



Friday 31st March 2023

Pānui for Whānau and Students - Polyfest - Monday 3 April 2023

Tēnā koutou katoa,

Due to the withdrawal of some schools, our performance time at Polyfest has moved forward by one hour. Please note the new performance time of 11.30 and the updated schedule below.

If you are still to complete the permission form, can you please do that as soon as you are able. The link is: [permission form found here](#)

GEAR LIST

BOYS	GIRLS
Black undies	Taonga & earrings
Taonga	Own make up
Own Black liner (optional)	Own Baby wipes
Own Baby wipes	Deodorant
Deodorant	Black tights (optional)



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MONDAY 3 APRIL - PROGRAMME FOR PERFORMANCE DAY

Time	Where	What	Who	Notes
5.30am	Arrive at school	Make sure you have everything that you need and take into W6	ALL	Make sure stations are ready for dressing and moko Rolling Breakfast is sorted
5.45am	W6 Te Reo Māori Classroom	Karakia Mihimihi Whakatau Rolling Breakfast Prepped and ready from 7.45am	ALL (Need parent helpers)	B&E McMuffins Hash browns Breakfast Sausages Warm drinks Cereals
6am		Stage craft/ points/ solos/ transitions TOP DROP	Group Helpers to get stations ready	Rope to line the stage Gear - putatara Guitars tuned
6.45am-9am		- Gear up into uniforms - Moko - Hair & make up - Individual or small group practices	Girls Boys Girls ALL – when you are not getting ready go over words and actions to items	PE Jackets to wear over kākāhū Slip on shoes Boys to have PE track pants or PE shorts
		- ROLLING BREAKFAST	ALL	Be mindful that school is on and we need to monitor noise levels in Mackey Quad. Parent helpers to make lunch rolls, muesli bars and fruit packs for Due Drop
9.30am		Clean & Set up classroom for relief classes Load gear into trailer		Eat before you get your moko on your face Students to keep their spaces tidy Boys to load gear Vans to be parked by W6 Piper to be ready at W6



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9.45am		Bus arrives Load on to bus roll call as you enter		INTERVAL time for school Head over to the bus bay together with your buddy Teacher to take the roll call Van Driver 1 – (trailer) Van Driver 2 -
10am	Depart school	Last check on the bus Performers Passes/ Van passes Media Passes / Tutor & Supporter passes given out		Drivers in Vans waiting in Bus Bay ready to depart
10.30am	Arrive at Due Drop	<ul style="list-style-type: none"> - Unload bus quietly, focussed and looking straight ahead - Go into Holding room - Unload guitars, gear, storage containers and food & water from trailer - Mental prep for stage 	Performers and Tutors with Back stage supporters ONLY	Gate 3 Entrance Bus and Vans Water and rolls
11pm	Practice room 2	Group photo Voice warmups Stage movements Leaders focussing in	Performers, guitarists and Tutors ONLY	Backstage supporters to ensure Holding Bay is tidy and ready for when students finish their performance
11.25	Move to side of stage	No talking No looking around Keep focussed Go through the bracket in your head	Performers and Guitarists Tutors to move to side of stage or to allocated seating area	Keep Kaihaka calm



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		Mentally prepare for the first item	Media person to go to allocated platform to film	
11.30	Stage	Performance	Live streamed by Māori TV	Provide link for those who remain at school
12pm	Changing room	Karakia tuku whakawhētai Get changed out of performing gear Clean up Holding room	Performers, Guitarists and Back stage supporters ONLY	Make sure everything is cleared out and there is no rubbish
12.30pm	Meet Outside by pou	Dressed in Formals Photos with whānau and schools	ALL	Representing the school and to remember our school values. Present to others our best selves.
1pm	Kai area	Kaitahi Pre ordered kai Kōrero with whānau and kaihaka	Performers, Tutors, Guitarists and Back stage supporters will be provided with kai. Whanau to make own arrangements	Be respectful and grateful always
3-5pm		Watching and supporting other schools Students may leave with parents	Staff will be checking where students who remain.	Formals must be immaculate and behaviour equally the same. Students to be collected need to be checked off by a Whaea Jas ONLY
5pm	Prizegiving	Leaders to go on stage Those left at the venue are to sit together to the left of the stage	Kaitātaki to go on stage Kaihaka and supporters to sit together.	Check your uniform and others next to you. We will do Te Ngeri a Kawiti as our haka tautoko for 1 st place getters so be prepared.
6pm	Depart Due Drop	On school vans Or with Parents	ALL	Final Checks of who will be on the vans back to school.



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6.30pm	Arrive back at school	Unload trailer of uniforms and gear back into W6 Return vans and trailers Karakia Whakamutunga		Everyone to help please – Do not wait to be asked.
7pm	Depart school	Home time.		