

POETRY BY HEART

Frequently Asked Questions

We understand that students, parents and teachers may have questions about how the trip is being organised, practical arrangements and what measures are in place to ensure that everyone involved stays safe, healthy and happy. This document attempts to cover all these questions but if you need further information after reading it, please contact us on:

info@poetrybyheart.org.uk

0117 905 5338

Who will be at the Poetry By Heart finals?

There have been school and college competitions around the country, with winners of those competitions battling it out to become champion of one of the county contests. The winners of those county contests will take part in the national finals, each accompanied by a teacher or librarian from their school or college. There will also be the full Poetry By Heart team, including our student Ambassadors, the judging team of top poets and poetry experts, and lots of guests coming to watch.

Who is responsible for the students' safety and wellbeing?

We take the pastoral care of the young people we work with very seriously, particularly because of the potentially emotional nature of the competition. For this reason, it is a **requirement** that each student is chaperoned by a teacher/librarian from their school/college, in most cases the one who organised the school/college Poetry By Heart event. The teacher is responsible for their student's safety and wellbeing, including overnight in accommodation provided, and is required to accompany the student during all components of the programme. The Poetry By Heart team will be on hand to support teachers/librarians, but our primary responsibility is for the competition. If there is a very particular reason for varying this arrangement, you will need to discuss it with us at the earliest opportunity.

Why do you ask teachers/librarians to accompany the students?

We value extremely highly all the work teachers and librarians do to support Poetry By Heart in schools and colleges. Without them, the competition would not happen and they are always superb ambassadors for us as we develop it for future years. We want them to have the opportunity to represent their school on this prestigious national stage and see their student compete in the finals. We also know that the winners' event inspires teachers to develop and enrich their poetry teaching through the opportunity to meet and exchange ideas with expert teachers, poets and academics, and through our programme of additional activities during the event.

Who is organising the Winners' Event programme?

The Poetry By Heart team are organising the Winners' Event programme. Jean Sprackland is responsible for the smooth running of the regional heats and the national final, for the judging teams

and the integrity of the judging process. Julie Blake is responsible for the logistical operation of the event. She will be supported by Poetry By Heart Project team and Student Ambassadors. Poetry By Heart team members have up to date full disclosure DBS certificates.

How will the competition be organised?

You will be competing to become Poetry By Heart national champion for 2017. First you will compete to become champion of your region: South, South West, North West, North East, London, East, Central West or Central East, where you will recite your pre-1914 and post-1914 poems. At the end of the Sunday morning session all of the regional champions will be announced. These students, plus one 'wild card' decided by the judges as the next closest contender, will compete in the national final. The heats will work like this:

Saturday 22nd April 2017 – 2pm til 5:30pm

Semi-Final – A – London
(North London, Central London, West London, East London, South London)

Semi Final B – North West
(Cumbria, Cheshire, Merseyside, Greater Manchester, Manchester, Lancashire)

Semi Final C – East
(Essex, Hertfordshire, Suffolk, Cambridgeshire, Norfolk)

Semi Final D – North East
(East Riding of Yorkshire, North Yorkshire, Northumberland, South Yorkshire, West Yorkshire, County Durham, Tyne & Wear)

Sunday 23rd April 2017 – 9am til 12:15pm

Semi-Final – E – Central West
(West Midlands, Herefordshire, Shropshire, Staffordshire, Warwickshire)

Semi Final F – South
(Dorset, Kent, Surrey, Sussex, Hampshire)

Semi Final G – Central East
(Lincolnshire, Berkshire, Buckinghamshire, Leicestershire, Oxfordshire)

Semi Final H – South West
(Wiltshire, Cornwall, Somerset, Devon, Avon)

Sunday 23rd April 2017 – 1:30pm til 4pm

National Final

How strict are these timings?

We have a busy programme for the Winners' Event with heats scheduled so that we can fit them all into the time we have available. It is therefore ESSENTIAL that everyone pays close attention to the programme's timings and takes responsibility for ensuring they are on time for everything. If you are not where you need to be at the time given for your performance, you will not be allowed to participate.

Can I take photos or tweet during the competitions?

We need to make sure that everyone can compete without the distraction of lots of cameras going off. For this reason we ask people not to use the flash function on cameras during the competitions, and to keep photography during the heat to a minimum. Personal mobile phones and other electronic equipment should remain on silent during all heats of the competition and at the finals - though we'd welcome some live tweeting! Tweet @PoetryByHeart using hashtags: #PoetryByHeart #PBH2017

What else will we do during the Winners' Event?

When you are not competing or watching other students compete, you will take part in a programme of activities which will be announced when you arrive. This is likely to include a special competitor's dinner at The Friends House, an appearance by actor and poet Freddie Fox, and possibly the opportunity to record one of your poems for BBC Radio 4's Poetry Please programme, and a visit to the British Library "Treasure's Exhibition".

Will there be any free time?

A little, usually after the evening meal finishes and before everyone has to be in their bedrooms (by 11pm). There will also be time over meal breaks and during activities to get to know the other contestants. Students will be with their teachers at all times and will not be permitted to go out on their own at any time.

Where is the British Library?

