



Festival of the Creative Arts 2024
Handwriting & Calligraphy Syllabus
Thursday 7th – Sunday 10th March 2024

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THE EXECUTIVE COUNCIL OF THE JERSEY EISTEDDFOD

GENERAL NOTES TO ALL COMPETITORS UPDATED SEPTEMBER 2021

DATA PROTECTION (JERSEY) LAW 2018: The personal information relating to candidates collected by Jersey Eisteddfod will be held and used for the purposes of Registering as a Competitor in the Jersey Eisteddfod. This information may be shared with a contracted third party, 'Run My Festival', for the purposes of administering entries into the competitive classes of the Jersey Eisteddfod, but will not be further disclosed or shared without your consent. For further information about how your information will be processed, **you should read the Privacy Policy** on the Jersey Eisteddfod website, www.jerseyeisteddfod.org.je, or contact the relevant Section Chairman or e-mail the General Administrator on admin@jerseyeisteddfod.org.je

JERSEY EISTEDDFOD - PRIVACY STATEMENT: The personal information concerning your address, both postal and e-mail, and mobile and land line numbers, that is collected from you when you register to enter a class is kept securely. We keep this personal information to enable us to contact you should this be necessary regarding your entry or should you become a trophy winner. It also enables us to send you information about forthcoming events in the Jersey Eisteddfod. You may opt out of receiving information regarding the Jersey Eisteddfod by contacting the General Administrator.

We respect the privacy and confidentiality of your information and will not disclose it to third parties, without your consent unless required to do so by law.

You have the right to see the information that we have about you and you have the right to ensure that any inaccurate information we have about you is corrected. To exercise this right, please contact the relevant Section Chairman or the General Administrator on admin@jerseyeisteddfod.org.je

DISCLAIMER: The Executive Council of the Jersey Eisteddfod does not accept any liability in respect of any person attending the venues used throughout the Festivals. Minors are the responsibility of their parent, guardian or teacher at all times.

UNATTENDED PROPERTY: The Executive Council of the Jersey Eisteddfod will not be responsible for the loss of any articles of value left in any venue.

INSURANCE: The Jersey Eisteddfod does not hold insurance for Competitors' property. The responsibility for insuring personal property rests with the Competitor.

PHOTOGRAPHS: It is common practice for names and photographs to be published in the local media when the Jersey Eisteddfod holds either of its two Festivals. If you have any concerns in this regard, please contact the relevant Section Chairman, the Desk Steward or the General Administrator, who will ensure your wishes are respected.

COMPETITORS WITH SPECIAL NEEDS: Teachers and parents should be aware of their responsibilities in entering performers with limited capabilities or special needs, bearing in mind the limitations imposed by the stage and the surrounding environment. Teachers or parents should pass on to the Adjudicator, via the Organisers, any relevant information which might have an impact on the Adjudicator's task.

TROPHIES: All trophies awarded are held until the following year's Festival. Before leaving the venue, winners should complete the form which accompanies the trophy, and place it in the box provided at the door.

Trophies must be returned before/on the entry date of the following year's Festival or a subsequent entry may be refused.

A permanent visual reminder will be in the form of a parchment, currently contained in the Trophy Record Books and a copy of this may be downloaded from the Website. Hard copies may be obtained by contacting the Trophies Committee on Tel: 485042 or Email: sue.chip@icloud.com

NEW TROPHIES: The Jersey Eisteddfod would like to record its thanks to all past donors. Their generosity is greatly valued. To maintain the current standard, various guidelines have been set up and Section Chairmen are in possession of these. No trophy should be purchased without discussion with the Section Chairman. It is our intention to safeguard your donation and ensure it becomes a valued asset.

TROPHY RECORD BOOKS: Four leather bound volumes, donated by Deutsche Bank, contain the names of all trophy winners and will be on display.

DISPUTES: In the case of any dispute where the Adjudicator is unable to resolve the issue, an Arbitration Committee shall be convened to settle the matter. The Committee shall consist of the relevant Section Chairman and Secretary, together with the Chairman of the Executive Council or one other Officer acting as Chairman. The dispute shall be submitted by the competitor to the Arbitration Committee in writing.

