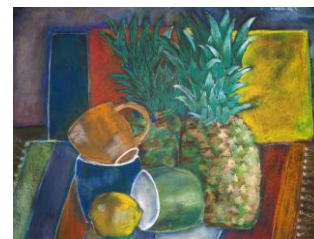


The Royal Borough of Kensington and Chelsea's Art on Show

Exhibition 9 - 28 June 2015

Prize-Giving Tuesday 9 June from 12noon to 2pm

Leighton House Museum, 12 Holland Park Road, Kensington W14 8LZ



Images from Art on Show 2014

Photographers' credits:

Tony Annis, Katerina Kalogeraki, Will Pryce



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Submission guidelines for Schools and Colleges

The Royal Borough of Kensington and Chelsea's schools project 'Art on Show' celebrates work produced within local schools, and aims to encourage children and young people to pursue and develop their interests and talents in art.

Now in its sixteenth year Art on Show: The Schools Art Competition and Exhibition at Leighton House will take place between 9 and 28 June 2015.

Entry guidelines

The competition is open to all children and young people currently attending school or college within the Royal Borough. Submissions are accepted from schools and colleges, which may submit up to a maximum of fifteen works by their students across a range of mediums.

In order to submit work, schools and colleges **must complete** the online submissions form by **Thursday 30 April**. The online form is available at www.rbkc.gov.uk/artonshow.

Please read this guidance document carefully before completing the form, which outlines important information about the project and process for confirming that your school or college is taking part.

Please note that in order to fully complete the online submissions form you will need:

- Contact details and name of person co-ordinating your school or college's submission
- Details of up to fifteen pieces of artwork that your school will be submitting, including secured permission from the student to opt in to the Art on Loan programme if they wish to do so (further information about the programme is available below)
- An approximate idea of the number of people (including students, teachers and parents) who will attend the prize-giving day and confirmation that your school has consent in place for photographs to be taken of children attending the prize-giving day.

If you have any queries about Art on Show, please contact Jennifer Wood in the Council's Arts Service on 020 7361 3844 or via email Jennifer.Wood@rbkc.gov.uk

Eligibility

- The competition is open to all children and young people currently attending school within the Royal Borough. Submissions to the competition will be accepted from schools and colleges only, rather than directly from individuals.
- Each school may submit up to a maximum of fifteen works.
- The submission of applied arts, including work in textiles, wood, metal and ceramics is encouraged in addition to sculpture, photography, painting and drawing.

- Prizes will be awarded in the following categories: Drawing/Painting; Applied Art; and Photography/Digital Art, and will be awarded across three age groups (Nursery, Primary, and Secondary). The Leighton Art Prize will be awarded to an artist who demonstrates outstanding skill and attention to detail.

Submission dates and procedure

- Please **complete the online submissions form by Thursday 30 April** to confirm that your school will be submitting artwork for the competition and exhibition.
- **Artwork can be delivered to Leighton House Museum from Tuesday 5 to Friday 8 May between 9.30am and 5.00pm.** Please note that the museum is closed to the public on Tuesdays. You may still deliver art work, but please go to the side door and ring the bell. Artwork must be received by **5pm on Friday 8 May.**
- If the school is unable to deliver the artwork, then the Council's Arts Service can arrange collection on either **Monday 11 or Tuesday 12 May.** Should you wish to have your work collected, please indicate this on the online submissions form.

Presentation of work

- In order for all works to be judged on an equal basis, schools are requested **not to frame works** for submission. All selected works will be presented to a uniform standard by Leighton House Museum.
- In order to aid the selection process, please print your submissions form and attach it to each piece before collection or delivery at Leighton House. Work that does not have the necessary details attached may not be considered by the judging panel.
- Photography works may be submitted in digital format. Please include a labeled CD or USB drive along with the printed submissions form with your artwork submissions. You may be asked to supply a printed copy of any photographs that are selected for exhibition.
- Leighton House will display selected sculpture and applied artwork in a way that ensures the safety and security of the object and its effective presentation.
- Captions displaying details about each piece will accompany artworks in the exhibition. Please note this information will be taken from the details about each pieces included in your submissions form. The Council's Arts Service will contact you to check that the details are correct before display.

Selection, prizes and exhibition

- A selection panel will meet on **Tuesday 19 May** and schools will be notified soon after of the names of those artists whose work has been selected and the prize-winners. Work will be selected and prizes awarded on the basis of quality and artistic merit, and with the aim

of selecting a variety of work across a range of materials and age groups for the exhibition.

