



**RUISLIP – NORTHWOOD  
FESTIVAL ASSOCIATION**

**SIXTY EIGHTH ANNUAL FESTIVAL**

***SYLLABUS***

For

***DANCE***

***2025***

***SATURDAY 5<sup>th</sup> to THURSDAY 10<sup>th</sup> APRIL 2025***

“Competitors are not rivals but comrades pacing one another on the road to perfection....”

Sir Walford Davies

*As well as organising the Festival the Ruislip-Northwood Festival Association continues to support the arts locally by its membership of the Hillingdon Arts Association and the performing arts nationally by its membership of the British & International Federation of Festivals for Music, Dance & Speech*

*Registered Charity 1034353*

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**RUISLIP-NORTHWOOD FESTIVAL**  
**of MUSIC, SPEECH & DRAMA and**  
**DANCE**

**2025**

**This Festival is affiliated *to***  
**THE BRITISH AND INTERNATIONAL**  
**FEDERATION OF FESTIVALS**  
**for**  
**MUSIC, DANCE AND SPEECH**

Closing dates for 2025 entries

SPEECH & DRAMA – Will not take place in 2025

DANCE – 13<sup>th</sup> December 2024 or when full

MUSIC – Will not take place in 2025

## **HONORARY COMMITTEE MEMBERS**

***Chairman: Chris Lee***

Tel: 01895 631971 E-mail: [rnf.chairman@outlook.com](mailto:rnf.chairman@outlook.com)

***Vice-Chairman: Linda Donnelly***

Tel: 01895 622203 E-mail: [lindadonnelly7007@gmail.com](mailto:lindadonnelly7007@gmail.com)

***General Secretary: Brenda Reed***

Tel: 0208 4221145 E-mail: [brendcrafter1966@gmail.com](mailto:brendcrafter1966@gmail.com)  
8 Leamington Crescent, Harrow HA2 9HQ

***Treasurer: Chris Lee***

Tel: 01895 631971 E-mail: [rnf.chairman@outlook.com](mailto:rnf.chairman@outlook.com)

## **HONORARY SECTION SECRETARIES**

Dance

**Kandi Todd** E-mail: [rndance@yahoo.com](mailto:rndance@yahoo.com)

Music

**TBC**

Speech & Drama

**TBC**

## **COMMITTEE MEMBERS**

**Nadine Bower**

**Mary Hopkins**

Copies of the Safeguarding and Equal Opportunities Policies for the Ruislip-Northwood Festival Association, are available on our website and at the admissions desk of each section of the festival.

## **HOW THE RUISLIP-NORTHWOOD FESTIVAL WORKS**

**Introduction** The Ruislip-Northwood Festival, like most of the nearly 300 member Festivals of the British & International Federation of Festivals for Music, Dance & Speech (“BIFF”), was originally set up and continues to be organised by a local group of amateur enthusiasts interested in promoting opportunities to enjoy and participate in the performing arts. The festival is a registered charity. As with most Festivals we offer a wide variety of classes spanning most ages and abilities. A nationally recognised professional adjudicator is engaged for each section of each year’s festival to provide constructive assessment and encouraging advice to each performer. Performers also receive helpful written reports and certificates of achievement. There are both competitive and non-competitive classes, with medals and trophies to be won. Superb opportunities are provided to perform in public, to build confidence, to give and enjoy excellent performances.

**Festival calendar** Organisation of a year’s Festival typically starts 12 months in advance, with the engagement of the adjudicators and booking of the venues. Syllabuses listing the classes on offer and information about the festival, including its rules and entry fees, are usually published about 6 months before the festival. Copies are sent to teachers and others likely to submit entries. Based on the entries subsequently received dates & times of classes are decided, bookings of adjudicators & venues finalised, performers notified accordingly and stewards recruited. The programmes are word-processed & sent for printing. A report sheet & certificate are also printed for each performer in each class.

**Festival’s support of the arts community** Apart from the major enterprise of running the festival we support the arts locally by our continuing membership of the Hillingdon Arts Association and the performing arts nationally by that of the BIFF.