ADJUDICATORS: All Adjudicators are independent professionals in their field, often from the United Kingdom but as a matter of policy normally from outside the island.

ITEMS ENTERED: Whilst every effort will be made by the officials of the Jersey Eisteddfod to ensure that items are entered into the correct class and that they conform to the rules of entry, the final arbiter as to the suitability of an item for a particular class will be the Adjudicator, whose decision shall be final. **Entrants are advised to insure any article of value as the Jersey Eisteddfod cannot be responsible for any loss or damage.**

ENTRY FORMS must be signed by the Entrant, or the Parent, Teacher or Guardian of the Entrant, and no dialogue can be entered into as to the quality or standard of the work other than the signatory on the Entry Form.

EXHIBITED ITEMS entered and accepted by the Jersey Eisteddfod, may not be removed from the Exhibition by entrants or third parties without the prior written authority of the Chairman or appointed representative of the relevant Section and may then only be removed on presentation of proof of identity.

All articles and items are accepted and exhibited at the owner's own risk as regards loss or damage, although the Jersey Eisteddfod will exercise reasonable care, insofar as it is able, during the period of Exhibition.

SAFEGUARDING PROCEDURES (CHILD AND VULNERABLE ADULT PROTECTION)

The aim of the Jersey Eisteddfod is to be a force for the promotion of the Arts in Jersey.

The welfare of all who take part in its Festivals is of paramount importance and all participants – but especially children, young people and vulnerable adults – have a right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and receive a swift and appropriate response. Every reasonable step will be taken to ensure that all competitors, and those who supervise them, are protected.

No single organisation can guarantee protection but the aim of the Eisteddfod is to ensure that every participant in its events is provided with the maximum protection that is humanly possible so that their participation in the Festival is an enjoyable experience. The Jersey Eisteddfod accepts that in promoting participation in the Arts in Jersey it is put in a position of trust and caretaking and is thus most concerned to ensure that this does not lead to a situation whereby any of the participants can be abused. It is the intention of the Eisteddfod that this trust is widely known so that all participants feel themselves able to disclose any abuse to which they believe they have been subjected. It is equally the case that the Eisteddfod does not wish to see an occasion arise where those who have the care of the participants are placed in situations where abuse might, without justification, be alleged.

The Jersey Eisteddfod understands the need to monitor risks by identifying those people who might need protection and ensuring that those in authority are right and fit people for the purpose. The supervisors of Eisteddfod functions therefore always give priority to the welfare of the participants. Should a problem be reported to one of the supervisors, it will receive due attention with the minimum delay.

Definitions of terms used:

Children: anyone under the age of majority, that is to say 18.

Young people/person: children who are in the upper age range and who prefer that term.

Vulnerable Adult: any person who is, or may be, in need of community care services because of mental disability or other disability, age or illness and who is, or may be, unable to take care of himself or herself or unable to protect himself or herself against significant harm or exploitation.

Parent: either of the parents or the legal guardian of the child or young person or any person about whom the Jersey Eisteddfod has received written authority, from the Parent.

Responsible Person: any Parent or appropriately authorised person of whom the Jersey Eisteddfod has received due notification with regard to the participant concerned, prior to the commencement of the relevant Festival.

Jersey Eisteddfod – General Administrator
Karen Dufty. Tel: 854529. E-Mail: kareneisteddfod@gmail.com

**JERSEY EISTEDDFOD SPRING FESTIVAL OF THE CREATIVE ARTS 2024
HANDWRITING & CALLIGRAPHY SECTION
SYLLABUS AND GENERAL NOTES.**