- All pupils whose work is selected will be awarded a certificate, which will be presented by the Mayor of the Royal Borough of Kensington and Chelsea at the prize-giving.
- The official opening and prize-giving will take place at Leighton House Museum on **Tuesday 9 June 2015 from 12 to 2pm**. Free art activities and a packed lunch will be available for children and young people to enjoy on the day. Light refreshments for teachers and parents will also be available on the day for purchase.
- We hope that many participating schools and parents of pupils whose work is displayed will be in attendance, to celebrate pupils' achievements. A series of cash prizes will be awarded to schools and individuals of winning artworks.
- Please provide in your submission form an estimated number of people from your school who will attend the Prize-Giving Day. A member of the Arts Service team will be in touch to confirm the number nearer to the time, but a rough estimate helps with planning.
- The exhibition will be open to the public from **Wednesday 10 June**. Entry is free for children attending schools in the Royal Borough and their parents or guardians throughout the exhibition.
- The exhibition will be extended on the Leighton House Museum website. Please note that submitting artwork to the exhibition at Leighton House will be taken as permission to reproduce it online. Please advise us if you would like to opt out.
- During the exhibition, the Arts Service will invite local businesses to view the artworks and select available pieces for rent or purchase through the Council's Art on Loan programme. Businesses must register to take part, and will be able to collect their selected pieces for rent or purchase, ready to hang in their office spaces, at the end of the exhibition.

Prize Giving Day

- The Prize-Giving will take place on Tuesday 9 June from 12pm to 2pm. Certificates will be presented by the Mayor of the Royal Borough of Kensington and Chelsea to children and young people whose work is selected for display, and cash prizes are awarded to winners across a range of categories.
- Access to the exhibition on the prize-giving day is free of charge. The exhibition is also free for children attending schools in the Royal Borough and their parents or guardians throughout the exhibition from 10 until 28 June.
- Leighton House was the former home and work studio of the leading Victorian artist Frederic, Lord Leighton (1830-96). It was visited by many great artists of the day. As President of the Royal Academy, Leighton gained a particular reputation for the care with which he encouraged the work of young and emerging artists. Leighton House is therefore an appropriate and memorable venue for the Schools Art Exhibition. Building on your feedback from previous years, we are delighted that this year the exhibition will be

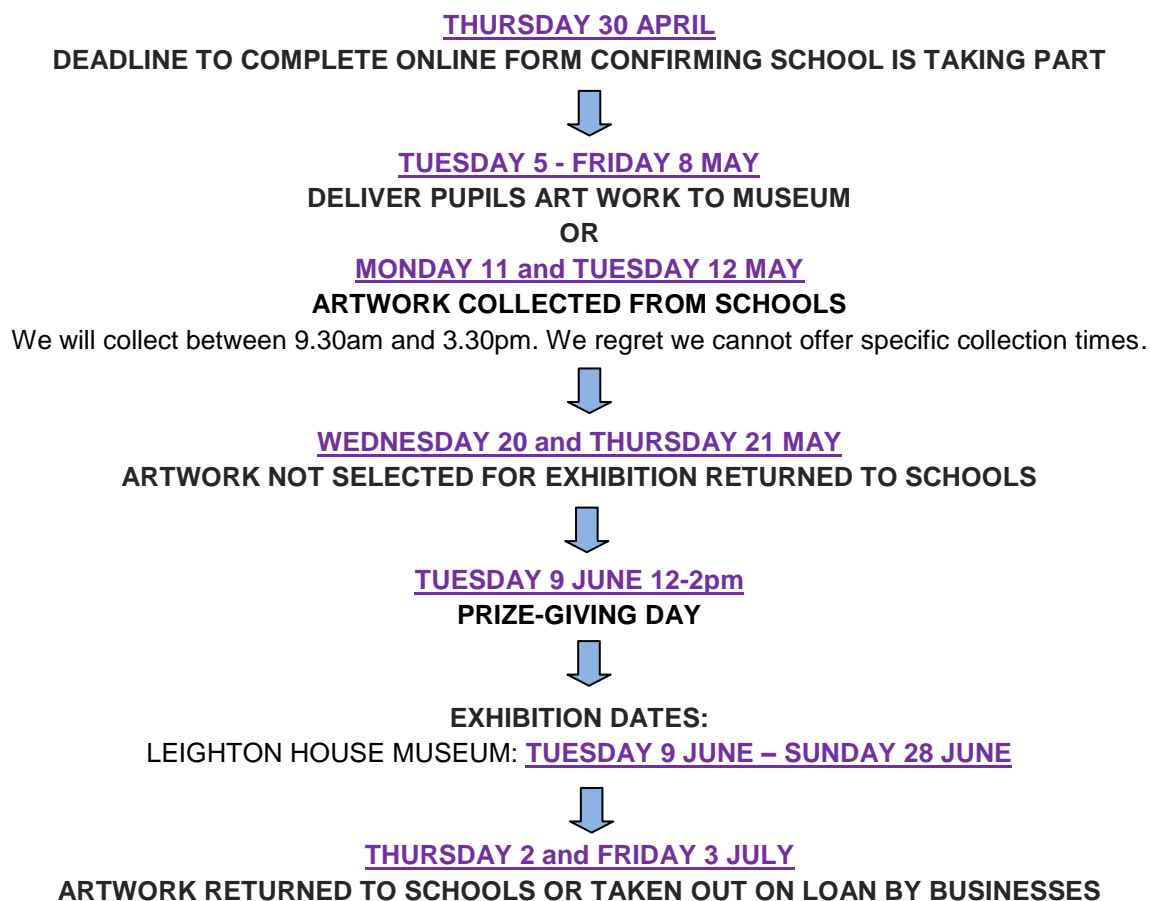
presented in the gallery upstairs, which means that it will remain on show for two weeks. Dependent upon the weather, the prize-giving ceremony and workshops will take place outside in the garden.

