

# Lyme School of Ballet

## Organisation for Exam Day

(Updated November 2020)

*Please read this document in conjunction with the ‘Organisation of Classes at Woodmead Halls’ document. All details in the ‘Organisation of Classes at Woodmead Halls’ document remain appropriate for examination days as well as day-to-day classes.*

*If parents, guardians and / or students are unable to adhere to the guidelines outlined below, they will be unable to attend Lyme School of Ballet.*

### **What you will need:**

- **At least** one face mask / face covering (please refer to our ‘Health Management, Hygiene and Cleaning’ Policy for details).
- A clean beach towel or yoga mat to change your shoes on etc.
- **A second beach towel** that can be draped over the ‘examination chairs’ during the exam itself. This will allow candidates to sit down to change their ballet shoes to character shoes etc. whilst being examined.
- A bag for your personal belongings (labelled clearly with your name) which should include:
  - All - ballet shoes
  - All - character shoes and skirt / waistcoat where applicable
  - All - any props that your Grade of Study requires (i.e. box, ribbon, garland, cane)
  - All - named water bottle filled with fresh water
  - All - a small pot of snacks if you need some sugar before entering your exam
  - All - Please ensure that you ‘over-dress’ accordingly (putting clothes on over the top of your ballet uniform) and have a suitable coat as there is no cover from the elements whilst queuing to enter the waiting room
  - Girls – plenty of hair nets, bun pins, kirby grips / bobby pins, hair bands, hairspray and a brush
  - Girls - ballet skirt where applicable (wrap-around chiffon for juniors or full circle shin-length chiffon for seniors)
  - Girls - demi-pointe shoes and pointe shoes where applicable
  - Girls - a spare pair of ballet tights for where applicable

### **Entrance to the Waiting Room Via the East Side Fire Escape:**

Lyme School of Ballet (LSB) will use the East Side Fire Escape as an entrance to and exit from the exam waiting room (the Small Hall).

As you look at the Main Entrance and Foyer of Woodmead Halls, you will see a walkway to your right which takes you along the side of the Small Hall. There is a double fire door at the far end of this wall, known as the East Side Fire Escape.

- No staff or students should enter the Small Hall from the Main Entrance and Foyer as this is a public space with access to public toilets. LSB wishes to minimise any contact with members of the public who are using the hall and are not members of LSB.
- The Main Entrance to the Small Hall (on your right as you walk into the Main Entrance and Foyer) will remain locked so it will not be possible to enter the Small Hall from this entrance.
- Once all candidates and any accompanying adults have entered to Small Hall, the East Side Fire Escape doors will be closed, preventing anybody else being able to enter the Small Hall. Being fire doors, these doors can be quickly opened from the inside in case of emergency.

### **Candidate Drop-off / Arrival:**

Exam candidates should wait to enter the Small Hall in their car or queue on the path to the **right** of the East Side Fire Escape. This path carries you around the side of the Woodmead Halls complex. This will ensure that drop-off and collection queues are kept completely separate.

- When queuing please respect social distancing of two meters, maintaining the appropriate distance from individuals who are not members of your household.
- Laminated signs will be placed on the East Side Fire Escape and Main Entrance and Foyer doors to provide guidance.
- As candidates may have to wait outside, please ensure those under the age of 12 are supervised by an adult until they enter the Small Hall.
- Please note that if you are early, you will be unable to enter the Small Hall until your allotted arrival time slot as Miss Freya will be cleaning following the previous examination.
- Miss Freya will greet students one at a time, ask students to use the hand sanitiser at the East Side Fire Escape, and then allow them to enter the Small Hall.
- Preferably, candidates should be dropped off at the Small Hall and then picked up after their examination has finished.
- If a candidate wishes an accompanying adult to wait with them until it is time to go into the exam itself, please contact Miss Freya to discuss how this may be possible.
- Any accompanying adults may be asked to wear a face mask / face covering if they enter the Small Hall.

### **Candidate Queries:**

During the COVID-19 Pandemic, Miss Freya will be acting as Examiner for each examination group. Any planned exam days will have numerous examinations taking place throughout the day. Therefore, Miss Freya will be **unable** to answer any questions via e-mail or phone on exam day itself.

If you have **any** queries for Miss Freya, please e-mail her or call her **no later than the day before** a planned examination session.

- E-mail: [lymeschoolofballet@btinternet.com](mailto:lymeschoolofballet@btinternet.com)
- Phone: 07535 432379

- Office hours: 9 – 11 am, Monday to Friday.

### **Entrance to the Main Hall:**

There will be no access to the Main Hall via any route other than the bi-folding doors within the Small Hall.

- Miss Freya is, without exception, the only individual that should open and close the bi-fold doors.
- Red tape will surround the bi-fold door area. Under no circumstances should anyone other than Miss Freya cross the red tape and approach the bi-folding doors.

### **Parking Permits:**

One parking permit will be made available for each exam candidate.

- Permits will be marked with the exact date and time of your stay at Woodmead Car Park.
- As the permits are single-use, they do not need returning to Miss Freya when you leave.

### **Please Arrive in Full Examination Uniform:**

Please arrive fully dressed in examination uniform. There is **no** access to a changing room as per our 'Organisation of Classes' policies.

Please remember that whilst waiting (especially when adrenaline begins pumping) you can become rather chilly quite quickly. Please wear **lots** of layers but remember to wear tops and jumpers that have a big neck hole or zip to ensure that any ballet buns are not decimated whilst you are putting them on and taking them off.

### **Examination Ballet Buns:**

Miss Freya has always offered to prepare each candidate's examination ballet bun for them. Miss Freya will still offer this service.

- All hair products **must** be brought along by the candidate so that Miss Freya only uses the candidate's own belongings to create the examination ballet bun.
- Miss Freya will wear a mask throughout this process and must ask the candidate to wear a mask too.

### **Using Your Yoga Mat / Towel:**

Students will be expected to take their bag of belongings to one of the coloured throw-down markers (either dots, squares or triangles). Students should then place a yoga mat / towel over the top of this marker. This area will then become their own 'safe space'.

- Students must change in and out of ballet shoes whilst standing or sitting on their yoga mat / towel.
- Please keep your outdoor shoes, ballet bag and water bottle neatly on your yoga mat / towel.
- This marked space will be theirs for the remainder of the session, a place where they can return to wait or sit during the session.
- Please do not stand or sit on the throw-down marker unless you have placed your yoga mat / towel over the top and do not sit or lean on anything else in the Small Hall.
- Whilst using the yoga mat / towel system, students should maintain two metres social distance (you can still chat to one another but don't shout!).
- Students should return to their yoga mat / towel after their exam and wait to be dismissed one-by-one.

### **Student Collection:**

Whilst waiting to pick up students, adults should wait in their cars or queue to the **left** of the East Side Fire Escape, back towards the Main Entrance and Foyer. This will ensure that the drop-off and collection queues are kept completely separate.

- When queuing please respect social distancing of two meters, maintaining the appropriate distance from individuals who are not members of your household.
- Laminated signs will be placed on the East Side Fire Escape and Main Entrance and Foyer doors to provide guidance.
- Miss Freya will come to the East Side Fire Escape at the end of the examination session and ask each parent / guardian who they are collecting. The candidate will then be collected from their towelled area and allowed to exit.
- Candidates will be asked to use hand sanitiser before leaving.