The British Library address is 96 Euston Rd, Kings Cross, London NW1 2DB. Tel: 0330 333 1144. The Poetry By Heart competition will take place in the British Library Conference Centre building which is to the right of the British Library's main entrance. The British Library is approximately 10 minutes walk from Euston Station. Please contact us in advance via info@poetrybyheart.org.uk or 0117 905 5338 if you need further guidance about travel to The British Library, London. If you get lost on arrival, call The British Library's Conference Centre on 03303 33 11 44.

Where is LSE Passfield Hall?

LSE Passfield Hall address is 1-7 Endsleigh Pl, Bloomsbury, London WC1H 0PW. Tel: 0207 107 5925. The accommodation is approximately 10 minutes walk from The British Library. All competitors and chaperones need to go to the British Library on arrival in central London. We will all go to Passfield Hall together at the end of the Saturday heats. In case of emergency, you can contact the accommodation on 0207 107 5925.

How will I get there?

Schools/colleges will need to organise and pay for student and teacher second class public transport travel tickets to The British Library, London, and home again. Claim forms will be available on arrival at The British Library, London. Poetry By Heart will process these claims immediately after the Winners' Event. We will need to know the name and telephone number of the person to reimburse, the bank account name and bank account number, the name and sort code of the bank.

What will happen when we arrive?

Staff from Poetry By Heart will meet all participants on arrival at The British Library, London between 11am and 12:30pm, depending on your travel arrangements. We will welcome you, issue you with final programmes, and then take you on a tour of the building to make sure you know where everything is. We will also give you an opportunity to visit the auditorium and to become familiar with how the competition will take place there. You will then be free until lunch time to relax, settle in or go for a walk (students must be accompanied by teachers). If you arrive after 12:30pm you will join us immediately for lunch and we will fit in a tour and visit to the auditorium if we can. If your train is late or you need to contact us for any other reason, please call the British Library reception on 0207 107 5925.

Where will we stay?

All participants - students and teachers - will have their own room in LSE Passfield Hall, London. These rooms are in a university hall of residence with shared bathrooms. A towel will be provided. You will have your own key to your room, and students will be placed near to their teacher-chaperone. Reception staff are here 24 hours a day for anything you need.

How much sleep will I get?

You will be very busy as there will be lots to do throughout the programme, so this will be a tiring (but enjoyable) couple of days. Every participant will have different sleep preferences but we ask that everyone is considerate of other members of the group. We ask that noise is kept to a minimum in the college accommodation and that all students are in their own rooms by 11pm.

What sort of food will we have?

Meals are included and mealtimes are an important part of the programme that we expect all participants to attend. There will be snacks and drinks throughout the event; breakfasts and lunches on Saturday on Sunday. A special competitors sinner on Saturday evening, and afternoon tea before we leave on Sunday afternoon. The meal on Saturday evening will be a special sit-down dinner at the Friends House; the other meals will all be at The British Library, and will be buffet style. We will do our best to cater for special diets but ask that we receive this information in advance on the personal information form we require for registration.

Are there any special rules?

Students will be representing themselves, their communities, and their schools/colleges so it is important that you/they understand the type of behaviour that is appropriate for the occasion. We have a Code of Conduct that all student participants are required to read, sign and return before the Winners' Event. This explains our rules. We will remind students of this when they register at The British Library, and we will happily answer any questions. We will take sanctions against students who breach the Code of Conduct, including sending them home if necessary.

What if I need special access arrangements?

We welcome entries from young people with disabilities and/or special needs. We will make every effort to make appropriate arrangements according to these needs. Please discuss this with us as soon as possible.

What if I need to practise my religion?

We welcome young people of all faiths and beliefs. If practising your religion during the Winners' Event is likely to have a bearing on your participation in the programme, please let us know so that we can make appropriate arrangements. However, please bear in mind that the programme is very tightly scheduled and the heats and activities happen at clearly specified times so it may not be possible for us to make all changes requested. If you have concerns about this please discuss it with us as soon as possible.

How much stuff can I bring?

Please only bring one **small** item of luggage as you will need to be able to carry your bags yourself on your journey and between The British Library and LSE Passfield Hall. You are responsible at all times for your possessions and we will not spend time looking for things you lose. Our advice is to bring the minimum.

How much money will I need?

For the student **and** his/her teacher chaperone, all Winners' Event travel, accommodation, meals, activities and entrance fees, will be paid for by Poetry By Heart. Money is only needed for optional extras such as drinks or sweets from onsite vendors, or items from the British Library gift shop. We

strongly advise against bringing a lot of money. Poetry By Heart does not accept any responsibility for looking after money or searching for it if it is lost.

Should I bring copies of my poems?

By all means bring them if you want to use them to help you prepare for the competition heats and finals.

Can I change my poems?

You may recite the same poems as you did on your video upload, or you may change them as long as you still meet the poem selection criteria. You must name your choice of poems on your registration forms. Changes to this may be made up to the point of registering at The British Library on arrival; after that, no further changes are possible, as we have to prepare all the materials for the judges.

What if there's an emergency while I'm away from home?

In order to register for the Winners' Event, we will ask for completed emergency contact and medical forms for the young person and the teacher-chaperone. This will ensure that if there is a problem we can provide the most appropriate response and can contact families quickly and easily if necessary. If families or schools/colleges need to contact Poetry By Heart about problems arising during the Winners' Event, please telephone The British Library on 0330 333 1144 during competition hours, or out of hours, please telephone Julie Blake on 07961 938 356.