Dear Parents/Carers,

We wanted to inform you of a new project we have set up called

**Tay2**

This will be a way for us to keep in touch with our young people, give them a creative outlet whilst classes remain online. This project will be in collaboration with Hidden Route theatre company.

We will run the project like this:

**Wednesdays @ 6pm-8pm via group digital session on Zoom**

Zoom is a computer and phone conference app which allows multiple people to join in an online chat room where we will all be able to see and talk to each other.

This will be an invite-only private chatroom, all core staff will be in the chat with the young people and it will be terminated at the end of the session. The conversation will not be uploaded onto the internet and will not be able to be accessed by anyone not invited. No other personal information will be needed other than their first name.

*Please note that by signing up to Zoom you will be agreeing to the Zoom’s terms and conditions. Please read them before agreeing.*

**Weekly Session set up**

Sessions will run with warm ups and themes for each week. Each week the young people will respond to prompts and challenges to make a piece of video or something to share in the following zoom session such as a piece of writing. If they create videos they will then send the video to staff members by uploading them to a Dropbox link.

The videos do not need to feature their faces and we have a strict set of guidelines stating what they can and can’t film - please see Code of Conduct. Our staff will be checking the films to see they meet these guidelines before anything is shared.

**Online Sharing of our video footage and Live performance**

We will share video footage of the project online on our webpage/Facebook/Instagram/Youtube/ Twitter for promotion purposes. This project will end in a live performance in collaboration with hidden route theatre company. This will be a ticketed event. Throughout the rehearsal process the participants will be trained in how to create a performance online.

**Safeguarding and Permissions**

Due to the new digital nature of this project we will require written permission from parents/guardians for your child to take part in the Zoom conference sessions and the Tay2 performance .

For your reference I have attached our code of conduct for our young people.

Please copy and paste the below, fill out the blanks accordingly and email it back to us.

If you have any questions or want to contact me about any restrictions, please email me on my contact details below.

Thank you,

Katie Mitchell

Katie.mitchell@horsecross.co.uk

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I Parent/Carer’s name agree to Child’s name:

Taking part in Horsecross Arts activities detailed above. YES/NO

Horsecross Arts keeping a record of this form for health and safety reasons YES /NO

The photographs/media recordings will be used for publication online on Horsecross Arts official channels and for marketing publicity. *Note: if consent is not given, Horsecross Arts will not use any images taken during the activity that contain the child/young person*. YES/NO

I understand that my child needs to follow the code of conduct and any safety rules so that Horsecross Arts can keep them and other children safe. YES/NO

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_