Surrey Schools

MEMO

To: Elementary and Secondary Teachers and Administrators

Cc: Raj Puri, Principal Sullivan Secondary
Steven Goodman, Manager Bell Performing Arts Centre
Carol Sirianni & Cheryl Gallagher, Arts Education Helping Teachers

From: Karen Alvarez, District Principal
Kathy Puharich, Director of Instruction

Date: January 29, 2018

Subject: Supervision at Bell Centre Festivals

The purpose of this memo is to provide information to classroom teachers and administrators who have students participating in Arts Education events at the Bell Performing Arts Centre.

We are fortunate to have over 20,000 students attend Arts events at the Bell Centre each year. Our ability to provide students with these opportunities is made possible by the many volunteers who support these events. Please note the role of volunteers does not include direct supervision of students.

Occasionally, student supervision and safety issues arise. In light of this, please review the following guidelines to ensure a smooth and safe experience for all.

- Arts events take place when Sullivan Secondary students are in classes. To respect Sullivan students' learning environment and to ensure student safety, the school has requested that all students (regardless of age) be accompanied to and from the washroom. Please ensure you have sufficient supervisors to assist with this.
- For easy reference, below are minimum supervision ratios outlined in Policy No. 8901.1(8.3),
    - Grades K-3 — 1 supervisor / 8 students
    - Grades 4-7 — 1 supervisor / 12 students
    - Grades 8-10 — 1 supervisor / 17 students
    - Grades 11-12 — 1 supervisor / 33 students
- Please plan for snack or lunch times before or after the presentation as food and drink are not permitted in the theatre. Also, note that we are not able to provide a snack area at the school or theatre.

Thank you for your assistance and understanding. We hope you have an enjoyable experience at the Bell Centre!