**Finance** Surprise and disbelief are sometimes expressed that, apart from the adjudicators, nobody receives any payment for their part in running our festival and that neither central nor local government funds it. Our income consists primarily of class entry fees, plus those for admission to performances; other contributions are from sales of programmes and any refreshments, as well as donations in cash or kind from generous individuals & organisations. Our main costs are those of our professional adjudicators and our venues; others are place-medals, printing, postage, BIFF membership & insurance etc and incidentals

**Support received** We survive financially and flourish artistically thanks to the support we receive from everyone involved - parents, teachers, performers, adjudicators, unpaid helpers, and other generous donors. Supporters include The Rosedale-Hewens Academy Trust who make their venue available to us on the most favourable terms they can, as well as other organisations & individuals who make very helpful donations, large & small. We are extremely grateful for all this support, without which the festival could not survive, let alone flourish, and we are anxious to attract more so that we may develop further.

**For more information and/or to offer support.** If you would like more information about the festival, or would like to help us in any way, please talk to any of our stewards at the festival or contact any of the honorary members of our committee.

*We do hope that you enjoy your participation in our festival, and we look forward to your continuing support*

# **SAFEGUARDING POLICY**

**The British and International Federation of Festivals for Music, Dance and Speech** work for amateur festivals everywhere to help create thousands of educational performance opportunities for children and young people each year.

The Federation, and our member Festivals, are committed to ensuring safe environments for children and young people and believe that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, adjudicator members, volunteers, students or anyone working on behalf of the Federation and our member Festivals.

## **We recognise that:**

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## **The purpose of the policy:**

- to provide protection for the children and young people who participate in our festivals, including the children of festival members
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm

## **We will seek to safeguard children and young people by:**

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and safe working practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

The Federation will review this policy each year in November in line with Safe Network guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

**Competitors perform at their own risk and Ruislip-Northwood Festival Association will not be held responsible for any mishaps/accidents etc**

## SAFER FESTIVALS

**The Federation and its member Festivals use the following policies and procedures to create a safer festival for everyone :-**

1. A single, definitive Child Protection Policy adopted by all Federation Festivals.
2. One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival. Name: Ruislip-Northwood Festival Telephone: 020 84221145
3. Best practice advice in the form of **Safe Working Practice** and **Festival Safeguarding leaflets**, with support and training for all Festival staff and volunteers. Including clear reporting procedures for anyone with a concern about a child.
4. Appropriate recruitment and induction procedures for all new Festival staff and volunteers responsible for providing safe environments for everyone attending / performing at a Federation Festival.
5. All Festival personnel wear an official Festival identity badge. All teachers/parents/guardians /carers are asked to report all incidents of any nature to anyone wearing a festival badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Festival Safeguarding** best practice advice. In addition we will ensure the availability of a quiet area / room where concerns can be expressed in private.
6. For the duration of a festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all festival venues, practice and changing areas that may be provided. The festival cannot take responsibility for any property left unattended.
7. No unauthorised photography, audio or video recording of children and young people is allowed at our festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child is not included in official photos.
8. Some children and vulnerable adults may have specific needs in order to take part. If this is the case, we ask the responsible teachers/parents/guardians/carers to contact the festival organisers prior to arrival. The festival actively seeks wherever possible to meet these needs but must know beforehand in order to prepare support – or to advise that help cannot be provided on this occasion.
9. The Festival's Safeguarding Policy and approach to Creating Safer Festivals for Everyone is published explicitly in our Syllabus, Programme and Website. By entering the festival, all parents / guardians / carers and teachers of competitors under 18 (or vulnerable adults of any age) confirm that they give (or have obtained) the necessary consents for the competitors to take part in the festival. Without consent the entry to the festival cannot be accepted.

