



KEYWORTH SCHOOL OF THEATRE DANCE

Safety Procedures

The following procedures are in place:

1. Webster Hall and Tollerton Methodist Hall will be locked from the inside at the start of every class. Latecomers will enter by pressing a bell button on the door once and the bell will sound in the hall corridor alerting a teacher. The student teacher will let the student in and re-lock the door.
2. At Webster Hall a lock has been installed on the front door with a key operated one externally with a thumb turn lock from the inside. At Tollerton Hall the inside of the door locks will be locked by key.
3. **NB** It would help if all students try and arrive on time for classes; if a student is going to be late to inform their class teacher only.
4. Please tell us at the start of the class if someone different is collecting your child.
5. Fire doors will be kept closed but in the event of emergency the appropriate fire exits in both buildings would be used.
6. Specific Fire Instructions will be issued separately for each building.

Thank you for your assistance.

Ann Marchant/Kirsty Callender
Co-Principals

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