



## Return to Dance – Guidelines to reduce the spread of COVID-19

In order to return to class safely and to follow government guidelines, we have implemented a number of new policies. Please read the below carefully. Any questions or concerns please do not hesitate to get in touch.

- We have reduced class sizes and split classes where necessary. As places will be more limited – we will be enforcing the 3 week rule more strictly – if you no longer wish to attend please let us know ASAP.
- Entry and Exit procedures.
  - Entry will be via the main church hall doors – please arrive 10 minutes before your class time and create a queue (keeping 2m apart)
  - Signing in will be done in the queue
  - We have recently launched our ‘Parents Portal’. Invoices will be sent via email for monthly payment.
  - Our preferred method of payment is via bank transfer –  
**Name: Amy Suttie Account 13332747 Sort Code 11-02-76**  
Any weeks not attended will be credited from the following month’s invoice. If you cannot pay by bank transfer please bring the correct cash in an envelope labelled with pupils name to reduce cash handling.
  - Pupils will then be escorted into the hall – no parents will be allowed in the building. (Exception being new parents on the child’s first lesson with us)
  - Collection will be via the fire door at the side of the building on the car park.
  - Pupils will be brought to the door and name shouted for you to collect.
- Social Distancing
  - In the hall, each pupil will be asked to place shoes and drink on a chair at the side of the room which are spaced apart.
  - While dancing pupils will be asked to stand on a spot marker to keep their distance from other pupils
  - We have amended our class activities to eliminate hand holding and contact between pupils and teachers as much as possible.
- Hand Washing /Cleaning procedures
  - There will be a hand sanitising station for all pupils to use on arrival to class. You are also welcome to bring your own should you wish.
  - We will also encourage regular hand washing throughout the session especially after using the toilets
  - After each class all surfaces including chairs, door handles and toilets will be sanitised.

- Toilets
  - The toilet facilities will be open for one pupil at a time and surfaces wiped after use. These will not be available for use by parents
- Please arrive ready for class – the toilets are not to be used as changing facilities. Also please only bring dance shoes and a bottle of water. Excess baggage/coats/toys will not be allowed in the hall.
- We will not be running the tuck shop at this time. Therefore, please ensure all pupils have a drink as we are unable to provide one. Please also do not bring any food into the hall. We will be running more streamlined sessions with less time sitting so there will be no opportunity to eat during the lesson.
- Please ensure your contact details on the Parents Portal are up to date. If you have not yet received an email invitation to the Portal please get in touch.
- We are still able to order shoes for pupils. Please message Amy on 07834163746 or via the facebook page to order. Shoes will then be fitted during class. Payment can be made online (details as above) or by cash in an envelope. Also any other questions you may have can also be directed to Amy in the same way.
- We will not currently be offering the second hand shoes – so if pupils do not have the correct footwear they will be asked to wear trainers/pumps. Please make sure pupils have something appropriate to wear on their feet.
- **Finally, please be vigilant. If any person in your household is showing signs of COVID-19 (new continuous cough/high temperature) or are generally feeling unwell please do not attend lessons. Also if you have been in contact with anyone with COVID-19 please self-isolate as per Government guidelines.**

**Thank you all for your co-operation. In these challenging times I aim to keep the classes light-hearted and fun for pupils returning to class. By applying these procedures, I hope you agree that we are doing all we can to also keep pupils safe but should you have any concerns please do not hesitate to get in touch. Amy**