# **FESTIVAL RULES AND CONDITIONS**

## **1. AMATEURS**

All classes are open to amateurs, but professionals are allowed to take part as conductors and as accompanists, as one of the competitors in the piano duet open class and speech & drama open classes. For this festival, a professional is one whose living depends on the teaching or performance of music, elocution or dancing. Amateurs who receive a small stipend or occasional fee are not debarred from competing. Pupils of an adjudicator may not compete in any class which is judged by that adjudicator.

## **2. RIGHT OF REFUSAL**

The Festival Committee reserve the right to refuse any entry.

## **3. ENTRY FEES**

Payment details will be sent via the system used for that section. Entry fees are not refundable.

**If you receive a communication that our bank details have changed, please telephone the Section Secretary before making any payments.**

## **4. ORDER OF COMPETING AND TIMETABLING**

- (a) The order of competing is arranged in a random order by our on-line entry system. The Honorary Section Secretary can change the order to help with the flow of sections
- (b) Competitors must perform on the allocated date and time as stated in the timetable.
- (c) The festival reserves the right to start a class 45 minutes earlier than the time stated on the programme if circumstances permit. Each performer **MUST** be present at least 45 minutes before the given time on their scheduled class time.
- (d) Competitors are allowed to appoint a substitute after the closing date of entries; however this may not be reflected in any documentation already printed
- (e) The Committee reserves the right to combine classes when entries are small and to divide a class when the entries are large.

## **5. NOTIFICATION TO COMPETITORS**

The timetable will be sent to all that have submitted an entry. The timetable will also be available on our website ([www.ruislipnorthwoodfestival.org.uk](http://www.ruislipnorthwoodfestival.org.uk)), and on Facebook ([Ruislip-Northwood Festival](#)). Our Facebook page will hold notifications, particularly emergency ones, so please check before travelling.

## **6. REPORT SHEETS AND CERTIFICATES**

The adjudicator's notes and marks on a performance can be obtained after the section, without charge. We aim to have the report sheets out as soon as possible after the section has completed but cannot guarantee a time-frame. Certificates will be available on Festival Connect the following day.

## 7. ADJUDICATORS

- The Committee reserves the right to substitute or appoint other adjudicators should any unforeseen contingency arise.
- The adjudicator's decision shall be final and no correspondence can be entered into concerning such decisions. Any form of communication by or on behalf of a competitor with an adjudicator may render the competitor liable to disqualification.
- The adjudicator may stop any performance if the allotted time has been exceeded.

## 8. CERTIFICATES, TROPHIES AND MEDALS

- All competitors will receive a certificate. Apart from non-competitive classes, performances will be graded as follows:

	Class	Age on 31 August 2025*	Qualifying Mark	Qualifying Band
Solo Sections	Pre-Junior	6 & under	84	Commended
	Class A	7 & 8 years	84	Commended
	Class B	9 & 10 years	85	Honours
	Class C	11 & 12 years	86	Honours
	Class D	13 & 14 years	86	Honours
	Class E	15 & 16 years	87	Honours
Duets, Trios & Quartets	Pre-Junior	7 & under	84	Commended
	Junior	10 years & under	85	Honours
	Intermediate	14 years & under	86	Honours
	Senior	21 years & under	87	Honours
Groups	Junior	10 years & under	84	Commended
	Intermediate	14 years & under	86	Honours
	Senior	21 years & under	87	Honours

\* This is taken from the AED website. For this festival the age is at 31<sup>st</sup> August 2024, the date shown above is the age cut off for regional finals in May 2025

- All trophies presented at the festival are and remain the property of the Ruislip-Northwood Festival Association and must be returned on the first day of the following years festival. If not attending the festival, then they must be returned (carriage paid) to the General Secretary to the address shown on page 2.

**Holders are responsible for any loss or damage, which should be reported immediately to the Honorary Section Secretary with full particulars. There will be a charge for non-return of trophies which will be charged to the dance school – the charge will be a like for like replacement of the missing trophy. Please note that the cost of engraving must be borne by the recipient, but such engraving is not obligatory.**

If the recipient or a representative from the dance school is not at the trophy presentation then the trophy will not be awarded.



