

The logo for The Symphony Orchestra (TSO) features the letters 'TSO' in a bold, black, sans-serif font. To the right of the letters is a black circle containing a white geometric pattern of intersecting lines that form a stylized sunburst or starburst design.

TSO

A yellow school bus is parked on a city street. In the background, there is a large, modern building with a distinctive, curved, glass-and-steel facade. The CN Tower is visible in the distance. The scene is set in an urban environment with a clear sky and some trees with yellow leaves on the left side.

School Concert Teachers' Guide

WE BELIEVE ORCHESTRAL MUSIC IS FOR EVERYONE.

Our aim is to share the power of a live orchestra with as many young people as possible, through one of the largest music education programs in Canada. For 70% of students who attend each year, going to a TSO school concert is their first time hearing a live orchestra perform.



Why make a field trip to the TSO?

- **Unforgettable experience:** Hearing a live orchestra gives students a new appreciation of all the forms of music in their lives.
- **Unmatched resources:** Our programs are designed to help support the teaching of the Ontario Music Curriculum.
- **Unparalleled value:** You'll experience a world-class orchestra at a tiny fraction of the regular cost, thanks to generous donors who recognize the importance of music education.

SCHOOL CONCERT TEACHERS' GUIDE

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Planning your field trip

WHAT ARE TSO SCHOOL CONCERTS?

TSO School Concerts are one-hour educational concerts that are performed by the full Toronto Symphony Orchestra at Roy Thomson Hall during the school day. We offer four programs each season—[Primary](#), [Junior/Intermediate](#), [Intermediate/Senior](#), and [French-language concerts](#).



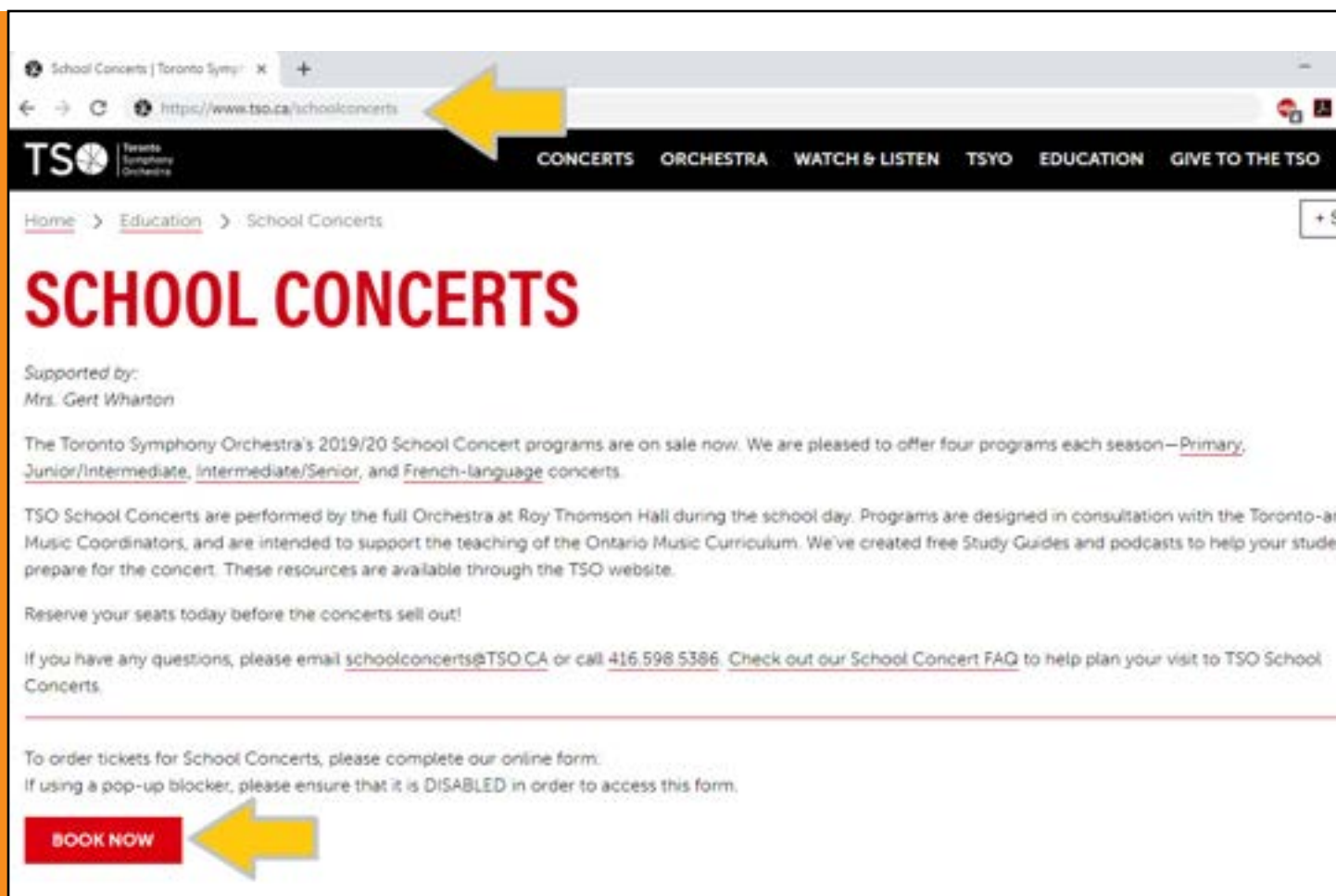
What is the cost?

