



Deborah Manning School of Dance

Covid-19 Guidelines & Safety Measures

Principal: Connie Manning
Updated: Tuesday 8th September 2020

Parent/Guardians

- ✓ Parents/Guardians MUST wear a face mask when bringing and collecting students to class
- ✓ Parents/Guardians MUST abide by social distancing rules and follow the one way system when queuing to Register all Students onto the Premises
- ✓ Under no circumstances can Parents/Guardians wait within the premises whilst students are in classes
- ✓ Parents/Guardians will not be able to change younger students at the premises
- ✓ Only ONE parent/guardian can bring/collect students, no siblings allowed
- ✓ Parents/Guardians must wait until students have been checked in and been allowed to enter the premises before leaving
- ✓ Parents/Guardians of children under Age 7 must wait locally or be in close proximity of the premises in case of emergencies
- ✓ Parents/Guardians MUST ensure that Dance Uniform is washed after every class and Dance Shoes are wiped clean with an anti-bacterial wipe
- ✓ Parents/Guardians must ensure they co-operate with all Staff Members
- ✓ **Everyone MUST arrive five minutes before Dropping Off and Picking Up!**
In the result of being late, a fine of £5 for every 5 minutes will be incurred. It is extremely important we do not have Students hanging around after classes or arriving late due to the strict COVID-19 Rules that we have to have in place. If students do arrive late, then this can result in no entry to that specific class, as teachers will already be teaching or cleaning.

Students

- ✓ Every Student MUST bring the following items, clearly labelled with their names on to every class:
 - . Hand Sanitiser
 - . Water Bottles
 - . Tissues
 - . Dance Shoes
- ✓ Students MUST be wearing their Dance Uniform before all classes, as there will be no changing facility provided (*Staff Members will help with shoe changes inside the Dance Studio*)
- ✓ Students must NOT bring Large Bags & Coats onto the Premises – All other items listed above are to be kept in a Small Bag
- ✓ Students MUST be Registered by a member of staff at the Entrance before entering the Premises
- ✓ Students MUST ensure they have been to the toilet before class and washed their hands thoroughly
- ✓ Students MUST ensure Outdoor Shoes are taken off before entering the Dance Studio

Safety Measures

- ✓ Students will be Registered at the entrance to the building, rather than in the Dance Studio
- ✓ Students will have their temperature taken before entering the building, if their temperature is 37.8 degrees or above then the student will not be allowed to enter class
- ✓ Staff will check Emergency Contact Numbers when Registering in Students
- ✓ There will be an Entrance and Exit to every Venue, please pay close attention to signs and follow all instructions given. *Failure in following the rules may result in us not being able to run our Dance Classes at the Venue provided and will result in your daughter/son not being able to attend*
- ✓ Parents will need to ensure they are keeping a 2 metre gap when queuing to drop off/pick up students, they will also need to wear a face mask
- ✓ Staff will be wearing Face Shields on Registration but not during Teaching, as Social Distancing will be applied within Classes



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- ✓ Class Sizes have a maximum Capacity of 15 students
- ✓ Hand Sanitiser will be used before entering the Dance Studio, as well as students having their own
- ✓ Dance Studios will be cleaned in between classes by a member of staff
- ✓ No waiting rooms or use of kitchen facilities will be permitted
- ✓ Students and Staff will be socially distanced within the Studios
- ✓ Students will not be allowed on the Premises if they have a High Temperature
- ✓ Students will be sent home immediately if they start to show Covid-19 Symptoms whilst they are in our care

Northleigh Memorial Hall

- ✓ Entrance – Please queue to the left hand side of the building and down the walkway staying close to the wall
- ✓ Exit – Please queue down the left hand side of the building from the double doors exit, located half way down the wall
- ✓ DO NOT queue to the right hand side by the ramp as this is purely for the Shop and Library Only
- ✓ DO NOT queue anywhere near the Public Footpath or near the Cars Parked

.The Committee Room and Kitchen will be closed to all Parents & Students.

. If Students have no more than a 45 minute break, then we will allow students to wait on the Premises, as long as they bring a Face Mask, if required and something to occupy themselves with.

. **ONLY Grade 2 Ballet, Saturday 11.15am** – Please can you ENTER the building via the Youth Club Entrance at the very back of the hall. You need to walk down to the bottom of the walkway on the left hand side.

Carterton Leisure Centre

- ✓ NEW LOCATION – We are no longer at Carterton Community Centre!
Please ensure you remember to come to:
Carterton Leisure Centre, Broadshires Way, Carterton, Oxfordshire, OX18 1AA
- ✓ DO NOT enter through the Main Reception, you need to drive round to the back of the car park and enter through the Trampoline Park/Soft Play Area
- ✓ Entrance - Please queue to the left hand side of the building along the wall, to enter through the Left door
- ✓ Exit – Please queue to the right hand side of the building along the wall, to collect your child from the Right door
- ✓ Parents must come and queue to Drop Off/Collect Students; you cannot remain in your Car in the Car Park for Health & Safety Purposes
- ✓ No waiting under any circumstances within the Premises

. Unfortunately, due to Covid-19 we cannot use the Dance Studio, which we are extremely upset about, due to the Gym needing more space for equipment. Also, due to the one way system provided, the Exit from the Gym is through the Dance Studio which wouldn't be acceptable whilst we are teaching.

We shall review this from January 2020 but at the moment we have kindly been allowed to return using the Large Area of the Trampoline Park and the smaller room located at the back, which is ideal to help apply our New Guidelines. We also have our own personal Toilets should Students need them. We aim to get into the Dance Studio as soon as we possibly can but unfortunately this is out of our hands.



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Finstock Village Hall

- ✓ Entrance – Please Enter through the Main Entrance and queue in the foyer before Registering
- ✓ Exit – Please Exit back out through the Main Entrance

- . There will be no access to the Kitchen Facility

Shipton Under Wychwood

- ✓ Entrance – Please queue to the right hand side of the building from the main entrance, staying off the main road if possible
- ✓ Exit – You can Exit the building from any Fire doors but please ensure these are closed firmly behind you
- ✓ You must Enter the building through the Main Entrance to Drop Off a Student
- ✓ Students will Enter through the Waiting Room double doors (*like normal*) but will Exit through the double doors opposite the Main Entrance so parents can Exit towards the back Car Park

. Students must already be dressed in their Dance Uniform and have their Dance Shoes changed before entering the Main Hall. Changing of Shoes can happen in the Waiting Area before leaving out the Single Fire Door.

. The Waiting Room will only be used for Registering Students and for Parents/Guardians to change Dance Shoes, therefore nobody can wait inside the Premises

. There will be no access to the Kitchen Facility

Covid-19

- ✓ Under No Circumstances should Students be brought to class if they are showing symptoms of Covid-19
- ✓ If any student shows symptoms within class, they shall be placed in a Isolation Room and the emergency contact will be called for an immediate pick up
- ✓ All Parents/Guardians will be informed if their daughter/son has been exposed to the Virus within our Classes, in order to follow Government Guidelines and self-isolate. The NHS will be informed who may wish to have further contact details of anyone who could be at risk.

Under no circumstances can students be dropped off any earlier than five minutes before, as they will not be allowed on the premises.

Thank you for your co-operation,
Deborah Manning School Of Dance