The RSC and Wales Millennium Centre would like to contact you about future productions, fundraising and offers.

Are you happy for the RSC to contact you:

 Yes – by email

 Yes – by post

 Yes – by phone

Are you happy for Wales Millennium Centre to contact you:

 Yes – by email

 Yes – by post

 Yes – by phone

**‘Mrs Phelps’ Workshop Confirmation Sheet**

Please read and complete a copy of the information below for each group\*\* you will be bringing to work with us and return to Rhiannon Williams:

Email: education@wmc.org.uk

Post: Creative Learning, Wales Millennium Centre, Bute Place, Cardiff Bay, CF10 5AL

***Please Note:*** *To ensure the smooth planning and delivery of your workshop(s), these details will be shared internally with RSC staff and with the freelance Education Associate Practitioner(s) leading your session.*

**What to expect from us:**

Our workshops are routed in the artistic practice of the RSC rehearsal room. They are designed to help your students to engage practically with language, unlock characters, and explore storytelling and themes from *Matilda the Musical*.

**What we expect from you:**

* All students should wear loose, comfortable clothing and soft-soled shoes. Students should also bring water, to stay hydrated.
* We encourage staff members who will be accompanying the students to participate in the workshops.
* There must be a teacher/accompanying adult present in every session always. Please note that our child protection policy states that students must be accompanied by a ratio of *one adult to ten students.*
* Medical or First Aid provision for all students, including the means to administer specialised care for those with specific medical needs.
* Large space for the workshop to take place in, such as school hall.

Please complete the form below to confirm your workshop booking and return to education@wmc.org.uk

**School Name School Phone Number**

 **School Address**

**Lead teacher contact details**

**Name Email Phone**

**Date of Workshop Time of Workshop (please tick)**

 **9a 9am 1pm**

**Workshop Focus (please tick)** Please note, the workshop will need to take place ina **Literacy Music Performance** large space, such as school hall, Our practitioners willneed access to power play music from a device.

**Name of Lead Teacher Teacher Contact Tel.** (in case of emergency)

**Number of Students Number of Teachers/Accompanying Adults**

**Age of Students Which curriculum area does this workshop support?**

**Gender of students** (Please tick one) Mixed [ ]  All girls [ ]  All boys [ ]

**Will the students be seeing the production of *Matilda the Musical*?** (Please tick one)

No [ ]  Yes, before the workshop [ ]  Yes, after the workshop [ ]

**To what extent are your student’s familiar with *Matilda the Musical*?** (Please tick one)

Very familiar [ ]  Some existing knowledge [ ]  Not very familiar [ ]  No prior knowledge [ ]

*Please note the workshop will be based around ‘Matilda the Musical’, not the novel ‘Matilda’.*

**Are there any students with special educational needs or access requirements we need to be aware of?**

If yes, please provide details here:

**Please state any additional information you would like us to consider when planning your workshop, including learning objectives:**

**Please provide any logistical details our practitioner will be need to be aware of in terms of arrival at your school/parking etc.**

**Using a scale of 1-5, with 1 being your most preferred date - please chose the dates which would be most convenient and we will try our best to give you the availability you require.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Date**  | **Time**  | **Preference**  |
| Tuesday  | 27th November 2018 | 9am  |  |
| Tuesday  | 27th November 2018  | 1pm  |  |
| Wednesday  | 28th November 2018  | 9am  |  |
| Wednesday  | 28th November 2018  | 1pm  |  |
| Thursday  | 29th November 2018  | 9am |  |
| Thursday  | 29th November 2018 | 1pm  |  |
| Tuesday  | 4th December 2018  | 9am  |   |
| Tuesday  | 4th December 2018 | 1pm  |   |
| Wednesday  | 5th December 2018 | 9am  |   |
| Wednesday  | 5th December 2018 | 1pm  |   |
| Thursday  | 6th December 2018  | 9am  |   |
| Thursday  | 6th December 2018  | 1pm  |   |
| Tuesday  | 11th December 2018  | 9am  |   |
| Tuesday  | 11th December 2018  | 1pm  |   |
| Wednesday  | 12th December 2018  | 9am  |   |
| Wednesday  | 12th December 2018 | 1pm  |   |
| Thursday  | 13th December 2018 | 9am  |   |
| Thursday  | 13th December 2018 | 1pm  |   |