



# KEYWORTH SCHOOL OF THEATRE DANCE

July 2020

We hope you are all safe and well.

We are very pleased to be able to prepare for pupils to return and we look forward to seeing everyone again, all being well, from Monday 7 September.

We are still waiting on guidelines for Melody Bear classes. These are currently on hold.

We are also waiting on confirmation of guidelines for under 5s and children with additional needs due to how we proceed as they cannot be expected to social distance and the classes we will be running will be following social distancing.

We are still confirming arrangements in general, including hire arrangements of the venues we hope to be using, but we intend to adhere to the guidelines below to keep the dance school pupils and their families safe. Each class will have a slightly different plan so we are contacting each class/group of children separately as plans are confirmed. Please bear with us. It may take a while.

There will be a formal policy to sign before your child returns but here are the guidelines we are working on which you may find useful to know at this stage.

## Guidelines

- Parents/carers will not enter the venue except in cases of emergencies. We have calculated (according to government guidelines) how many people in total we are allowed; we therefore can not allow parents/carers/siblings to enter.
- Reduced class sizes to adhere to social distancing guidelines. In some cases there will be two venues for classes to run simultaneously and in some cases lessons will be run via studio/Zoom simultaneously.
- In other cases classes are run from one venue but in smaller groups. All venues are in Keyworth and all in very close proximity (potentially Webster Hall, the Table Tennis Pavilion and/or Village Hall, subject to satisfactory risk assessments and hire arrangements in agreement with the different organisations).
- Reduced changing room facilities. Pupils encouraged to come ready wherever possible and to bring little or no personal belongings.
- All to use hand sanitiser from sanitiser station on arrival and departure.
- Class teacher/marshal to use anti bacterial cleaner in between classes on barres, door handles, chairs in the waiting room and to clean toilets before the next group arrives.
- The area will be temporarily marked out so a pupil is aware of their dance space.
- Pupils will not be allowed to attend classes if they have any Covid 19 symptoms or if they are self isolating due to a positive case within their household.
- Pupils will be encouraged to bring little or no personal items. If children do have coats/bags these will be placed on a chair in the waiting room which will be cleaned before the next group arrives. All pupils can bring a named water bottle as there will be no access to the hall's cups.
- Increased use of signage to remind pupils of hand washing/sanitising and to maintain social distancing.
- Increased ventilation by keeping doors and windows open at the venue.

- There will be 15 minutes in between classes to ensure children do not cross over and to allow the teacher and marshal to clean in between groups.
- For children attending multiple classes per week these children, where possible, will be placed in groups to cover as many of the dance genres in one go. They may still need to return to the venue on a separate day, or Zoom the other classes not covered during the 'bubble' lesson. We are trying to cut down on the amount of times a child attends the venue where possible. We are still waiting for exact guidance on this.
- All class fees (invoiced at the end of August) will need to be paid before the first session.
- All fees to be paid by BACS. There will be no cash handling. Please speak to Kirsty about other options if BACS is not possible for you.
- Pupils who paid Block 4 in full will receive the 3 week refund from before lockdown. There will be no payment breaks/other refunds permitted during Block 1.
- We shall be using teachers/assistants/ volunteer marshals to ensure social distancing and hand sanitising is maintained. If you are able to help with this, please let us know. These people would be added to the register for that group/class so we are aware who is in the building for 'track and trace' and fire safety reasons.
- Pupils to arrive no earlier than five minutes before the start of the class to avoid cross over of the class before (unless the class starts at 4pm and you are in the first class).
- Teachers and pupils will adhere to social distancing guidelines except in the case of administering first aid (where the teacher will wear the recommended PPE).
- There will be no use of props or equipment other than the ballet barres which will be cleaned after each group.
- We would like pupils to be appropriately dressed for class. However, we are very aware of uniform costs and that parents may find themselves in a different financial position than before lockdown. If you wish to buy any new uniform items, this will be done initially via email and sent via mail. A more sophisticated way (via our website) will be looked into in due course. Please email if you need anything.

Thank you for taking the time to read these guidelines. Please do let us know if your child is not returning at this stage so we can plan accordingly.

We would like to take this opportunity to thank all the pupils who have Zoomed with us for the last four months and to their teachers for all their hard work.

We hope you are all able to take some time out to rest over the summer and we look forward to seeing you all in September. As always please email /text if you have any questions at all. Please note the dance school email address is [contactkstd@gmail.com](mailto:contactkstd@gmail.com) and should be used for all correspondence via email. It is usually checked once a day, but is not constantly monitored so please text if the matter is urgent. If you have a sky.com address for Kirsty, this is no longer used or accessible.

Best wishes

Ann and Kirsty and all the KSTD team  
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