



Deborah Manning School of Dance

Covid-19 Guidelines & Safety Measures

Principal: Connie Manning
Updated: Tuesday 24th August 2021

Parent/Guardians

- ✓ Parents/Guardians MUST respect social distancing amongst others 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
- ✓ Only ONE parent/guardian can bring/collect students
- ✓ 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!

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
(Staff Members will help with shoe changes inside the Dance Studio)
- ✓ Students must NOT bring Outdoor Coats onto the Premises
- ✓ 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
- ✓ 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.
- ✓ 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 will have their temperature taken before entering the building IF staff feel they look unwell
(If their temperature is 37.8 degrees or above then the student will not be allowed to enter class)
- ✓ 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



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Northleigh Memorial Hall

- ✓ Entrance – Please queue to the left hand side of the building and down the walkway staying close to the wall. For those of you that enter the Youth Club for your daughter's class then please continue to do so.
- ✓ 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.

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

. We are currently waiting to hear if we can enter the Dance Studio from September, we shall keep you updated if anything changes.

Finstock Village Hall

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

. 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

. There will be no access to the Kitchen Facility



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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