



PACK 1
YV 2020

TEACHER GUIDE

Welcome to Young Voices 2020

Please note, your Teacher Guide will be provided to you digitally in three parts.

PACK 1 - Welcome & Key Information - the start of your YV Journey (enclosed).

PACK 2 - Ordering Guide - ordering information for tickets and t-shirts etc., (provided in July).

PACK 3 - Concert Guide - everything you need for planning a successful day out at your Young Voices Concert (provided in September).

We will also be sending you emails with updates and news between now and your concert day. These are very important messages and so, as stated in the terms and conditions you must be subscribed to the YV Mailings.

To keep fully informed and receive occasional special offers we suggest you sign up to the YV Community.



Welcome & Key Information



Connecting with YV

The Young Voices office can get extremely busy so we have a new and strict policy regarding how teachers should contact us, please make sure you use the following methods listed below to assist you.

Please note

In all cases **ONLY CONTACT US ONCE** as our systems are designed to pick up all enquiries, in date order. We promise to get back to you as fast as we can. The YV office working hours are 10am-5pm (Monday-Friday).



JOIN THE ONLINE YV TEACHER COMMUNITY which can be found at the top right-hand corner of the website.



VISIT THE ONLINE HELP & INFORMATION SECTION of your Teacher Centre, here you will find lots of [FAQs](#) to guide you.



ONLINE CHAT BOX for technical issues the chat box can be found on the login page of the website and in the Teacher Centre.



CALL US using the dedicated teacher number **029 2069 1999**, *not to be given to parents as we are unable to discuss any details of a school account with parents.*



CONTACT FORM for anything else please use the [contact form](#) on the support page of the website.

Key dates for 2019



* **Please note** that you can request an invoice up to 15 November. **Only credit card payments will be taken in the last week before the deadline (15 – 22 November).**

Accessibility

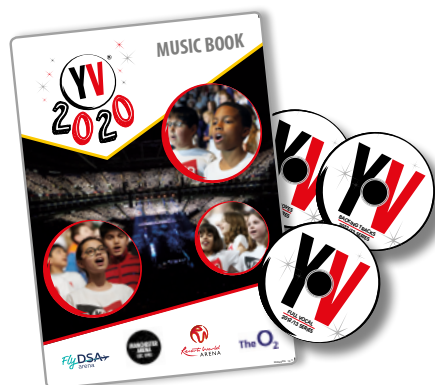
We will provide one British Sign Language interpreted performance in each city in 2020. This is supplied for any audience members who need the show interpreted, please inform the YV Office of any such requests, see [here](#) for interpreted performance dates.

If you require copies of the Music Pack Lyric sheets in Braille please contact the YV Office.

Any other special requirements on the concert day please let us know when you complete choir check in.

What happens next

Now that you have registered for your Young Voices Concert here is what happens next:



We use your choir numbers to seat the choirs in the arena so it's important that you give us the most accurate number of children and adults that you can. **If your numbers change after this date it is important that you let us know straight away.**

Young Voices works on a ratio of 1 adult per 10 children. Should you wish to bring any extra adults above the YV 1:10 ratio, there will be an additional charge (£25). However, if you are able to submit evidence of a SEN statemented child that needs additional support (free carer), please use the options available on the Teacher Centre (from September).



YV Teacher Workshops cost: £59 per teacher.

To find out more about the Teacher Workshop venues near you visit our website [here](#). To book your place, log in to the Teacher Centre.

Music Pack

Your music pack will arrive early July or about two weeks after you have registered if you register in the autumn term. Your music packs include the sheet music, song lyrics, conductor's notes plus CDs with the full songs and backing tracks and a DVD with all the dance moves. Schools will be emailed once the pack has been dispatched. So now it is time to set up your choir rehearsals!

Choir Check-in

Choir Check-in must be completed in the Teacher Centre **NO LATER THAN 27 SEPTEMBER.**

At Choir Check-in we ask you to confirm:

- ☒ That your school still intends to attend your allotted concert
- ☒ How many children are in your choir
- ☒ How many adults are accompanying your children
- ☒ Any other special requests YV (for example, choir members who need a wheelchair space or need extra support. Medical confirmation may be requested)

By confirming your attendance and numbers at this stage you make it possible for us to:

- ☒ Confirm any spaces for schools on the waiting list
- ☒ Place the choirs in the arena
- ☒ Process school ticket orders in the best way possible for parents to see their children

Teacher Workshops

We recommend that you sign up for a Teacher Workshops in September, led by David Lawrence (Conductor) with Craig McLeish (Musical Director) and Andy Instone (Creative Director). At the workshops we go through all the YV songs and medleys in depth, highlighting the key areas of musical and technical challenge - starting with some great warm-up exercises and choir training tips. You will also cover all the dance moves and have the chance to ask questions to members of the YV Management Team.

The YV Teacher workshops are accredited by the CPD Accreditation Service and all teachers will get a certificate outlining the CPD hours they have earned as a result of their attendance. Teacher Workshops are run by the YV Foundation charity. More details about the [YV Foundation](#) can be found on the Young Voices website.

Once our ticket deadline of the 22 November 2019 has passed, if tickets are still available, they can be purchased from the Arena Box Office by parents or schools. These tickets will cost more as the venues add booking fees and charges.



Buying Tickets and T-shirts

YV CONCERTS SELL OUT VERY QUICKLY so get your orders in as early as possible. TICKETS can be booked through the YV Teacher Centre SEPTEMBER 2019 - 22 NOVEMBER 2019. Order forms and more information about how to buy your tickets and t-shirts will be available in **PACK 2. Ordering Guide** sent to you in July. We advise schools to book their audience tickets early. **ALL THE BEST SEATS GO FIRST!**

Young Voices cannot accept individual orders from parents and can only accept school bookings.

When ordering tickets through your online account, Young Voices make every effort to place audience members in the best available seats in relation to your choir.

T-shirt Packs

We recommend that children and chaperones in the choir wear an official Young Voices T-shirt at the concert.

T-SHIRT PACKS can be purchased through the YV Teacher Centre from SEPTEMBER - 22 NOVEMBER 2019.

Additional torches, wristbands and other merchandise are available to order individually through the Teacher Centre.

Each T-Shirt Pack is £12 and includes:

- 2020 YV T-Shirt
- YV Torch
- Charity Wristband

(50p from each pack goes to our chosen charity for 2020 - Teenage Cancer Trust)

What to expect on your concert day

We will send you **PACK 3. Concert Guide** in the Autumn Term which will outline all you need to know about your concert day. In the meantime, here are some key times and details you need to know:

Timings of the concert day

1.30pm - Venue doors and YV Registration Desk opens.

2.15pm - Rehearsals start (late choirs will miss the start)

7.00pm - Concert commences

9.00pm - Concert ends

Check out youngvoices.co.uk for lots of helpful information about your concert day.

Please note

- On the day of the concert each school is responsible for the safety of the children under their control.
- Venue Risk Assessments will be available in the Teacher Centre in the Autumn Term.
- Schools are advised to bring a packed tea for the 5pm break as schools will not be able to leave the venue
- Schools are responsible for hiring a coach to and from venues.
- All children and adults in the choir must wear a YV Choir T-shirt or a plain white top during the concert. This helps with the lighting effects, during the concert.
- We strongly advise you to take your choir children back to your school after the concert, this is the safest and most efficient way to reunite children with their parents and carers.