Seats are \$9.00 for morning concerts, and \$8.50 for afternoon concerts. We require a minimum booking of 10 seats. Everyone attending the concert, including teachers and chaperones, must pay for a seat.



HOW TO BOOK

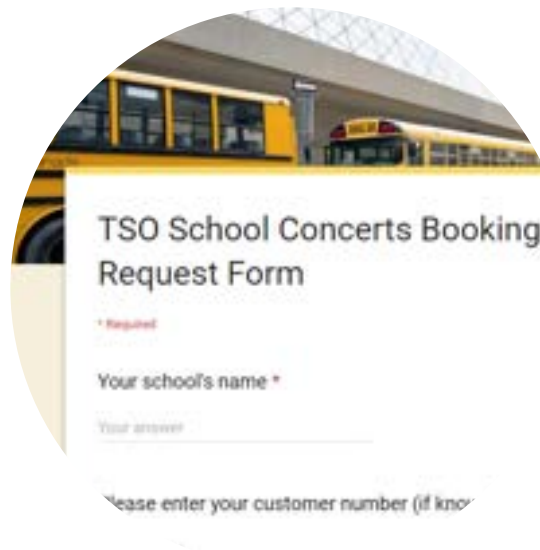
To make a booking, fill out online booking form at [TSO.CA/SchoolConcerts](https://www.tso.ca/schoolconcerts). We'll need to know your contact information, the concert(s) you want to attend, the approximate number of seats you need, and if you have any accessibility needs.



The screenshot shows a web browser window with the URL <https://www.tso.ca/schoolconcerts>. The page features the TSO logo and navigation links: CONCERTS, ORCHESTRA, WATCH & LISTEN, TSYO, EDUCATION, and GIVE TO THE TSO. The main heading is "SCHOOL CONCERTS" in large red letters. Below this, it states "Supported by: Mrs. Gert Wharton". The text describes the 2019/20 School Concert programs, including Primary, Junior/Intermediate, Intermediate/Senior, and French-language concerts. It mentions that concerts are performed at Roy Thomson Hall during the school day and are designed to support the Ontario Music Curriculum. A "BOOK NOW" button is highlighted with a yellow arrow pointing to it from the left. Below the button, there is a note: "To order tickets for School Concerts, please complete our online form. If using a pop-up blocker, please ensure that it is DISABLED in order to access this form."

Tentative booking

Once submitted, you will be emailed an official contract within one to three business days. Your seats will be tentatively held. To confirm your seats, we need a signed copy of the contract a month or more before the concert.



The screenshot shows a circular view of a yellow school bus in front of a modern building. Overlaid on this is a form titled "TSO School Concerts Booking Request Form". The form includes a red asterisk indicating a required field: "Your school's name *". Below this is a text input field with the placeholder "Your answer". At the bottom of the form, there is a note: "Please enter your customer number (if known)".

MAKE YOUR ARRANGEMENTS

Now that you've tentatively booked, you'll need to: check if other classes would like to come; arrange for transportation; collect money and permission forms; and organize parent volunteers.



Any changes? Let us know

School concerts sell out. Please keep us up-to-date if there are changes to the number of seats needed or to your group's accessibility. Schools can decrease the number of seats reserved before the deadline date (four weeks before the concert).