- The Handwriting & Calligraphy Section forms part of the Jersey Eisteddfod Creative Arts Festival and these notes are prepared to assist all candidates wishing to enter any one of the various classes within this Section.
- The Festival of the Creative Arts will be open to the public at the **RJA & HS Exhibition Hall, Trinity from Thursday 7th – Sunday 10th March 2024; 10am – 6 pm daily, closing at 4.00 pm on Sunday.**
- Prize giving, by invitation only, to take place on **at 6.45pm on Tuesday 12th March, in the Great Hall at Highlands College, St. Saviour. *Please note change of usual venue and date (now week after exhibition).***
- Entries to be addressed to: Miss Jill Bartholomew, 14 Les Cloches Court, Le Squez Road, St. Clement, JE2 6BQ. Kindly complete the entry form and send it with a cheque for the required amount to the above address. Alternatively, Individual and Group Entry Forms may be sent via email to: jillmbartholomew@gmail.com with payment also being made online if preferred (please see entry forms for bank details).
- In the case of multiple individual entries, please send a separate form for each entry.
- Payment for Individual and Group Entries may be made online by BACS (please see bank details provided on both entry forms).or by cheque, made payable to ‘The Jersey Eisteddfod’ and posted or delivered with the entry form, to Miss Jill Bartholomew, 14 Les Cloches Court, Le Squez Road, St. Clement, JE2 6BQ.
- The Final Date for receipt of Entry Forms **and payment** is **Friday, 26th January 2024.** Finished work must be delivered to the **Town Hall on Friday, 2nd February 2024, between 3.30 and 6.30 PM.** Please enclose a completed Entrants’ List with all Group Entries. **LATE ENTRIES CANNOT BE ACCEPTED.**
- No more than **fifteen** pieces of work can be accepted from each school, club or organisation, but students or adults whose work is not selected by their teacher or craft coordinator, or who also want to enter a second piece of different text, may still enter the individual class if they so wish. Separate Group and Individual Entry Forms may be downloaded from the Jersey Eisteddfod website - Handwriting & Calligraphy Section. <https://jerseyeisteddfod.org.je/handwriting-calligraphy/>
- There is no limit to the number of entries which can be submitted by an Entrant in any of the Individual Classes, but each entry must consist of a piece of different text and will require a separate Entry Form. Individual Entry Forms may be downloaded from the Jersey Eisteddfod website - Handwriting & Calligraphy Section. <https://jerseyeisteddfod.org.je/handwriting-calligraphy/>
- Please use only **ONE** page of A4 paper per entry (including mounting). **Larger entries may be disqualified.**
- The subject may be a piece of poetry or prose in any form e.g. letter.
- Entries may be completed using any suitable tool e.g. pencil, ink, gel-pen etc. and should be in joined handwriting in all classes, including Primary School and Juniors. **Photocopied work will not be accepted.**
- Decoration, though not essential, may be added to enhance the theme of the piece and the overall appearance of the entry. A trophy is presented specifically for this aspect of the entry.
- Work may be mounted although the overall size of each piece should not be less than nor exceed A4. **Calligraphy** entries should also be covered by a sheet of protective firm and may be framed if desired.

- There is no set lower age limit within the Primary School or Junior Individual classes and the Adjudicator does positively encourage entries from children within the younger age range.
- Please mark the back of each piece of work with the entrant's name and Handwriting class number. Also their age for all School Group, Junior and Senior Entrants, as well as their school for all School Group Entries. Labels (galley cards) will be sent to all entrants for display of the work at the exhibition.
- The **FULL** name of each entrant must be provided, both on the list of entrants, where applicable, and the display card, for adjudication purposes. The latter will be attached to their work at the exhibition and their full names will also be included in the list of results supplied for publication in the Jersey Evening Post. First names only will not be accepted: if full names are not provided the school's results will not be published. Individual names may be withheld on request.
- **Kindly note that no work may be removed from display before the exhibition closes at 4.00 pm on Sunday** and collection of school group entries will NOT be necessary, unless so desired. All exhibits and certificates will be returned to each school via the Education Department's internal mailing system. Teachers collecting their entries should make themselves known to the Section Chairman **before** removal of work.
- Individual entrants are required to collect their work and certificates between **4.00 pm and 4.30 pm on Sunday, 10th March**. If for any reason this is not possible please contact the Section Chairman (see below), **before the closing day of the exhibition**, to make alternative arrangements for collection or delivery.
- Trophy and/or Award Winners will be notified by email no later than **Monday, 4th March** and invited to attend the Prizegiving, which will take place in the **Great Hall at Highlands College, St. Saviour** at **6.45 pm** on **Tuesday, 12th March 2024** (doors open at 6.15 pm - **please note change of usual venue and date**).
- The Adjudicator's decision is final.
- For further information please contact the Section Chairman, Miss Jill Bartholomew, Telephone: 733272 & 07797 774360 or Email: jillmbartholomew@gmail.com.

