

IMPORTANT – PLEASE READ CAREFULLY

NEW COVID SECURE CLASS PROCEDURES & REGULATIONS

- **TRAVEL** - Staff, parents and students are encouraged to walk or cycle to their classes where possible. All persons should limit their use of public transport to/from class. Where travel is essential please use private dual occupancy where possible.
- **DROP OFF & COLLECTION POINTS** – In order to minimise adult to adult contact we are required to ensure there are separate drop off and collection points for all classes. Please ensure you carefully check the updated timetable which indicates the drop off and collection points for all of classes. Once registration for class is complete, entry into the building will not be permitted until the next class change over. Please note there are some minor time changes to the timetable.
- **ACCOMPANYING ADULTS** – Children must be brought to classes by 1 adult only.
Parents of children in Budding Ballerinas, Pre-Primary & Primary Classes are permitted to enter the building to assist children with changing their shoes and may also wait in the designated (socially distanced) waiting area (siblings under 5 years are permitted also). Please ensure that prior to your child's class finishing that you exit the building and make your way round to the queue at the designated collection point.
Parents of children in all other classes are to walk their child to the designated entrance and hand them over to a member of staff at the door with belongings. Please collect your child from the designated collection point for your child's last class of the day/evening. Please do not enter the building to collect your child, parents/carers must queue outside in single file and a member of staff will hand your child over at the exit with their belongings.
- **QUEUING** - When queuing outside for drop off and collections please queue single file and ensure you remain the recommended 1m+ distance from other families. Please remain patient with staff and do not gather at the entrance/exit doors. Parents must not enter the building unless invited to do so by a member of staff.
- **VERBAL CONFIRMATION** - Will be sought from a parent/carer at every drop off that their child has not been displaying any signs or symptoms of COVID-19.
- **ONE-WAY ROUTE** – Staff and children will be required to follow a one-way route inside the halls, this will be clearly set out using floor markings and laminated signs. Internal doors will be propped open with door stops to minimise use of door handles and other high contact areas.
- **TRANSITIONS** - Whilst every effort will be made to keep different classes apart, please note that there may be unavoidable occasions where children encounter brief, transitory contact, such as passing in a corridor when changing classes or going to the toilet. This brief contact should it happen, is classed as low risk.
- **TOILETS** – Young children will be accompanied to the toilet by a member of staff to ensure thorough hand washing (all staff have up to date DBS checks). All toilets will have clear hand washing instructions displayed.
- **CLEANING** - Common contact surfaces and equipment such as barres and class props will be sanitised between changeover of classes. Additional cleaning of the full facilities is being provided daily by the hall management.
- **VENTILATION** – We will ensure all dance spaces and other adjoining areas are kept well ventilated by opening doors and windows where possible without compromising fire safety and safeguarding.
- **HAND SANITISATION** - Automatic hand sanitisation dispensers will be stationed at all main doors. Staff, children and parents must sanitise their hands when entering and exiting the building.
- **RESPIRATORY HYGIENE** – Staff and children will be asked to avoid touching their face/eyes/nose/mouth with unwashed hands and to cover coughs or sneezes with a tissue then throw it in the bin ('catch it, bin it, kill it'). Provision of sufficient bins and boxes of tissues will be available throughout the facilities.
- **ILLNESS** – Should a child become unwell during class their parents will be contacted immediately and the child will be moved to a room where they can be isolated with appropriate adult supervision if required. In the event of a student or staff member testing positive for the coronavirus, the rest of their class or group within their school setting will be notified and advised to self-isolate for 14 days. The other household members of that wider class or group do not need

to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.

- **CLASS NUMBERS** – Class numbers will be limited according to the room capacity it takes place in. Parents are required to register which classes they wish their child to attend. Places will be allocated on a first come first served basis. For classes that have reached their maximum booking capacity we will create waiting lists and you will be contacted once a place becomes available.
- **SOCIAL DISTANCING IN CLASS** – The dance floors will be clearly marked with tape to indicate where each of the dancers should stand in order to maintain adequate social distancing when dancing.
- **VOCAL INSTRUCTION** - Private Singing lessons will be conducted with a clear perspex screen between the teacher and student for protection. Musical theatre classes will focus on drama skills and themed dance routines until we are notified singing in groups can be resumed.
- **UNIFORM** - Students should arrive for class 'ready to go' in AIM uniform and where possible minimise use of changing facilities.
- **HAIR** – Students must attend class with hair neatly groomed and tied up. We recommend the following hairstyles for dance class:
 - **Classical Bun** - For ALL Ballet Classes
 - **Plaits folded & pinned** – All other classes
 - A selection of hair tutorials videos suitable for class will be available on our website and Facebook page
- **SHOES** – Upon arrival children will be required to remove their outdoor shoes and change into their applicable dance shoes for class. A designated area will be provided for changing from outdoor to indoor shoes. Please do not arrive already wearing dance shoes. This procedure must be strictly adhered to in order to prevent transition of the virus into dance environment. **PLEASE NOTE:** Current guidelines state that shoes **MUST** be worn for all styles of dance classes. We regret that any children who attend class without the appropriate footwear will not be permitted to participate. Furthermore, children who have previously borrowed shoes for class will now need to purchase their own shoes as we currently are not allowed to lend shoes to children for hygiene reasons. The following footwear is compulsory for classes:

DANCE CLASSES	SHOES REQUIRED
Ballet and Progressing Ballet Technique	Ballet Shoes
Tap	Tap Shoes
Modern, Body Conditioning/Stretch, Tricks & Lyrical	Ballet or Jazz Shoes
Musical Theatre & Acro	Jazz Shoes
Street Dance	Trainers

Socks must NOT be worn as a substitute for dance shoes

- **BAGS/BELONGINGS** – When the children enter their dance class they will be allocated a designated personal area where they must keep their bag and all other personal belongings. These 'places' will be clearly marked around the perimeter of the hall and will be spaced accordingly in keeping with the current social distance guidelines.
- **BODY CONDITIONING/STRETCH & PBT CLASSES** – For hygiene purposes children must bring their own yoga mats and balls to these specific classes. We highly recommend you sanitise your personal equipment after each class.
- **CLASS PROPS** - Under current guidelines we are unable to share class props. We still want classes to be fun and engaging for the little ones. Therefore, we will be putting together prop bags for the Budding Ballerina's & Pre-Primary Ballet Classes, which can be purchased via our website soon. We highly recommend you sanitise these props after each class and do not allow the children to play with them at home.
- **WATER BOTTLES** – Students must bring their own water bottles to class with them. Use of the kitchen facilities is currently suspended until we are notified it is safe to reopen them again.
- **TRACK & TRACE** – Children will be registered upon entering the building and we have an accurate track and trace system available on our database should it be required.
- **FACEMASKS** – Students and staff are not required to wear face masks or face covers for dance classes.