CONFIRMING FINAL NUMBERS

The signed contract is due one month before the concert. Everyone in your group must be included in the final seat count. **Please note: once your final number of seats has been confirmed, the total cost cannot be reduced, even if students are sick or absent on the day of the concert.**



Adding extra seats

Subject to availability, we can accommodate last-minute ticket requests up to 48 hours before your concert. Please note that if we are able to accommodate your request, we cannot guarantee that last-minute tickets will be located in the same area as your school.



PAYMENT

Payment is due four weeks before the concert. It can be made by mailing a cheque, by credit card over the phone (416.598.5386), or by board purchase order (TDSB vendor #2156, TCDSB vendor #3002). We are unable to accept cash payments.



Where do I pick up the tickets?

Please note there are no physical tickets for TSO School Concerts. You will be emailed a seating chart a week before the concert. This seating chart is subject to change. Please double check your accessibility needs on this seating chart and let us know if anything is missing.

	Balcony	C8	
		C9	
	Mezzanine	C3	A.U
		C2	
	Mezzanine	C2	D.H
197	Main Floor	C1	P-38-40
		C1	R-V
43	Balcony	L9	A.C
		L9	D-3-12
144	Balcony	R8	All
3	Main Floor	Right parterre	All
		RUBA	All
	Mezzanine	R4	A-F
	Main Floor	C1	
	Mezzanine	R5	
	Balcony	L9	
	Mezzanine		

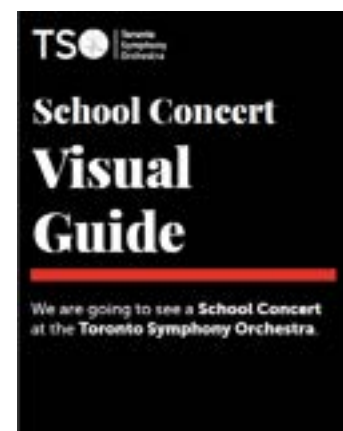
PREPARE YOUR CLASS FOR THE VISIT

To get the most of your experience, please use our free [teacher resources available on our website](#). These include comprehensive Study Guides, with lesson plans written by fellow Ontario-Certified Teachers, and bite-sized podcasts for a quick introduction to each concert.



School Concert Visual Guide

To help prepare your students for the day, we recommend reviewing the School Concert Visual Guide. It is a simplified, vibrant, step-by-step explanation of what the day will be like.



GET READY TO PERFORM WITH THE TSO

On select concerts, there will be an opportunity to play or sing-along with the TSO. Be sure to practise ahead of time, and bring your instruments.



Sheet Music

The recorder and sing-along sheet music will be available on our [teacher resources webpage](#).



Day of the concert

**Aim to arrive 45 minutes
prior to the start time**

ARRIVING BY TTC

For those taking public transit, take the TTC subway to St. Andrew Station, then exit and walk west through the underground PATH toward Roy Thomson Hall.



PATH to Roy Thomson Hall

The PATH will take you into Roy Thomson Hall's box office. Once there, you'll need to exit and make your way towards the main doors on Simcoe Street. If there are other schools already present, please queue behind them.



ARRIVING BY BUS

The designated passenger drop-off area is along Simcoe Street. A police constable from the Toronto Police Services will be on hand to help direct buses and traffic around the time of the concert.



Drop off on Simcoe Street

Bus drivers will be directed to line up along Simcoe Street. As buses finish unloading, they will clear the area and allow for other buses to drop off their groups.



CHECKING IN

There are no tickets for school concerts, but you will receive a seating chart a week before the concert indicating where you are sitting. When you arrive, ushers will greet your group and, using the most up-to-date Seating Chart, show you to your designated seats.



Waiting to go inside

With almost 2,500 people attending, it takes a whole team of ushers to keep groups organized! Please help us by lining up students and staying clearly separated from other groups. You may have to wait outside temporarily; please remind students to dress for the weather.



RUNNING LATE

If you anticipate being more than 10 minutes late, please let us know by email at schoolconcerts@TSO.CA or by phone at 416.598.5386.



“Holding the curtain”

All TSO School Concerts start exactly at the concert time indicated and we are unable to delay the start of the concert for late arrivals. Roy Thomson Hall Front of House staff will seat your school upon arrival.



ACCESSIBILITY

Specially designated vehicles carrying students with accessibility needs will be given priority when dropping off their students. These vehicles will be allowed to park on the west side of Simcoe Street during the concert in order to be the first to pick up students.



Are we aware of your needs?