## **9 COMPLAINTS**

Any complaint must be made using the festival complaint form (download a copy from our website or obtain a copy from the section secretary) and must reach the chairman within five working days of the incident concerned. Verbal complaints will not be entertained. The decision of the committee in all questions of disputes arising out of these regulations or not provided for by them shall be final. See note 7(b) regarding Adjudicator's decision.

## **10 ACCEPTANCE OF RULES**

Receipt of the completed entry implies acceptance of these Rules. The festival committee reserves the right to legislate for any points arising not provided for in these rules.

## **11 PHOTOGRAPHY, COPYRIGHT & SAFEGUARDING**

- (a) Photography, filming, video or audio recording and the use of mobile phones during any performance is strictly prohibited. However, by entry to the competition, competitors agree to perform before the cameras of the media or agents of the festival. Where parents/guardians/carers do not wish photos to be taken at all then the responsible adult attending should ensure that the child is not included in official photos.
- (b) All performances using music from shows in current production are subject to copyright laws. Songs from shows in current production may be sung as a concert item, i.e. with no costume or movement without need for copyright permission.
- (c) Where movement or costume are included in a performance, copyright permission is required, and the festival committee accepts these entries on the basis that the appropriate copyright permission has been sought.
- (d) Performers or teachers with queries on how to obtain copyright permission for performance items should contact Festivals House on 01625 428297 before making their entries.

## **12 SAFETY**

Parents should be aware that the **ONLY AREAS OF THE VENUE SUPERVISED BY RNFA** personnel are the side of stage and performing areas. In all other areas of the venue (including the dressing rooms, auditorium, toilets, corridors etc) parents and teachers are reminded that the safety and belongings of young people are their responsibility during the festival. The festival accepts no responsibility for the personal effects of entrants or their helpers.

## **DANCE SECTION**

### **ADJUDICATOR FOR THE 2025 FESTIVAL: GEMMA SUMMERSCALES-HEARD**



Raised watching the musical films of the Golden Era, taking a particular shine to Judy Garland and Mickey Rooney, Gemma fell in love with musical theatre. She trained in all aspects of dance and theatre until the age of 18. During this time she modelled for various brands including Coca-Cola. She then went on to perform as a child and teen in UK tours and in the West End with the New Shakespeare Company. She was also invited to appear as a singer/dancer at the Olympic Games in Sydney 2000.

Due to ill health and a lengthily hospital admission, Gemma started to choreograph, leading her into teaching whilst taking a break from performing. She became passionate about passing her love of the arts to children and young adults, nurturing and encouraging them to be the best version of themselves. She continues to extend her knowledge of theatre and dance with recognised and well-respected practitioners in the UK and USA. Many of Gemma's students have become professionals performing in musical films, television, in the West End and in tours around the world. "There is nothing quite like the feeling of live theatre, witnessing the energy and talent of a cast on stage is magical. Being able to provide my experience and knowledge of the industry to competitors is a privilege." Alongside adjudicating, Gemma is a fellowship member of the ISTD, an approved tutor and part of the modern theatre faculty teaching team.

<b>FESTIVAL DATES:</b>	Saturday 5 <sup>th</sup> to Thursday 10 <sup>th</sup> April 2024
<b>VENUE:</b>	Hewens College, Hewens Road, Hayes, UB4 8JP
<b>CLOSING DATE:</b>	Entries will close on 13 <sup>th</sup> December 2024 or earlier if the festival is deemed to be full
<b>SECTION SECRETARY</b>	Mrs Kandi Todd, email: <a href="mailto:rndance@yahoo.com">rndance@yahoo.com</a>

**Late entries can be accepted only in exceptional circumstances.  
Please note that no additions or alterations can be made after the closing date (apart from substitutions in duets, trios, quartets and groups)**

## DANCE SECTION ENTRY SPECIAL NOTES

**Please see the All England Dance syllabus for further information. This festival will be following the rules of the AED.**

