RUISLIP – NORTHWOOD FESTIVAL ASSOCIATION

70TH ANNUAL FESTIVAL

SEND FRIENDLY

SYLLABUS FOR DANCE

2027

Equality Diversity Inclusion
Celebrate Embrace Share

TUESDAY 30th MARCH to SUNDAY 4th APRIL 2027

"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

Version 1.0

RUISLIP-NORTHWOOD FESTIVAL

of MUSIC, SPEECH & DRAMA and DANCE

2027

This Festival is affiliated *to*

THE BRITISH AND INTERNATIONAL

FEDERATION OF FESTIVALS

for

MUSIC, DANCE AND SPEECH

FESTIVAL DATES:	Tuesday 30th March to Sunday 4th April 2027
VENUE:	Hewens College, Hewens Road, Hayes, UB4 8JP
CLOSING DATE:	Entries will close on 23rd December 2026 or earlier if the festival is deemed to be full

HONORARY COMMITTEE MEMBERS

Acting Chairman: **Linda Donnelly**
Tel: 01895 622203 E-mail: rnf.chairman@outlook.com

General Secretary: **Brenda Reed**
Tel: 0208 4221145 E-mail: brendcrafter1966@gmail.com
8 Leamington Crescent, Harrow HA2 9HQ

Treasurer**: Sarah-Jane Beever**
E-mail: rnf.treasurer@outlook.com

Dance Section Secretary: **Kandi Todd**
E-mail: rndance@yahoo.com

COMMITTEE MEMBERS

Nadine Bower **Rhoda Mensah** **Claire Shearn**
Natalie Greenacre **Jo Sherwood**

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 the festival.

HOW THE RUISLIP-NORTHWOOD FESTIVAL WORKS

Introduction The Ruislip-Northwood Festival, like most of the nearly 250 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 5 months before the festival. Copies are sent to schools that entered the previous year and are also published on our social media pages. Based on the entries subsequently received: dates & times of classes are decided, bookings of adjudicators & venues finalised, performers notified accordingly and volunteers recruited. The programmes are word-processed & sent for printing.

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, volunteers, 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 volunteers at the festival or contact any of the members of our committee.

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

CHILD PROTECTION & SAFEGUARDING POLICY

IMPLEMENTED: February 2025 ANNUAL REVIEW DUE: February 2027
SAFEGUARDING OFFICER: Brenda Reed, 0208 422 1145

The safety of children and members of other vulnerable groups is paramount and all, without exception, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously, responded to swiftly and appropriately and all of the Festival's organisers/volunteers have a responsibility to report concerns. We recognise our responsibility to safeguard the welfare of all children, young people, and members of vulnerable groups by a commitment to recommend best practice which protects them.

THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS CHILD PROTECTION POLICY

(ADOPTED BY RUISLIP-NORTHWOOD DANCE FESTIVAL)

This policy applies to our Board of Trustees, Adjudicator members, volunteers, students, or anyone working on behalf of the Federation and our member Festivals. It has been drawn up on the basis of relevant law and guidance that seeks to protect children and young people, and its purpose is to set out the overarching principles that guide our approach.

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
- 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
- Appointing a Federation Head of Safeguarding and, for each festival, at least one Festival Safeguarding Officer
- Adopting child protection guidelines through procedures and safe working practice for staff and volunteers
- Working within the legislation and guidance that specifically addresses the needs of young performers (specifically, the Children and Young People Acts 1933 and 1963, and the Children (Performance and Activities) (England) Regulations 2014

- Adopting a safe and balanced approach to the issue of creating and using photography and images of children and young people at our festivals and in our communications
- 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.

BIFF will review this policy each year in line with NSPCC guidance or sooner in light of any changes in legislation or guidance

RUISLIP-NORTHWOOD DANCE FESTIVAL SAFEGUARDING POLICY

Guardians are reminded that the safety of young people and vulnerable adults, together with their belongings, remains their responsibility during the festival.

When attending the festival, guardians must ensure that children and vulnerable adults are adequately supervised by themselves or by another responsible adult acting on their behalf e.g. a teacher. Festival volunteers are not able to undertake this task. Changing areas, toilets and the canteen area are not supervised, and children should not be allowed to stray into areas designated as out of bounds.

1. PURPOSE AND FUNCTION OF ORGANISATION

The object and purpose of Ruislip-Northwood Dance Festival is to assist in the education of children and young people in the art of dance and all of its branches. To this end Ruislip-Northwood Dance Festival holds an annual competitive festival. A professional adjudicator, recommended by The British & International Federation of Festivals, adjudicates Ruislip-Northwood Dance Festival

2. THE FESTIVAL ENVIRONMENT

The festival is a Charity run by organisers and volunteers and informs and involves parents, carers, guardians, and teachers in partnership to ensure a safe environment at the venue. We do this by ensuring that all participants receive a copy of this policy. The Safeguarding policy is available in the syllabus, in the programme and on the website. The festival hires the facilities and the venue is not running the event.