All accessibility needs should appear on the seating chart that you received. If you do not see your needs listed under your school name, or if your needs change, please inform us immediately at 416.598.5386. **We are unable to change seats on the day of the concert.**



ACCESSIBILITY

Should you require any assistance with sitting, moving, or standing, please allow us to assist you. Our venue has accessibility ramps, lifts, and elevators. For specific information about access in Roy Thomson Hall, please consult the [TSO's webpage on accessibility](#).



Accommodations

Please inform us ahead of time if you require any other accommodations, such as assisted-hearing devices, proximity to an exit, access to a changeroom, etc.



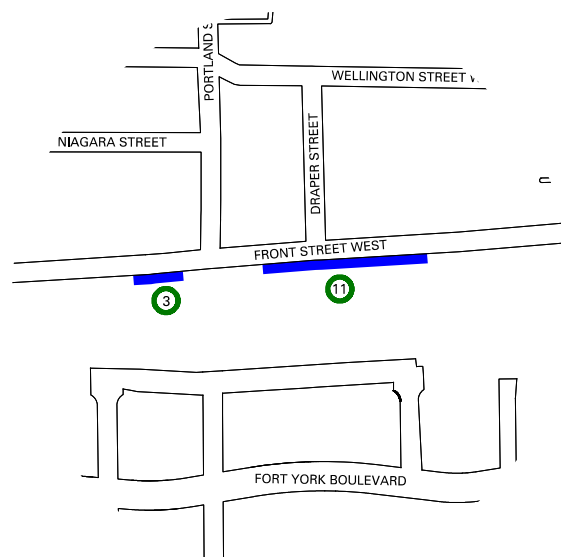
PARKING BUSES

With the exception of wheelchair-accessible vehicles, buses cannot stay parked on Simcoe Street. [The City of Toronto website lists free parking spots for bus operators.](#)



Front Street West

This is the closest free parking area for buses. There are 14 designated bus parking spaces on Front Street West. It is located near other popular tourist attractions, and getting a parking spot here is not guaranteed.



PARKING REGULATIONS

Off-street and “pay and display” parking spots can also be used, but at your own expense. For more information, please consult the [City of Toronto’s website about bus parking](#).



Please Obey Regulations

- Buses parked in ‘No Parking’, ‘No Standing’ or ‘No Stopping’ areas could receive a \$300 parking ticket.
- Please shut off your engine. Toronto’s Anti-Idling By-law prohibits idling of a motor vehicle for more than one (1) minute in a 60-minute period.



Inside Roy Thomson Hall

GETTING TO YOUR SEATS

An usher will take you inside the building and bring you to your seats first. Ushers will seat your school in the order in which you arrive. Once everyone is seated, you may want to move some students around to make supervision easier.