1. Entries will be via the AED Festival Connect on-line entry system only. The link to the system will be posted on our Facebook and webpage. Entries via any other means will not be accepted. Please note that no additions or alterations can be made after the closing date (apart from substitutions in duets, trios, quartets and groups). Payment will be through the system and entries will only be confirmed once payment is received.
2. A competitor may enter only once in any solo, duet, trio or quartet section. A school may not enter more than two groups in any one section. Small groups and Large Groups are different sections so two groups can be entered into each one. Small groups are 5 to 10 performers, large groups are 11 to 30 performers.
3. For the choreography section the name(s) of the Choreographer or Choreographers should be stated on the entry, but not the names of the dancer(s) if different. The competitor is required to choreograph a dance and choose the music. In addition, all competitors must give a **BRIEF WRITTEN DESCRIPTION** of the dance, the costumes, setting and type of lighting they think it requires. This description should be emailed to [rndance@yahoo.com](mailto:rndance@yahoo.com) before the first day of the festival.
4. Performers must provide their own music. All music must be submitted via the festival Connect portal by **28<sup>th</sup> February 2025**.
5. Competitors must dance in correct programme order, report to the holding area 45 minutes before they are due to dance and be ready in the wings before their number is announced.
6. The stage and stage wings are out of bounds to all except authorised persons and competitors about to perform. Authorised persons include one assistant from each school who may accompany children under 7 years and older competitors for the sole purpose of wardrobe or props.
7. Ballethoo Challenge Trophy - All winners of Senior F Solo Classes will be invited to compete for this Trophy. Where a section is split, both competitors from the two sections will go forward to the Ballethoo Trophy. Should the number of invited competitors be exceptionally small, the Committee may invite other competitors from Senior E to dance (choice of dance at Committee's discretion for a balanced programme).
8. In all classes where age limits are specified the date at which the age is taken is 31<sup>st</sup> August 2024

## DISCIPLINES AND TIME LIMITS

	Solos			Duets			Trios/Quartets		
	Pre-Junior			Pre-Junior & Junior	Inter	Senior	Pre-Junior & Junior	Inter	Senior
	A B	C	D E F						
Classical Ballet	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Modern Ballet			2		2.5	2.5		2.5	2.5
Narrative / Character	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Contemporary			2		2.5	2.5		2.5	2.5
Global	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Classical Greek	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Musical Theatre	2	2.5	2.5	3	3	3	3	3	3
Tap	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Jazz/Modern	1.5	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Lyrical		2	2		2.5	2.5		2.5	2.5

	Small Groups			Large Groups		
	Junior 10 & Under	Inter 14 & Under	Senior 21 & Under	Junior 10 & Under	Inter 14 & Under	Senior 21 & Under
Classical Ballet	3	3	3	4	4	4
Modern Ballet		3	3		4	4
Narrative / Character	3	3	3	4	4	4
Contemporary		3	3		4	4
Global	3	3	3	4	4	4
Classical Greek	3	3	3	4	4	4
Musical Theatre	3.5	3.5	3.5	4.5	4.5	4.5
Tap	3	3	3	4	4	4
Jazz/Modern	3	3	3	4	4	4
Lyrical		3	3		4	4
Open	3	3	3	4	4	4

- Dancers under 13 years may not enter Modern Ballet or Contemporary sections.
- Lyrical is open to C, D & E solos, inter & senior duets, trios / quartets and groups.
- Lyrical dances for Pre Junior, A, B solos and Junior duets, trios / quartets and groups should be entered into the Jazz / Modern section.
- The Open section is for small or large group dances, which do not fit into the specific categories listed above.
- There is an additional choreography section covering all ages

## ENTRY FEES

SOLOS £6.50 per entry

DUETS £4.50 per dancer

TRIOS/QUARTETS £4.50 per dancer

GROUPS £3.00 per dancer

## **POLICIES**

Copies of the following policies are available on our web site and will also be available at the admissions desk of each section of the festival:

- R-NFA Constitution
- Data Protection
- Equal Opportunities
- Privacy
- Photography & Video
- Safeguarding
- Child Protection Policy Statement