



Coming to Our Classes – Guidance for Students and Parents

Introduction

With the move to Step 4 of the government roadmap, we must continue to manage the risk of serious illness from the spread of the Covid-19 coronavirus. The safety of our students, staff and other users of our hired premises remains our top priority.

Government guidance has moved away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others. We have reviewed our risk assessment to best see how we can mitigate the risk of the spread of Covid-19 in our practice at Bluebell School of Dance.

This guidance is for students of Bluebell School of Dance and their parents/carers explaining how we will operate at Bluebell School of Dance to minimise the risk of Covid-19 transmission so we can conduct our classes as safely as possible. It has been informed by our Covid-19 Risk Assessment. You can find this document on our website www.bluebellschoolofdance.co.uk

In all our considerations of how to mitigate risk due to Covid-19 we have referred to the basic principles in all Government guidance:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes, using standard products such as detergents
3. Group sizes, parental attendance and use of face coverings
4. Keep occupied spaces well ventilated
5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

We hope students and parents will continue to work with us so we can keep on dancing, recognising that while we cannot completely eliminate the risk of COVID-19, we are doing everything reasonably practicable to minimise this risk.

While most restrictions have been completely removed, we are now putting in place those practices we feel best help us keep everyone as safe as possible. This document has the following sections:

1. Keeping in Touch
2. Getting Ready to Return
3. Coming to Class
4. During your class
5. At the end of a class
6. What to do if your child becomes unwell with COVID-19 symptoms

We always take a register of attendees to each class, but we will be especially vigilant in doing this at this time in case we need to supply any Track and Trace information.

Government guidance can change. If we need to change anything described below we will let you know.



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1. Keeping in Touch

1.1 How we will communicate with you outside classes

All direct communications will be by email. Please ensure we have your current email address.

All our important information will be available on our website

Our latest news will be on our Facebook page and our Instagram.

1.2 Contacting You if Your Child is Unwell

If your child is unwell at classes, we will call you immediately to collect them. Please ensure we have a phone number we can reach you on

1.3 Contacting Us

We prefer you to contact us by email.

We have two email addresses:

bluebellschool@hotmail.com

Fees, payments and uniform purchases

bbschooldance@gmail.com

Classes and student queries

But you can contact us on any of the above emails on any matter and we will ensure your email reaches the right person. We are not working 24/7 but we usually respond in a timely manner.

You can also contact us via Facebook though if you need a lot of information, we may ask you to email us.

You can, in exceptional circumstances, phone Miss Sue on 01634 666489 but we ask that you only phone in office hours and not at the weekend.

1.3 Fees and Payments

All invoicing will be by email and payments will be by BACS.

1.4 Uniform Purchases

We are still selling uniform at very competitive prices. If you need an item of uniform, please email bluebellschool@hotmail.com. Miss Sue will confirm prices and you can pay by BACS. Uniform purchases will be available for collection at your class from your teacher.

You can also continue to purchase our branded items (sweatshirts and onesies) via this same method.



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2. Getting Ready to Come to Class

There are a few things we need to ask students bring/do to ensure we stay as safe as possible from Covid-19 transmission.

2.1 Bring a Bag

Students will need a bag for all their personal items because they will not be able to leave these in the entrance foyer and we will not be opening any changing rooms. Their bag needs to be big enough for their dance shoes, outdoor shoes, any outdoor clothes (coat etc), water bottle and any other personal items they may bring. As far as possible try not to bring any non-essential items.

2.2 Bring a Waterbottle

There will be no access to the kitchen area in any of our venues. Please can all students bring a water bottle so they can have a drink if they need one. It is important to stay hydrated.

2.3 Come in your Dance Uniform

There will be no changing rooms available as such spaces would inevitably become crowded. Please come in your dance wear so you only need to change your shoes.

You may now dance in bare feet for Contemporary Dance.

2.2 Mats

Floor mats are no longer required.

2.5 Face Coverings

We will not be asking students, teachers or volunteers to be wearing face coverings in any of our classes.

Guidance about the use of face coverings may change and we will keep the use of face coverings under constant review.



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3. Coming to Class

3.1 When You Arrive

When you arrive at your venue you will be asked to wait outside until the teacher admits you to the building. We suggest you don't arrive until 5 minutes before your class is due to start. As the weather becomes colder you may wish to wait in the car until it is time for your class.

Outside each venue there is plenty of space to wait safely:

- At St William's please wait along the ramped pathway to the left of the front door
- At St David's please wait along the ramped pathway to the left of the front door
- At Bluebell Hill please wait in the paved area below the steps (out of the way of cars)
- At Tunbury Hall please wait in the area to the left side of the building near the kitchen door.

3.2 Preparation for your class

Before you are admitted to the venue for your class the teacher will have:

- Sanitised any ballet barres (or chairs) which have been used
- Sanitised all common touch points e.g. door handles which have been used
- Made sure the dance space is as well-ventilated as possible by opening windows and doors as appropriate and safe
- Put out hand sanitisers for students to use

They will also ensure that there are signs where required to show you where to go and signs to remind students how to stay safe.