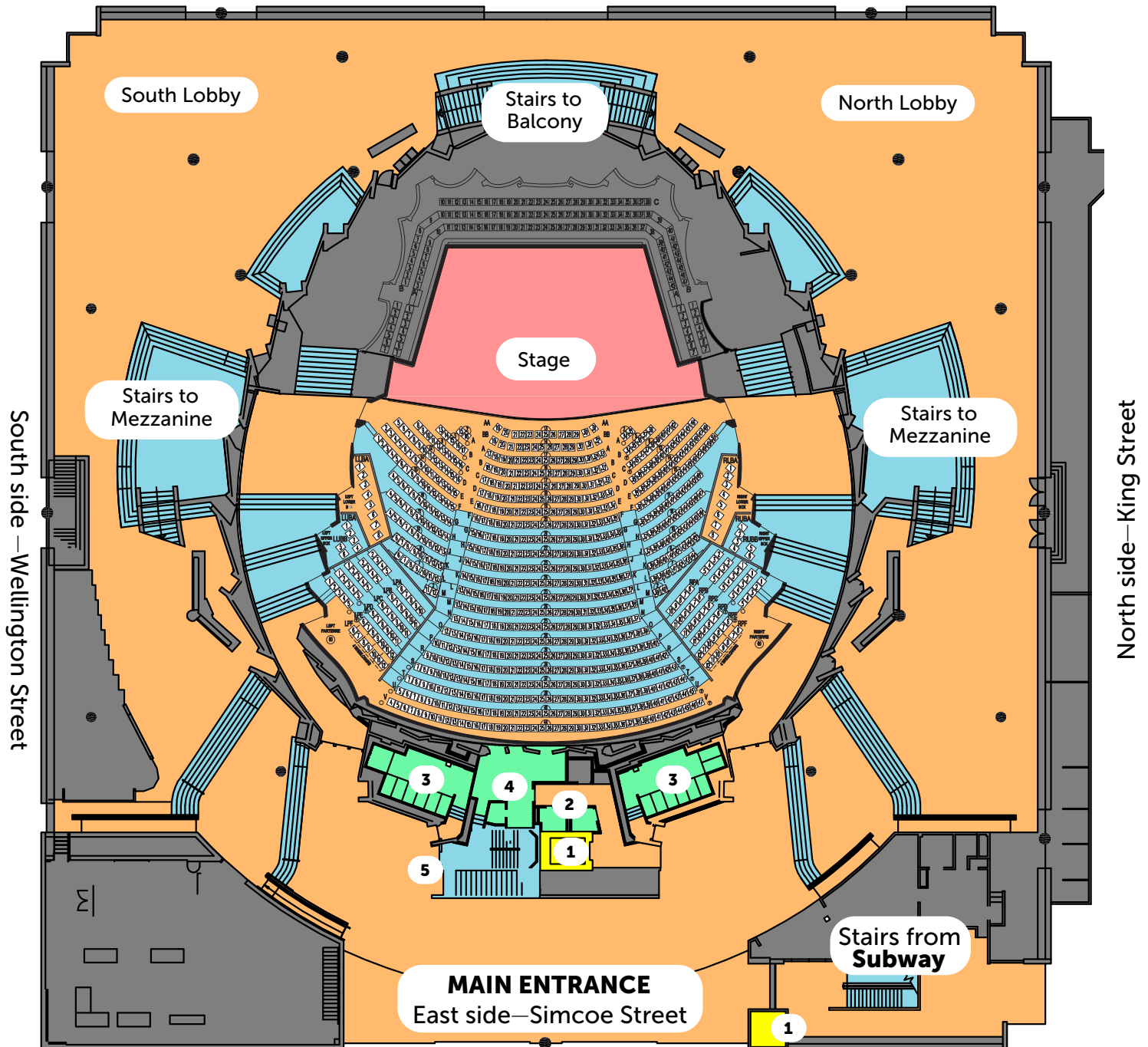


Washroom runs

After getting settled in your seats, your most common task will be doing washroom runs with students. We have included the floor plans of each level to give you an idea of where you're going! A teacher or chaperone must stay with students at all times.