3. TO WHOM DOES THIS POLICY APPLY?

This policy relates to all children under the age of 18 and members of vulnerable groups of any age whose needs are identified to the festival organisers by guardians and / or teachers prior to their arrival at the festival. This should be done by contacting the Safeguarding Officer. Contact details can be found at the top of the policy. Our festival actively seeks to meet all needs but must know specific needs beforehand in order to identify what support we are able to offer.

4. RUISLIP-NORTHWOOD DANCE FESTIVAL PERSONNEL

Where Festival Personnel will be supervising children or in one-to-one contact with children at our Festival, they are required to undertake disclosure through the Disclosure Barring Service (DBS) or obtain a volunteer chaperone license (which includes the DBS) prior to the start of the festival.

Those disclosures will be processed either through the umbrella body which supports our Festival (The British & International Federation of Festivals) or through the appropriate local council. We ensure that all volunteers working at the festival submit contact details, which we hold on file and keep to hand during the festival.

At the Festival there will always be an organiser available on the premises to answer any queries or deal with any issues. This information is provided beforehand in our Festival Guide which is sent to all participating dance schools, displayed on our website and posted on our social media pages.

All Festival Personnel will be identified by wearing the Ruislip-Northwood Festival t-shirt or a badge which shows their name. In case of a problem, anyone wearing a t-shirt or badge may be approached at any time and if not able to deal with the problem themselves, will direct adults or children to the organiser. All problems will be dealt with discretely, documented and dated. All festival personnel will be signed in and signed out of the venue on a daily basis and we will keep a copy of this register to hand during the festival.

All those who assist in running the festival are volunteers; they are recruited upon recommendation by those who manage the festival, or the umbrella body which supports our festival (The British & International Federation of Festivals), as professional people and/or supporters of the festival with good character. All festival volunteers and helpers are familiar with this policy.

On arrival dancers sign in to the dancing they will be performing that day with a festival volunteer. Dancers are not allowed to be left alone anywhere on the premises without a guardian being present. Ruislip-Northwood Festival provide a licensed chaperone for when the dancer is backstage only, at all other times they are the responsibility of the guardian.

5. PREPARATION FOR ATTENDANCE AT THE FESTIVAL

Before a dance school pays for entries to the dance festival they must agree to the terms and conditions, which includes the need to review all the festival policies on our website and ensure that these are communicated within their dance school. Entries are unable to processed without agreement to these terms. This policy is part of the documents on the website.

This ensures that guardians and teachers become partners with the festival in implementing this policy. A guardian or teacher must accompany and supervise all entrants under 18. This policy is also included in the programme, along with a hard copy being available with the festival organiser at the venue.

6. PERFORMANCE, CHANGING AND COMMON AREAS

Designated changing areas will be provided, but these, along with public areas, will not be supervised by festival volunteers and must be supervised by the adults accompanying the participants. Guardians and teachers should be aware that the only areas of the venue solely supervised by festival volunteers are backstage, side of stage and performing areas during performances.

In all other areas of the venue (including, but not limited to, the dressing rooms, toilets, auditorium, corridors, canteen etc) guardians and teachers are reminded that the safety and belongings of young people are their responsibility during the festival. There will always be a Ruislip-Northwood Dance Festival volunteer at the side of the stage who will be a registered chaperone and therefore able to act as chaperone to competitors when in that area. A guardian will only be allowed backstage with dancers under the age of 7, should the dancer wish them to be. They will be introduced to the Festival volunteer and advised on where they can be located to ensure the safety of the dancers.

7. PHOTOGRAPHS, FILMING AND PRESS PHOTOGRAPHY

The taking of photographs or videos in the auditorium by members of the audience is strictly prohibited. An appropriate official photographer may be available throughout the festival to take photos of competitors.

Please note that any use of the photography remains the responsibility of guardians, and where guardians do not wish for photos to be taken, it is the responsibility of the guardian to ensure the child or vulnerable person is not included in said photographs. It is not festival policy to take mobile phones from dancers or stop them using these to take photographs or videos, but guardians are asked to ensure that mobile phones are used responsibly and to ensure that their use does not cause disruption in the backstage area. The taking of photographs on any device is strictly prohibited in any dressing rooms and toilets.

8. THE LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY

The Rehabilitation of Offenders Act 1974 The Children Act 1989
The Police Act 1997
The Data Protection Act 2018
The Human Rights Act 1998
The Protection of Children Act 1999
The Criminal Justice and Court Services Act 2000 The Children Act 2004
The Safeguarding Vulnerable Groups Act 2006

9. DATA PROTECTION

The festival is GDPR compliant and follows the latest regulations for the safe management, sharing and storage of all data collected from each entrant, customer, helper, or volunteer.

10. POLICY REVIEW

The organisers will review this policy annually, revising and enhancing it as necessary. In doing this, they will look to The British & International Federation of Festivals for support and that body, in turn will look to other agencies for good practice, most notably the NSPCC and Arts Council of England policy guidelines.

