

Action plan for Christmas Performance in St. Sylvester's Infant School

December 2020

Rational

Due to Covid-19 restrictions at Levels 3-5, no organised indoor gatherings can take place. This means that the traditional Christmas concerts, involving lots of singing and movement on stage, along with a live audience, cannot take place in its usual format this year. An alternative arrangement has been devised, by Córa Boner, the post holder with responsibility for the Christmas Concerts, Music and Drama, with consultation with the Principal Sharon Dunne, the ISM team, District Inspector Catherine Treacy and the staff.

Proposed Plan for the Christmas Performance

A Virtual Christmas Performance will be recorded in school and a link to the completed video will be emailed to parents. This will allow the children to experience some of the excitement of the rehearsals and the performance of Christmas songs and poems, and to share with the parents some of the magic that is experienced in the school each December.

Each teacher will record a short video of their class performing a Christmas story or poem and a song. It will be done using the pod system, and all Covid-19 health and safety regulations will be followed. The children will be performing as part of a group at all times. The children can wear a Christmas top/ jumper/ dress on the day of the recording.

Safety Considerations

The Board of Management, school leaders and staff of St. Sylvester's I.S are aware of their responsibilities to ensure Covid-19 guidelines are adhered to, and that the recording of the children is shared responsibly. With this in mind the following procedures have been put in place:

1. Parental Permission:

As teachers are recording the children and these recordings will be sent to the whole year group, permission is required from the parents to do so. A Christmas Performance Consent Form, will be sent to parents on Monday 30th November 2020, using Google Forms. If a parent declines to give their permission, then their child will not be allowed to be filmed. They can be present in the hall, and say their lines off camera. The form also instructs parents that the videos are not to be shared on Social Media, and are viewed by family members only.

2. Location:

The recordings will take place in the school **hall**. Following consultation with Catherine Treacy, District Inspector, the following risks have been assessed and addressed:

- The size of the hall: The hall is 12m long, 6m wide and 4m high. The area of the hall is greater than the classrooms.
- The number of pupils/adults in the hall: One class (max 28 children) and 3 adults (2 teachers and 1 SNA) will be allowed in the hall during each practice and performance session.

- The duration of the practice/performance sessions: The hall will be timetabled in 40 minute time slots. It is envisaged that each class will spend a max. of 15 minutes in the hall, allowing 20 minutes ventilation between each session.
- Number of windows in the hall: There are 6 windows in the hall and a door in the PE storage area that opens outside. These will be open during the practices and performances. The 2 doors that connect to the corridor will be closed during the practices and performances.
- The ventilation plan for the practices:
Before: The windows in the hall will be opened wide each morning by the Post Holder, Córa Boner
During: The windows and door to the yard (when the yard is not in use) will be open the whole time the hall is in use.
After: The hall will be fully ventilated for 20 minutes between practices. The hall will also be empty during break time and lunchtime each day. The windows will be left open while it is being cleaned after school.

Singing can take place in schools so long as the following requirements are met:

- Singing is for no longer than 10 minutes
- In a well-ventilated space
- And singers are not facing each other.

Singing and performing in the hall will mean that logistically the recording of the performances will be more straightforward than recording outside. We are able to specify a date for it which will not be weather dependant, and issues with sound, lighting and power will be minimised.

Children and teachers will follow the current practice of sanitizing their hands on entering and leaving the hall.

3. Set Up:

The half stage will be set up in the hall. Each year group is allocated one day to record their performance – First Class on Wednesday 9th and Senior Infants on Thursday 10th December. The hall will be timetabled in 40 minute intervals – 15 minutes to record and 20 minutes for the hall to be ventilated between performances.

An iPad holder has been purchased for the tripod. The tripod will be set up in the hall with Córa Boner's iPad to record the performances. Having the recordings on one device will make the production smoother. Teachers will sanitize their hands before touching the iPad and tripod.

Teachers will bring their own cd player or laptop to the hall to play their backing track. There is also a speaker system which can be plugged in to laptops to play online backing tracks. Again teachers will sanitize their hands before using this.

4. Staging:

The children will perform their stanzas, from the Night Before Christmas and The Grinch, in their pods. One pod at a time will be centred on the stage, facing the iPad. The following layout would be advisable:

- 2 children sitting on the front step
- 2/3 children sitting on the stage
- 2/3 children standing behind

The individual stanzas and Christmas Cracker jokes should be recorded first. One class in each year group will also have a pod delivering a short introduction.

The song should be performed and recorded last, to minimise the amount of time that the hall is occupied following the singing. The pods should arrange themselves on the stage, in the same layout as the individual pods, but allowing 1 -2 m between them.

This plan can be amended to at any time.

Christmas Video Form

<https://docs.google.com/forms/d/1firtQq-uvRtmWYm9IwsYZb1BrMVINWdzQiiSdkBLsMo/edit 1/2>

Unfortunately, due to Covid-19 restrictions, we will not be able to hold Christmas concerts in the school this year. Instead we are going to record a Virtual Christmas Performance. This will allow the children to experience some of the excitement of the rehearsals and the performance of Christmas songs and poems, and to share with you the magic that we experience here in the school.

We are planning to record a short video of the children performing a Christmas story or poem and a song. It will be done using our pod system, and all Covid-19 health and safety regulations will be followed. The children will be performing as part of a group at all times. We will ask the children to wear a Christmas top/ jumper/ dress on the day of the recording.

The videos will be compiled into one long video for each class level. This means that all the Senior Infant classes will be in one video and all the First Classes will be in another video. These videos will be sent as a private YouTube link to ONLY parents in the school, and we ask that it be kept private, for family viewing only, and not be uploaded to any social media channels. Teachers may show the completed videos to their classes also.

We need parental consent to circulate any video that features their child.

Your child will not appear in the video without your consent. Parents/Guardians have the right to opt in or opt out of this consent as they so wish and without reason. Please complete this consent form as soon as possible.

* Required

Please check the box for the class that your child is in. If you have multiple children in the school, please check all of the relevant boxes. *

Christmas Video Form

11/27/2020

<https://docs.google.com/forms/d/1firtQq-uvRtmWYm9IwsYZb1BrMVINWdzQiiSdkBLsMo/edit 2/2>

Mark only one oval.

I give consent for my child, listed below, to appear in the St Sylvester's Christmas video.

I do not give consent for my child, listed below, to appear in the St Sylvester's Christmas video.

Check all that apply.

I acknowledge and understand this virtual Christmas performance is for our personal viewing and cannot be uploaded onto any social media platform.

This content is neither created nor endorsed by Google.

Please write the name of your child/names of your children in St. Sylvester's. *

Please choose one of the options below. *

Please tick this box *