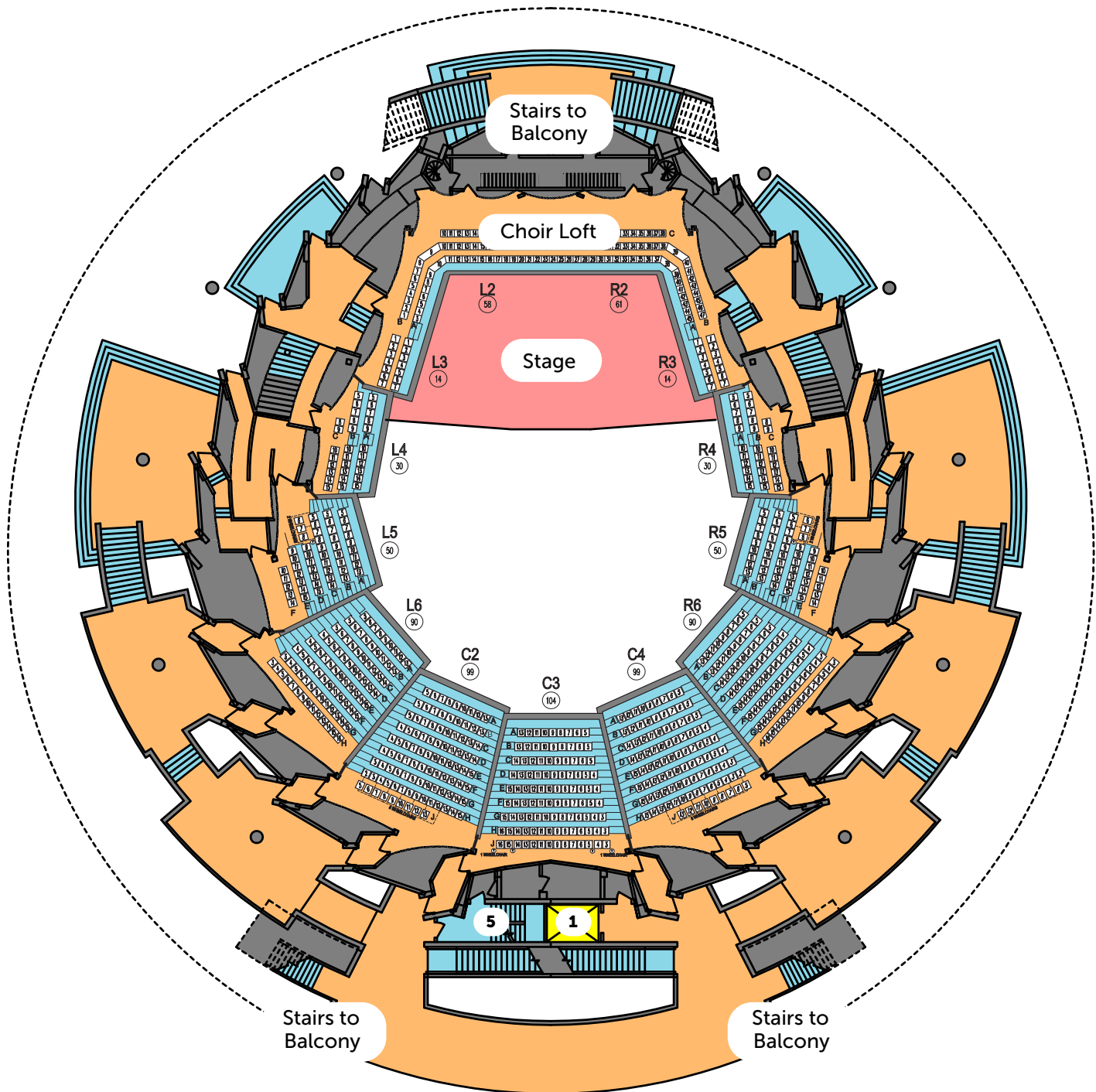
MAIN FLOOR MAP



Legend

- | | |
|------------------------|-------------------------------------------------|
| 1. Elevators | 4. Men's washroom |
| 2. Accessible washroom | 5. Stairs to access washrooms in between floors |
| 3. Women's washroom | |

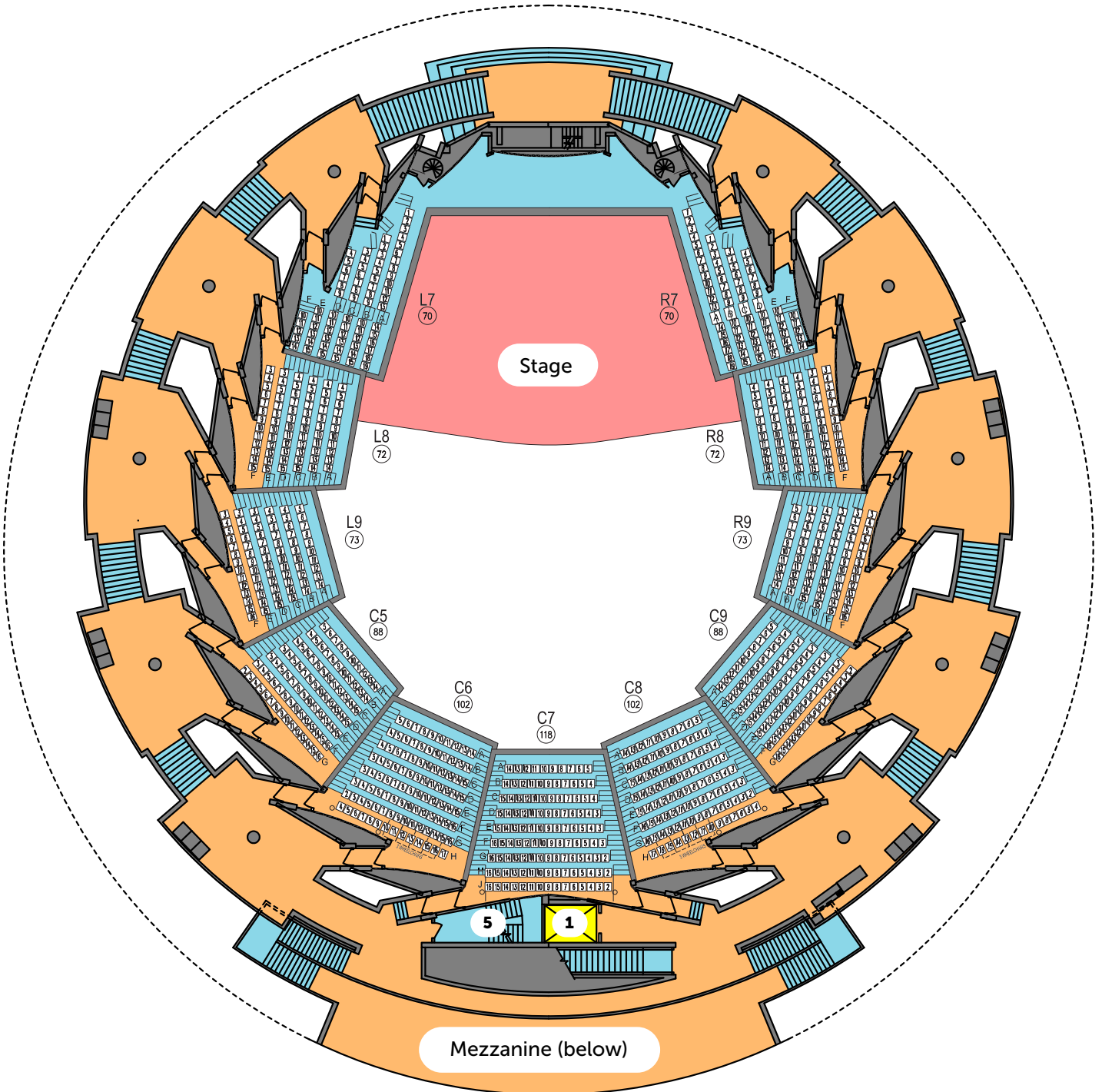
MEZZANINE FLOOR MAP (2nd floor)



