'A Midsummer Night's Dream' is fast approaching and we want to make this busy week as organised and as stress-free for the pupils as possible. It is, therefore, vitally important that we know where pupils are from 3:35pm each day so we can ensure their safety, for both the dress rehearsal on 16 March and the performances on 17, 18 and 19 March.

As it may be difficult for some students to go home and return in time for the performances we will be providing supervision for cast and crew after school. Students may bring their own packed meal or pre-order a school packed meal at a price of 26RMB, which will be charged to your child's lunch card. Supervised students will not be allowed to leave the school grounds and must remain within the designated supervision areas.

**Monday 16 March – Thursday 19 March**

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|-------------------------|--|
| <b>3:35pm – 4.45pm:</b> | Supervision in the studio theatre for girls and room S236 for boys. Makeup application may be undertaken backstage.                        |
| <b>4:45pm – 5:30pm:</b> | All pupils in the canteen for Sleto dinner bag or pupils own packed dinner.  |
| <b>5:30pm – 5:50pm:</b> | All pupils must be completing makeup and putting on costumes.  |
| <b>5:50pm – 6:25pm:</b> | Meeting, notes and warm up for all cast and crew in auditorium.  |
| <b>6:25pm:</b>          | Fairies to wait back stage – all other performers to wait in the studio theatre for stage call.  |
| <b>6:50pm:</b>          | All performers in the studio theatre to conduct a warm up led by Miss Powter. Fairies back stage to conduct a quiet warm up led by Helena. |
| <b>7:00pm – 8:45pm:</b> | Performance.   |

If you would prefer your child to go home before the concert they must return to school by 5:30pm and ensure they are in full makeup and costume by 5:50pm. Girls must meet and change in the studio theatre and boys will be meeting and changing in room S236.

Please note that each pupil will need to organise their own transport home after the performance and dress rehearsal at approximately 9:00pm. If your child is a member of the crew please can you ensure they have a performing arts t-shirt, which is available from the uniform shop for RMB45.

Please can I ask that all parents fill in both the permission form for your child to attend the concert and fill in the section stating where your child will be immediately after school each day. There is also a section for you to complete if your child would like a Sleto packed dinner. Please can you ensure that this is returned to the secondary school reception by **Friday 6 March**.

Tickets are of course still available at the Primary and Secondary receptions and we hope that you are encouraging friends and family to attend the production. Thank you as always for your continuous help and support and I look forward to seeing you at the show.

Best wishes,

Maria Kane  
[m-kane@bisspuxi.com](mailto:m-kane@bisspuxi.com)

# THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai

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**PERMISSION SLIP: 'A MIDSUMMER NIGHT'S DREAM' - CAST AND CREW**

**Pupil Name:** \_\_\_\_\_

**Pupils Year Group and Form:** \_\_\_\_\_

Please complete and return to the Secondary reception in a labeled envelope FAO Drama by Friday 6 March.

**Please tick the relevant boxes:**

	<b>Mon 16<sup>th</sup></b>	<b>Tues 17<sup>th</sup></b>	<b>Weds 18<sup>th</sup></b>	<b>Thurs 19<sup>th</sup></b>
I would like my child to stay at school before the concert				
<b>OR</b>				
My child will make their own way to school for 5:30pm				
<b>If Staying At School:</b>				
I will provide a packed meal for my child				
<b>OR</b>				
I would like to order the school packed meal (Please state chicken, ham or cheese)				

I give permission for my child to attend the dress rehearsal and all three performance of 'A Midsummer Night's Dream' from 16 – 19 March 2015.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_