

School Dance Procedures

The following procedures are being implemented to ensure a safe environment for all present at the school dances.

Ticket Arrangements

1. Anyone who is absent on the day of the dance through ill health is not allowed to attend, they will receive a refund.
2. Pupils cannot give their tickets to another pupil.
3. Any pupil who cannot make it before the doors close must bring in a letter prior to the dance from a parent/carer confirming this and give an estimated time of arrival. This list will be given to the member of staff who is on the door.
4. Any pupil who must leave the dance early should again bring in a letter prior to the dance from a parent/carer confirming this and the pupil **MUST** then be picked up from the door.
5. Once pupils are in and the doors are closed, the lists of pupils in the hall should be cross checked with the list of tickets sold and the list of latecomers. A member of the EMT will contact parents where students have failed to turn up to the dance.
6. Tickets only to be distributed at registration on the morning of the dance and the list of pupils at the door of the dance should only include those pupils attending.
7. When the disco is in the Bailey Hall then the canteen and street should be used as a chill out area. Water and crisps will be provided at all dances.

Supervision Arrangements

Senior pupils who have helped with the organisation of the disco will be given specific responsibilities on the night from the following:

1. Taking tickets in and highlighting names of pupils as they come in.
2. Helping staff to monitor fire exit doors/canteen/Bailey Hall/Street/toilet areas.
3. Issuing water and crisps on a rotational basis in the canteen and for the duration of the evening. This will usually be organised by class.
4. Ensuring rubbish from canteen and street is put in bin bags as the night progresses.

5. Help tidy up at the end of the night.

Staff in attendance at the dance will be issued with a role for the evening from the following list:

1. Two or three staff should be on the door to oversee tickets coming in and names being highlighted properly. Also to check for any signs of inebriation.
2. One member of staff should be beside the fire exit door (or 2 senior pupils as long as a member of staff is nearby).
3. One member of staff on the entrance to record latecomers (a list of authorised latecomers will be provided).
4. One in The Street (or senior pupil)
5. One or two to oversee the sale of crisps and juice (these will be on sale for the majority of the night and pupils will not receive free crisps and juice as an incentive to dress up).
6. One or two members of staff outside only if pupils are allowed (this should be decided on the night dependant on the temperature inside the hall. The pupils would only be allowed in the playground.)
7. Rest of staff patrolling the hall.

These roles should be on a rotationally basis, possibly half hour rotation.