Legend

- | | |
|------------------------|-------------------------------------------------|
| 1. Elevators | 4. Men's washroom |
| 2. Accessible washroom | 5. Stairs to access washrooms in between floors |
| 3. Women's washroom | |

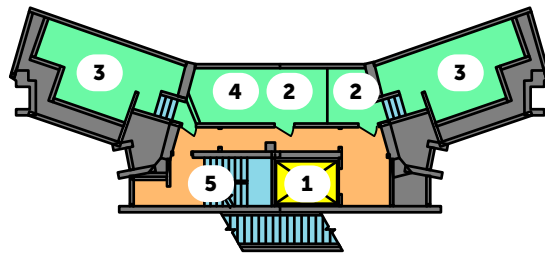
BALCONY FLOOR MAP (3rd floor)



Legend

- | | |
|------------------------|-------------------------------------------------|
| 1. Elevators | 4. Men's washroom |
| 2. Accessible washroom | 5. Stairs to access washrooms in between floors |
| 3. Women's washroom | |

INTERSTITIAL FLOOR MAP (between 2nd & 3rd floor)



Legend

- | | |
|------------------------|-------------------------------------------------|
| 1. Elevators | 4. Men's washroom |
| 2. Accessible washroom | 5. Stairs to access washrooms in between floors |
| 3. Women's washroom | |

CODE OF CONDUCT—STUDENTS

We take a relaxed approach to school concerts. For most students, this is their first experience hearing a live orchestra, and we want it to be special. We encourage students to listen carefully, but also to get excited and show appreciation. We love hearing students buzz with enthusiasm!



Rules and Reminders

Still, there are a few rules to follow:

- No outside food or drink is allowed inside Roy Thomson Hall.
- Flash photography and recordings are not permitted
- Please turn off phones.
- Please be respectful of those around you and avoid talking or whispering.



CODE OF CONDUCT—CHAPERONES

With roughly 2,500 people in the hall, chaperones play a crucial role in ensuring no one in their group gets lost. Chaperones should stay with the students at all times and actively supervise them, especially when in the lobby space or doing washroom runs.



Role models

Chaperones are role models and should be following the same rules as students. They are expected to treat others respectfully and follow instructions given by the Front of House ushers.



EXIT PROCEDURES

Please note that everyone must exit the hall in a timely manner following the performance as there will soon be other schools arriving for the next concert. We encourage schools to first congregate in the lobby space to regroup and then to exit to their chosen mode of transportation.



Staying organized

There will be thousands of people leaving at once. To help keep your group organized in this huge crowd, we encourage you to carry something that students can follow (similar to a tour guide) and to label your bus window with something distinctive.



**Getting back to
school**

MAIN PICK-UP LOCATION

The main pick-up location is busiest when schools are departing. There can be congestion especially after a morning concert, with schools leaving the hall and some arriving early for the afternoon. Given that up to 70 buses are involved, police officers are on hand to help direct traffic.



Simcoe Street

The designated passenger pick-up area is along Simcoe Street, but if you are able to help us reduce congestion, we recommend walking to an alternate location and getting picked up at a scheduled time.