3.3 Going In

We prefer parents and carers not to come into our venues and encourage you to drop your children at the door and come into the venue on their own. The entrance hall areas of our venues easily become cramped with just a small number of people so we feel this is to be avoided if at all possible.

We can allow parents/carers of new children settling to wait and observe as long as we are not creating a crush in the entrance hall. Please only one person per child and no other children.

If parents and carers need to come into the venue for any reason (to speak to the teacher or staff or because their child is new and settling) please wear face coverings unless you are exempt. The teacher /staff will also wear a face covering in this instance. If any parents/carers come in or are waiting if we don't already have your contact details, we will ask you to provide these.

As you enter the venue you will be asked to use the hand sanitiser at the entrance.

Please try to come to classes on time.

3.4 Changing

Come to class in your dance uniform with your hair done. There will be no changing facilities. Students will be able to change their shoes in the dance space.



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During your class

4.1 Your individual dance space

To keep everyone safe.

- Each student will have a coloured marker cone and the teacher will send you to your cone as you come into the dance space. Here you will change out of your outdoor shoes and any outdoor clothes such as coats. Parents will not be able to help you change. We suggest if younger students cannot tie their tap shoelaces they are replaced with elastic.
- You need to put all of your belongs in your bag and store it tidily near your cone
- You will have your own part of the ballet barre to use or chair and no one will share.
- There may be floor marker dots laid out in the room. Your teacher will tell you which dot to use. The dots will help you keep a sensible distance apart. Different classes may mark out the floor differently as it depends on the style of dance and the number of students in the class.

Teachers will be guiding you and reminding you about where to stand while you are doing your class.

4.2 Dancing differently

Some of the restrictions we had previously have now been lifted.

- Holding hands for skipping or galloping will be allowed for younger children and contact work in Contemporary dance class will be allowed but we will endeavour to keep these practices to a minimum.
- Floor work exercises no longer need to be done on a mat
- Contemporary dance may be done in bare feet.

4.3 Moving Around the Space

When we are travelling you may need to move outside your dance space. Current thinking is that risk is increased if you are moving directly behind someone. We have changed the way we do some of exercises to minimise this risk.

- If you are travelling sideways across the room your teacher will stagger your lines.
- If you are moving on a diagonal, you will dance one or two at a time from alternate corners.
- If you are moving in a circle, we will ask you to leave lots of space between you and the person in front of you.

Your teacher will be helping and guiding you all the time until you are used to these new ways of doing things.

4.3 Using the toilets

Only one person will be allowed in the toilets at a time. Your teacher will be reminding you to wash your hands when you go to the toilet.



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4. At the end of a class

5.1 Waiting to pick up

Parents/carers are asked to wait outside for their children to come out to them

- At St William's please go through the side gate and wait on the grassy area and the students will come out through the rear fire exit.
- At St David's please wait at the bottom of the steps at the front of the building and the students will come out from the front door.
- At Bluebell Hill please wait in the car park at the front of the building and the students will come out of the front fire exit to the left of the building
- At Tunbury Hall please wait in the area around down the ramp to the right of the front door as students will exit by this door

None of our classes are very large so in all of these areas you will be able to wait safely.

5.2 Leaving your class

Your teacher will ask you to change your shoes as quickly as possible and put on your outdoor shoes and coat if necessary.

She will then instruct you how to line up to wait to be picked up from the exit door.

You will be asked to use the hand sanitiser at the exit as you leave.

5.3 Waiting

Students are not allowed to wait in the venue if there is a gap between their classes. We have made every effort to ensure that gaps like this are kept to a minimum, but you cannot wait for your sister or brother to finish their class. You must leave the venue at the end of your class. This is so that the teacher can ensure everything is properly sanitised before the next class commences.



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5. What to do if your child becomes unwell with COVID-19 symptoms?

If your child becomes unwell they must stay at home and you should follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).

If your child becomes unwell while at classes, we will call you immediately to come and collect them. While your child is awaiting collection, they will be kept separately from others by a distance of at least 2 metres, ideally in a well-ventilated room with appropriate adult supervision. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If they need to go to the toilet while waiting to be collected, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected using standard cleaning products and following the [COVID-19: cleaning of non-healthcare settings guidance](#) before being used by anyone else.

When you collect your child, you should take them straight home; do not visit the GP, pharmacy, urgent care centre or a hospital. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

Your child should then self-isolate for 7 days and you should arrange a test for them as soon as possible to see if they have coronavirus (COVID-19). You can do this by visiting [NHS.UK](#) or contact NHS 119 via telephone if you do not have internet access. You and other fellow household members should self-isolate for 14 days.

If your child tests negative, they can usually return to classes and the fellow household members can end their self-isolation subject to confirmation from local health protection professionals.

If your child tests negative but is unwell, they should not return to classes until they are recovered.

If your child tests positive, NHS Test and Trace will speak directly to those that have been in contact with your child to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days. Household members should always self-isolate at home.

Government guidance advises that if a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. They will clean the affected area of the venue with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.