

You will have received this because you marked that their school is a Local Education Authority School and not an Academy, Private School or they are home educated. If this is incorrect please let me know. If the local authority box is ticked you get the email.

Because Hastings Musical Festival is always held during school time (only time we can get the Theatre!) we always have to provide child licences for every child who attends a local authority school. This has always been the case but in previous years the parents have had to fill out a licence form and send it to East Sussex - or whichever authority - then the authority sent it to me. Very cumbersome and time consuming. This year they have agreed I can just prepare a spreadsheet for all the children as long as I include a current head and shoulders picture and either passport or birth certificate. This should save hundreds of bits of paper but as you can imagine it still takes a long time to organise.

They also want all the information at least 6 weeks before the event so realistically I need to have it all by mid Jan and then I start chasing people up who have not sent it. Lots of people are in a number of dance and singing classes so they know they are bound to have one or two in school time. You can wait until you get the timetable if you like and if they are in group dances they may well be out of school time. I wanted to start the process now so that we can make sure everyone is aware of the process and has time to upload the documents.

Everyone will need permission from the headteacher once they have their timetable as usual.

The documents are uploaded via playandperform as this is a safe platform. You log on to your entry and will see where it says Upload Entrants ID Documents.