ALTERNATE PICK-UP LOCATIONS

According to the [City's website](#), "buses may legally 'stop' to pick-up or drop-off passengers in any area where a 'No Parking' or 'No Standing' regulation is posted, provided the bus is actually engaged in this activity. A bus may not park in these areas and wait for groups to arrive."



Wellington Street

This is a one-way street with westward traffic. You could arrange to get picked up on the north side between Simcoe and John Street. It takes approximately one minute to walk here from the hall.



ALTERNATE PICK-UP LOCATIONS



Richmond Street West

This is a one-way street with westward traffic. You could arrange to get picked up on the south side between Peter Street and University Avenue. It takes approximately seven minutes to walk here from the hall.



ALTERNATE PICK-UP LOCATIONS



Duncan Street

This is a short two-way street. You could arrange to get picked up between Richmond Street and King Street. It takes approximately four minutes to walk here from the hall.



**Where can we
have lunch?**

LUNCH SPACES

Please note that Roy Thomson Hall is not equipped with a cafeteria or lunchroom and no outside food or drink is allowed in the hall. There are some nearby locations which schools can use as lunch spaces:



David Pecaut Square

David Pecaut Square is directly outside Roy Thomson Hall. It has multiple benches, steps, and grassy areas to sit on. It is a popular lunch area.



LUNCH SPACES



MetroCentre Food Court

You can access the underground MetroCentre food court via the crystal-shaped structures in David Pecaut Square. Inside, you will find an elevator and a spiral staircase to go down one level. The MetroCentre Food Court connects to the PATH system.



LUNCH SPACES



Simcoe Park

A short walk south from Roy Thomson Hall will get you to Simcoe Park. This is a small green space with limited seating areas, but it tends to be less busy than David Pecaut Square.



LUNCH SPACES



Simcoe Place Food Court

Directly below Simcoe Park is the Simcoe Place food court. You can access this underground lunch space via the stairs in Simcoe Park.



LUNCH SPACES



Olympic Park

A nine-minute walk south on Simcoe street will get you to Olympic Park. This is a small green space with limited benches.



LUNCH SPACES



Roundhouse Park

A ten-minute walk south on Simcoe Street will get you to Roundhouse Park. This is a large green space with limited benches. It is nearby some of Toronto's most popular tourist attractions and may be busy.



LUNCH SPACES



On the school bus

Alternatively, some schools do organize to have lunch/snacks on the bus. Please contact your transportation representative to discuss this in advance.



Checklist for a successful trip

CHECKLIST FOR A SUCCESSFUL FIELD TRIP

Early on

- Get permission from your principal
- Book your school concert dates
- Check with other teachers
- Arrange for transportation
- Plan what you will do for lunch or snacks
- Collect money and permission forms
- Organize parent volunteers



One month before

- Confirm final numbers with the TSO
- Let the TSO know of any accessibility needs your group has
- Arrange for payment (by cheque, credit card, or EFT)
- Use the study guide or podcast in your classroom
- Teach students the recorder or sing-along piece (if part of concert)

One week before

- Share the Teachers' Guide with other adults attending
- Double check seating chart you received by email
- Alert the TSO of any accessibility needs that aren't listed

CHECKLIST FOR A SUCCESSFUL FIELD TRIP

One day before

Review the School Concert Visual Guide with students
Remind them of anything unique to your trip

The day of the concert

Coming by TTC? Check for service disruptions
Bussing? Discuss drop-off and pick-up locations with your driver
Leave a message with the TSO if running late (416.598.5386)
Check-in with ushers to get to your seats
Do a washroom run before the concert
Enjoy the performance
Vacate seats in a timely manner
Return to school using your chosen method of transportation

After your field trip

Complete the teacher feedback form
Share student feedback with the TSO
Plan your next field trip: the new school concert season goes on sale in May!



**Thank you for
choosing
the TSO**

ACKNOWLEDGEMENT

The Toronto Symphony Orchestra gratefully acknowledges the following donors for their generous support. Together, they are enabling tens of thousands of young people to participate in TSO education programs this year.

William R. & Shirley Beatty
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Norman and Margaret
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Powis Family Foundation
Sleeman Breweries
Thomas, Large & Singer
Toronto Musicians' Association
Toronto Symphony Volunteer
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William Birchall Foundation

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Have a question?

Call: 416.598.5386

(Mon–Fri, 9:00am–5:00pm)

Email: schoolconcerts@TSO.CA

For more information: [TSO.CA/Education](https://www.tso.ca/education)