AWARDS: Certificates will be awarded at the discretion of the Adjudicator in the following categories:

Platinum: Outstanding.

Gold: Distinction.

Silver: Commended.

Bronze: Merit.

Copper: Fair.

TROPHIES AND PRIZES to be awarded are as follows:

THE AMYSON CUP: Best Younger Age Group Entry.

THE AIDAN SMITH AWARD: Best Decorated Entry.

THE CENTENARY AWARD FOR HANDWRITING: Best School Group.

THE DEAN OF JERSEY HANDWRITING TROPHY: Best Overall Entry.

ENTRIES WILL BE ACCEPTED IN THE FOLLOWING CLASSES:

HANDWRITING

- CLASS H1** For students of primary school age (10 Years and under as of 31st Aug. 2023): work to be submitted by teachers, as part of a group entry from schools and under the auspices of each individual school.
- CLASS H2** For students of primary school age (10 Years and under as of 31st Aug. 2023): work to be submitted as an individual entry by a parent or guardian. More than one entry per student is permissible and they may enter as an individual in addition to being entered by their school, but using a different text for each entry. **THE SAME PIECE OF WORK MAY NOT BE ENTERED MORE THAN ONCE.**
- CLASS H3** For students of secondary school age (11 to 17 Years as of 31st Aug. 2023): work to be submitted by teachers, as part of a group entry from schools and under the auspices of each individual school.
- CLASS H4** For students of secondary school age (11 to 17 Years as of 31st Aug. 2023): work to be submitted as an individual entry by a parent or guardian. More than one entry per student is permissible and they may enter as an individual in addition to being entered by their school, but using a different text for each entry. **THE SAME PIECE OF WORK MAY NOT BE ENTERED MORE THAN ONCE.**
- CLASS H5** For adults (18 Years and over - no upper age limit): work may be submitted by craft coordinators, as part of a group entry from residential or care homes, day care centres, friendship clubs for the elderly or social organisations, under the auspices of each individual home, centre, club or society.
- CLASS H6** For adults (18 Years and over - no upper age limit): more than one entry per person is permissible, but a different text must be used for each entry. **THE SAME PIECE OF WORK MAY NOT BE ENTERED IN ANY CLASS MORE THAN ONCE.**

CALLIGRAPHY

- CLASS C1** For adults (18 Years and over - no upper age limit): work may be submitted by craft coordinators, as part of a group entry from residential or care homes, day care centres, friendship clubs for the elderly or social organisations, under the auspices of each individual home, centre, club or society.
- CLASS C2** For adults (18 Years and over - no upper age limit): more than one entry per person is permissible, but a different text must be used for each entry. **THE SAME PIECE OF WORK MAY NOT BE ENTERED IN ANY CLASS MORE THAN ONCE.**

ENTRY FEES:

- Class H1 (Year 6 and under):** £15.00 per group entry (up to 10); £22.50 per group entry (11 to 15).
- Class H2 (Year 6 and under):** £1.50 per entry.
- Class H3 (Years 7 to 13):** £20.00 per group entry (up to 10); £30.00 per group entry (11 to 15).
- Class H4 (Years 7 to 13):** £2.00 per entry.
- Class H5:** £25.00 per group entry (up to 10); £37.50 per group entry (11 to 15).
- Class H6:** £3.00 per entry (Senior Citizens: £2.50).
- Class C1:** £35.00 per group entry (up to 10); £52.50 per group entry (11 to 15).
- Class C2:** £4.00 per entry (Senior Citizens: £3.50).