FESTIVAL RULES AND CONDITIONS

1. AMATEURS

All classes are open to amateurs. For this festival, a professional is one whose living depends on the teaching or performance of singing 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

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. Entry fees are not refundable.

In all classes where age limits are specified the date at which the age is taken is 31st August 2026

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.

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 before the first day of the festival.

Performers must provide their own music. All music must be submitted via the festival Connect portal by **28th February 2027.**

4. ORDER OF COMPETING AND TIMETABLING

The order of competing is arranged in a random order by our on-line entry system. The Dance Section Secretary can change the order to help with the flow of sections. Competitors must perform on the allocated date and time as stated in the timetable and in correct programme order.

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.

Competitors are allowed to appoint a substitute after the closing date of entries; however, this may not be reflected in any documentation already printed. 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*), and on Facebook (Ruislip-Northwood Festival). Our social media 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. These will either be available as a physical copy after the section has finished or on Festival Connect the following day. Certificates will be available on Festival Connect the following day.

7. ADJUDICATOR

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 and are graded as follows:

	Class	Age on 31st August 2026	Minimum Band for qualification
Solos	Pre-Junior	6 years & under	Commended
	Class A	7 & 8 years	Commended
	Class B	9 & 10 years	Honours
	Class C	11 & 12 years	Honours
	Class D	13 & 14 years	Honours
	Class E	15 & 16 years	Honours
	Class F	17-18 years	Honours
Duets, Trios & Quartets	Pre-Junior	7 years & under	Commended
	Junior	10 years & under	Honours
	Intermediate	14 years & under	Honours
	Senior	21 years & under	Honours
Groups	Junior	10 years & under	Commended
	Intermediate	14 years & under	Honours
	Senior	21 years & under	Honours

Please note:
Solo classes A to E will be split and danced in separate age groups e.g. Class A Jazz/Modern will have 2 sections which will be split as 7 years and 8 years
In order to qualify for AED your certificate must have a qualification sticker on it

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 Dance 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.

Ballethoo Challenge Trophy - Winners of Senior solo classes will be eligible to be invited to compete for this Trophy. The adjudicator will deem which performers will be asked to perform. The soloist must have achieved a minimum of an honours mark

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.

9 COMPLAINTS

Any complaint must be made using the festival complaint form (download a copy from our website or obtain a copy from the dance 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

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.

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.

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.

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 2026 FESTIVAL:
LUCY BANFIELD



Lucy has over 25 years of industry experience, having worked firstly as a professional Ballet Dancer, then moving into Musical Theatre, Film, TV, and working in the Commercial sector. She has had the pleasure of working with and assisting many notable Directors and Choreographers including Susan Stroman, Baz Luhrmann, Drew McOnie, Arlene Phillips, Carlos Acosta, Rob Ashford, Twyla Tharp, Andy Blankenbuehler, Karen Bruce, Lucie Pankhurst, Adam Cooper, Javier Frutos, & Kim Gavin.

Lucy is a multifaceted dance professional, she choreographs and directs industry based projects and has worked as a dance facilitator and educator for over 25 years, with senior leadership experience including roles as Head of Dance at ArtsEd, Head of Jazz at Laine Theatre Arts, and Head of Vocational Studies at The Urdang Academy. Lucy has lectured at numerous HE and FE institutions including Laine Theatre Arts, The Urdang Academy, London Studio Centre, ArtsEd, The Royal College of Speech and Drama, Italia Conti, Performers, The Hammond, Central School of Ballet and Bodywork Company. She currently adjudicates and guest tutors at numerous prestigious events both here in the UK, and internationally, and is an RAD Musical Theatre Examiner, as well as having served on the All England Artistic Committee. She is the Choreographer & Movement Consultant for BLOCH photoshoots here in the UK, has a diploma in Event Management, and an FAA Level 2 Award for First Aid in Mental Health.

Lucy has a huge passion for creating and being a part of inspiring initiatives born out of equality, diversity and inclusivity. She is an Independent Evaluator, consultant, and panel member for ENB Ballet Futures - The Pipeline Project, was a member of the Black British Theatre Awards focus group, is Patron of Melt Dance, and founder of The Un-Boxed Collective.

DISCIPLINES AND TIME LIMITS

	Solos			Duets			Trios/Quartets		
	Pre-Junior A B	C	D E F	Pre-Junior & Junior	Inter	Senior	Pre-Junior & Junior	Inter	Senior
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, except in a group setting
- Lyrical is open to C, D, E and F solos, inter & senior duets, trios / quartets and groups.
- Lyrical dances for Pre Junior, A, B solos and Pre-Junior, 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.

ENTRY FEES

SOLOS £6.50 per entry

DUETS £4.50 per dancer

TRIOS/QUARTETS £4.50 per dancer

GROUPS £3.50 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:

- Child Protection and Safeguarding Policy
- Child Protection Procedure
- Code of Conduct for Dancers
- Code of Conduct for Volunteers
- Equal Opportunities Policy
- First Aid Policy
- Privacy Policy
- Vulnerable People at Risk Policy