

# The South West School of Dance

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## COVID-19 POLICY

We have had a professional risk assessment completed for all South West School of Dance venues and have put the following measures in place to ensure the safety of staff, pupils and their families in relation to Covid-19. Please familiarise yourself with the procedures for the relevant venues and ensure that all families follow these rules.

### CLASSES HELD AT THE SOUTH WEST SCHOOL OF DANCE STUDIO, STREET

- Please follow signs to our new designated entrance to the right of the building through our **fire exit door**. This door will be opened 5 minutes before class starts.
- Everyone must use the touch free hand sanitiser once through the door.
- Pupils should come up the stairs unaccompanied.  
ONLY PARENTS OF PRE-SCHOOL & RECEPTION AGED PUPILS ARE ALLOWED TO WAIT ON THE STAIRS WITH THEIR CHILD. PLEASE ENSURE ALL PARENTS WEAR A FACE COVERING WHEN INSIDE THE BUILDING.
- All secondary school aged pupils must wear a face covering whilst waiting for class to start. These can be removed once inside the studio.
- Pupils should come ready to dance and only needing to change out of their outdoor shoes and to take off their coats. The changing rooms will only be open to pupils who need to change uniform between classes.
- Pupils must come to class each day in a clean leotard and pair of tights (if students have class on more than one day a week they must either wear different leotards and tights each day or the ones they are wearing must be washed in between).
- Once in the studio pupils will place their bag on one of the designated spots around the edge of the studio. They should only bring essential items with them - their dance shoes and a named bottle of water (the kitchen will be closed to pupils).
- The studio will be ventilated with windows and doors open and pupils will be asked to space themselves out. Our 2m+ boxes will remain on the studio floor and will be used when needed.
- There will be one toilet available to pupils with signs reminding pupils to wash their hands thoroughly before coming back inside the studio. There will also be a touch free hand sanitiser in the studio for use during class if this is necessary.
- There will be tissues and extra bins inside the studio for students to use along with signs to remind everyone to 'Catch it, Bin It, Kill It'. However please remember that students should not be attending class if ill.
- At the end of class pupils will be asked to collect their bags, use the touch free hand sanitiser and then exit via the outside stairs. Please ensure parents are safely parked and ready to greet children promptly at the end of class. Parents should wait at the bottom of the stairs. PLEASE ENSURE PROMPT COLLECTION.
- The studio will be thoroughly cleaned daily and all touch points will be cleaned between each class.

**CLASSES HELD AT**  
**HINDHAYES SCHOOL, STREET**

- Please be mindful of parking when using Hindhayes School as the car park will not be fully opened up until After School clubs have finished and Hindhayes pupils have left the premises. Parents can use the parking at the Victoria Club to aid congestion as long as the gate is kept shut between the school and the Club.
- Please use the entrance at the front of the hall. Pupils should wait safely outside accompanied by parents.
- All secondary school aged pupils must wear a face covering whilst waiting for class to start. These can be removed once inside the hall.
- No parents will be allowed inside the hall.
- All pupils must use the touch free hand sanitiser once through the door.
- Pupils must come ready to dance and only needing to change out of their outside shoes and to take off their coats.
- Pupils must come to class each day in a clean leotard and pair of tights (if students have class on more than one day a week they must either wear different leotards and tights each day or the ones they are wearing must be washed in between).
- Once in the hall pupils will place their bag on one of the designated spots around the edge of the studio. They should only bring essential items with them - their dance shoes and a named bottle of water.
- The studio will be ventilated with windows and doors open and pupils will be asked to space themselves out.
- If pupils need the toilet during class there will be one available. Please remind pupils to wash their hands thoroughly after using the toilet.
- There will be tissues and a bin inside the hall for students to use along with a sign to remind everyone to 'Catch it, Bin It, Kill It'.
- At the end of class pupils will be asked to collect their bags, use the touch free hand sanitiser and exit via the back door. Please ensure parents are safely parked and ready to greet pupils promptly at the end of class. PLEASE ENSURE PROMPT COLLECTION.
- All touch points will be cleaned between each class.

**CLASSES HELD AT**  
**THE BLUE SCHOOL, WELLS – KENNION GYM**

- Please use the main entrance into the Sports Centre. Pupils should come down the corridor and wait near the bottom of the stairs.
- All parents & secondary school aged pupils must wear a face covering when entering the Sports Centre and whilst waiting for class to start. Please be mindful of other groups using the facility. Pupils may remove their face coverings once inside the dance studio.
- No parents will be allowed inside the dance studio.
- The Blue School policy states that 'NO PARENTS ARE ALLOWED TO WAIT INSIDE DURING LESSONS' so please wait in the car while your child is in class.
- The changing rooms will remain closed so pupils must come ready to dance and only needing to change out of their outdoor shoes and to take off their coats.
- Pupils must come to class each day in a clean leotard and pair of tights (if students have class on more than one day a week they must either wear different leotards and tights each day or the ones they are wearing must be washed in between).

- The Blue School will have hand sanitisers around the venue but all pupils must use our touch free hand sanitiser once through the door of the studio.
- Once in the gym pupils will place their bag on one of the designated spots around the edge of the studio. Pupils should only bring essential items with them – their dance shoes and a named bottle of water.
- The gym will be ventilated with windows and doors open and pupil will be asked to space themselves out.
- If pupils need the toilet during class these will be available. Please remind pupils to wash their hands thoroughly after using the toilet.
- There will be tissues and a bin inside the dance studio for students to use along with a sign to remind everyone to 'Catch it, Bin It, Kill It'.
- At the end of class pupils will be asked to collect their bags and use the touch free hand sanitiser before leaving through the rear door straight outside. Please ensure parents are ready to greet pupils promptly at the end of class. PLEASE ENSURE PROMPT COLLECTION.
- All touch points will be cleaned between each class. The Blue School staff will be regularly cleaning touch points outside the studio and the toilets.

### **IMPORTANT INFORMATION FOR ALL PARENTS**

- Please ensure your child's health declaration is completed and returned BEFORE the first day of term.
- Please ensure parents contact the Principal of The South West School of Dance immediately if any household member starts to show Covid symptoms or any information on the health declaration form changes.
- Please do not bring a pupil to dance class if they have been off school due to illness or if they are feeling unwell.
- Should any pupil start feeling unwell in class or shows any Covid symptoms in class they will be isolated from the rest of the class and parents will be contacted immediately to collect their child. It is vital that parents are available to collect their child immediately if we contact you.
- All parents must follow the government guidelines on Covid testing and should not bring a child to class if they are self-isolating. Please refer to [www.gov.uk](http://www.gov.uk) for up to date advice.
- Please email the Principal on [sarah@southwestdance.co.uk](mailto:sarah@southwestdance.co.uk) if you wish to pass on any information to a teacher before class to ensure that parents do not need to enter the studio.

This Covid-19 policy was updated on 03/08/2021 and will be reviewed regularly in line with any changes to official guidance.

NAME \_\_\_\_\_ SARAH JONES \_\_\_\_\_

JOB TITLE \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

SIGNED \_\_\_\_\_ S JONES \_\_\_\_\_