Please note that there is, regrettably, no step-free or wheelchair access to the house. However there is disabled access to the garden, where the Prize-Giving takes place. For more information on access visit www.rbkc.gov.uk/museums

Return of work

- Works not selected for inclusion in the exhibition will be returned to schools/colleges on **Wednesday 20 and Thursday 21 May**.
- Artwork (that has not been loaned or purchased by businesses) will be returned to schools/colleges following close of the exhibition on **Thursday 2 and Friday 3 July**.
- If you are not able to receive returned artwork during these times, you must make an alternative arrangement with the Arts Service by contacting Jennifer Wood on the contact details below. The Arts Service and Leighton House Museum cannot be held responsible for the safe storage of any artwork beyond the final delivery date of **Friday 3 July 2015**.

Key dates



Art on Loan programme

In Art on Show 2015, students may opt in to the new Art on Loan programme, giving them the opportunity to have their work displayed in office spaces in the borough. Under the scheme, local businesses are able to hire for a fee or purchase artworks directly from the exhibition at the end of its run.

Income generated through the programme will be split between the artist, participating school, and future development of the programme. Please ensure that you indicate when prompted on the submissions form each piece that is to be entered into the Art on Loan programme.

Terms and Conditions of participating in the Art on Loan programme

- Confirmation that an artwork is opted in to the Art on Loan programme **must be given** when the school completes the online submissions form. The school is responsible for securing permission from the individual artist and/or their parent or guardian, for each piece listed on the submissions form that is opted in to the programme.
- Opting an artwork in to the Art on Loan programme on the submissions form confirms that permission has been granted by the individual and/or their parent/guardian for the work to be made available to a business for a period of up to twelve months following the end of the exhibition in June.
- Some businesses may wish to purchase artwork directly from the exhibition. Please indicate if the student is willing to sell their piece on the online submissions form. The Arts Service can assist with seeking advice on pricing of work.
- Artwork that is identified as available for sale, needs to have a price attached when the work is submitted at Leighton House. A small commission (15%) will be taken by the Arts Service to cover the cost of administering the sale. Note that works purchased directly from the exhibition will be sold mounted, but not framed.
- Artwork that is taken on loan by a business will be available mounted and framed.
- Artwork that is taken on loan by a business cannot be recalled until the end of the loan period (up to July 2016). In some cases where a loan period is shorter, the piece may be returned before July 2016. We will notify the school's contact if this is the case.
- All artworks taken on loan will have an accompanying caption containing the name of the artist, and the school. If you do not wish this information to be displayed, you must inform the Arts Service when you receive confirmation that the piece has been selected by a business.
- Any artwork that is not taken on loan or purchased at the end of the exhibition will be returned to the school or available for collection from Leighton House.
- Copyright of the artwork remains with the artist throughout the loan period, but the business may feature the artwork in photographs relating to their participation in the programme. Businesses are encouraged to credit the artist where possible.

- Artworks on loan are covered by insurance held by the businesses which are responsible for the safe care of the artwork during the loan period.
- The programme is accessible and affordable to a range of businesses. Hire fees range from £3 per week per piece (£156 per piece for 12 months), up to £10 per week per piece (£520 per piece for 12 months), and vary depending on the scale of the piece and the size of the business renting the artwork.
- Income generated through fees from the hire of artworks is split between the student (60%), the participating school (20%), and covering costs of administering the programme (20%). Students whose work is taken on loan by a business through the scheme, will receive a cheque for 60% of the loan fees for the total loan period. Schools will receive a cheque for 20% of the loan fees for the total loan period, for any pieces belonging to their students that are taken on loan.
- Students whose work is sold through the scheme will receive a cheque for the agreed sale price, minus a 15% commission to cover administration of the sale following the close of the exhibition.
- Payments to schools for a percentage of any hire fees, and to individuals for any hire fees or sales, will be made in accordance with standard Council payment procedures.
- The Arts Service will publish a list on the Council's website of all pieces purchased or on loan to businesses through the Art on Loan programme 2015, including artists' names and schools.
- The Arts Service will liaise with the main contact at the school or college identified on the school or college's submissions form, regarding any matters relating to the Art on Loan programme and participating school/ artist.
- A member of the Arts Service will be in touch with schools whose art works are taken on loan or purchased by a business to arrange for payments to be made, and with details about the loan period.

An Art on Loan FAQ sheet for students and schools is available. Please contact Jennifer Wood on 020 7361 3844 or via email Jennifer.Wood@rbkc.gov.uk for a copy, or if you have any queries relating to the Art on Loan programme.

Leighton House Arab Hall, Photo: Will Pryce



Remember to submit your school/college online submissions form by 30 April!
We wish you the best of luck with your submission to Art on Show 2015.

For queries contact the Art Service:
Phone 020 7361 3844
Email arts@rbkc.gov.uk
Website www.rbkc.gov.uk/artonshow



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA