

## **2021/22 Taking Centre Stage : School Performing Arts in Practice Scheme Enrollment Information**

### **Contact and Follow-up**

#### **Contact**

1. The school shall arrange at least one teacher to be the contact person for the arts group, LCSD, programme instructor(s) and students. In case of any change in the contact person during the programme, the school shall inform the arts group and LCSD immediately. The school should also inform the arts group and LCSD for any comments on the programme or instructor(s).
2. In case of unsatisfactory attendance or performance of a certain student, the teacher should take follow-up action immediately and remain close contact with the programme instructor(s) for necessary improvements. The teacher shall inform the arts group and LCSD of the learning progress if necessary, assist in programme coordination, contact with parents and attend programme reflection meeting(s).

#### **Promotion and fees**

1. The school is responsible for internal promotion and inviting students to participate in the workshop. The school should also explain clearly the content and objectives of the programme to students/parents. The number of participants shall not be less than 80 % of the available quota for efficient use of resources.
2. The school collects the required fee (e.g. workshop fee, fees for purchasing percussion instruments, shoes, costume/props, etc.) from each participating student and pays the fee to the arts group.
3. If a school withdraws from a project out of any reason after the arts group has arranged an introductory performance, the school shall inform the arts group and LCSD on the withdrawal decision in writing and shall pay the administrative fees to the arts group or LCSD within one month. Fees for respective programmes are as follows:
  - For "Know yourself through your body" Modern Dance in Practice Project, the school shall pay CCDC a total of \$6,200 as administrative and performance fees.
  - For "Alice in the Wonderland" Creative Ballet in Practice Project, the school shall pay Hong Kong Ballet a total of \$1,200 as administrative and performance fees.
  - For other School Performing Arts in Practice Scheme, the school shall pay LCSD a total of \$1,200 as administrative and performance fees.

#### **Other follow-up work**

1. Administrative support from schools is essential in promoting internal arts education programmes. Arts groups and LCSD hope that each school can arrange at least one teacher as the person-in-charge of the whole programme, prioritise the venue for use of the programme and provide subsidies to students with financial difficulties.
2. The school must provide suitable venues, facilities and equipment for organising different activities including rehearsals.

3. The teacher-in-charge must attend every programme session punctually to check the attendance and assist in programme facilitation. The teacher must also supervise the attendance of the participating students and ensure that the average attendance is not below 80%.
4. In case the overall attendance is below 80%, or the school cannot fulfill its responsibilities and implement the related improvement measures, the school will have a lower chance of being selected in future programmes of similar nature.
5. The school shall lead its students to take part in all external activities of the programme, including drama analysis section, stage technique workshop, introductory performance, rehearsals, “Students’ Performances for the Community”, “Community Performance of Cantonese Opera by Children” and graduation performance, etc.
6. The school shall assist in the coordination and promotion of the extended activities and graduation performance to be held internally. The school should encourage students and parents to take part in the extended activities and graduation performance.
7. As a sign of support to the participating students, the school shall assist in the promotion of the graduation performance to be held externally and coordination of the ticket purchase of teachers, students and parents. The teacher-in-charge shall coordinate the setting/props/costume production, provide laptop, arrange transportation and meals based on specific needs of the programme.
8. Some of the programmes may include activities of “Students’ Performances for the Community” and “Community Performance of Cantonese Opera by Children”. The school shall be responsible for contacting the social welfare organisation in the district and arranging the date and venue for the activities.

## **Requirements on venue and facilities**

### **Requirements on venue**

1. Workshops must be held regularly in an air-conditioned venue of not less than 700 square feet in school. Headroom of venues for ‘Cantonese Opera at Schools’ Cantonese Opera in Practice Project must be at least 3 metres high. The actual venue is to be discussed and confirmed by both the arts group and the school.
2. Floor material of venues for dance workshops must be wood or plastic.
3. Venues must provide sufficient space and be clean. Miscellaneous items should not be stored. The school shall confirm the status of the venue 15 minutes before a programme session.
4. The school shall provide a storeroom/ storage space for the required tools and work of the programme.
5. Once a venue is confirmed, the school cannot change it except for special reasons. No other activities shall be carried out in the venue at the same time.

### **Requirements on facilities and equipment**

1. The school shall provide audio and (e.g. audio systems for playing computer music files like MP3, WMA, CD and USB), visual equipment (for playing VCD, DVD and USB), etc. Venues with wall mirrors are preferred for all dance in practice schemes.

2. Required facilities and equipment of respective programmes are as follows:
  - a. Dance room/ Activity room equipped with an audio system, wall mirror, wooden/plastic floor
    - "Know yourself through your body" Modern Dance in Practice Project
    - "Alice in the Wonderland" Creative Ballet in Practice Project
    - "Tiny Changes" English Musical Theatre in Practice Project
    - "Stylish Stage: Finding the Groove and Feel Comfortable on the Stage" Street Dance or Jazz Dance in Practice Project
  - b. Piano
    - "Tiny Changes" English Musical Theatre in Practice Project
  - c. Projectors and audio systems
    - "Spatial Sonorities" e-Orch Music Creation and Performance in Practice Project
    - "We Love Adventure" Puppetry in Practice Project
  - d. Laptop
    - "Spatial Sonorities" e-Orch Music Creation and Performance in Practice Project
  - e. Drum set
    - "Drums in Move" Drumming in Practice Project

### **Selection Mechanism**

1. After the application deadline, LCSD shall compile a list of candidate schools based on factors like previous participation records, choices of programmes, administrative support, venue arrangements and availability of financial assistance. LCSD will conduct site visits to each of the candidate schools with the organising arts groups to have a better understanding of the school, inspect the venue and facilities, and explain in detail the terms and conditions of the project.
2. During the site visit, the arts groups and LCSD will further inquire about the preparation work done by the principal and the teacher-in-charge, including delineation of responsibilities and guarantees, administrative support from the school and venues and facilities, so as to decide on the final selection results of various programmes.

### **Announcement of Selection Results**

Schools selected for 2021/22 Taking Centre Stage: School Performing Arts in Practice Scheme will receive written notification from LCSD between mid-July to early September.