

Lyme School of Ballet

Organisation of Classes at Woodmead Halls (Updated December 2020)

Please note that all highlighted areas stress updated details from the January 2021 review of LSB's COVID-19 Policies.

If parents, guardians and / or students are unable to adhere to the guidelines outlined below, they will be unable to attend lessons.

What you will need (see below for full details):

- At least two face masks / coverings or at least three face masks / coverings if you are attending a lesson of 90 minutes in length or more (please refer to our 'Health Management, Hygiene and Cleaning' Policy for details).
- A yoga mat or a clean beach towel (labelled clearly with your name).
- Contact details.
- A bag for your personal belongings (labelled clearly with your name) which should include:
 - Named water bottle filled with fresh water
 - Ballet shoes
 - Character shoes and skirt / waistcoat where applicable
 - Coat / Umbrella (for outside queuing).

Contact Information:

To ensure that students and staff are able to be contacted quickly, should there be a problem during any classes or should any of our members become a suspected positive case of COVID-19, please ensure the contact details you have shared with Lyme School of Ballet (LSB) are always up-to-date. It is imperative that LSB has the following details documented (following GDPR guidelines).

If you are new member of LSB, please bring this information to your first lesson with us:

- a telephone number (preferably at least one home phone number and one mobile number where possible),
- an active e-mail address (this e-mail account must be checked regularly as information regarding LSB News and Updates will always be e-mailed directly to all members),
- an Emergency Contact phone number,
- any outstanding Health Considerations that we should be aware of.

Travelling To and From Classes:

We ask that students and parents / guardians remain particularly vigilant when travelling to and from classes at LSB:

- Please avoid the use of public transport where possible.
- Please avoid car shares between students and different households. If you have no alternative option but to use a car share, please ensure that all individuals travelling in the car wear a face mask or covering for the entire journey.
- If any family has trouble with transport, please contact Miss Freya as soon as possible to discuss and safe and suitable travel option.

Travelling in between Tiers to come to LSB:

- In **Tier 1, Tier 2** or **Tier 3** areas, any student **under the age of 18** is **permitted** to travel to attend classes at LSB, no matter which Tier classification their home address falls under.
- If an **adult student** (or accompanying adult for DTYOT students) lives in a **Tier 3** area, you should **NOT** travel to LSB. Please contact Miss Freya to discuss your circumstances.
- If you live in a **Tier 4** area, please **DO NOT** travel to LSB. This rule applies to under 18s and adults.
- If an **adult student** (or accompanying adult for DTYOT students) lives in a **higher Tier** classification to that of LSB at any point, please contact Miss Freya to discuss whether you are permitted to travel to ballet classes.

New Entrance to Woodmead Halls:

LSB will now be using the entrance on the West Side of the halls at all times. This door takes you through a lobby into the Main Hall by the left-hand side of the stage.

- No staff or students should enter the studio 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 and Foyer doors will remain secured from the inside so it will not be possible to enter the hall from this entrance. Being fire doors, they can be quickly opened from the inside in case of emergency.

Our QR Code for the ‘NHS COVID-19 App’:

If you are over the age of 16 and have a compatible phone or tablet device, please ensure that you scan our LSB QR Code with your ‘NHS COVID-19 App’ as soon as you enter the hall.

Student Drop-off / Arrival:

Students should wait to enter the studio in their car or queue on the path to the **right** of the West Side Entrance (please do not block access to the car park ticket machines). This will ensure that the Drop-Off and Collection queues are kept completely separate.

- If you have **any** queries for Miss Freya, please e-mail her or call her outside of lesson times – she will be **unable** to answer questions during lesson change-over periods.
 - E-mail: lymeschoolofballet@btinternet.com
 - Phone: 07535 432379
 - Office hours: 9 – 11 am, Monday to Friday.
- 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 West Side Entrance doors to provide guidance.
- As students will now be waiting outside, please ensure those under the age of 12 are supervised by an adult until they enter the hall.
- Please ensure that you ‘over-dress’ accordingly (putting clothes on over the top of your ballet uniform) and have a suitable coat. Regrettably, there is no cover from the elements whilst queuing!
- Miss Freya will greet students one at a time, ask students to use the hand sanitiser at the West Side Entrance, and then allow them to enter the hall.
- Please note that if you are early, you will be unable to enter the studio until approximately 5 minutes prior to your class start time.

Parking Permits:

Parking permits are no longer available for parents and guardians.

For students who require a parking permit in order to attend class, please collect one from Miss Freya when she welcomes you at the West Side Entrance.

Parking permits will be laminated and sanitised between each use.

Car Notice for Drop-Off and Collection:

LSB will provide each family, travelling to ballet in a car, with a ‘Lyme School of Ballet Drop-Off and Collection’ notice to be placed on the dash board when arriving at Woodmead Halls Car Park.

This notice should ensure that parking attendants give you 10 minutes grace when dropping off and collecting students from class.

Watching Classes:

Despite our rather unique policy allowing parents and guardians to watch classes, for now we must ask that no parents or guardians enter the hall space.

Dance To Your Own Tune Students:

The one exception to our rule regarding the watching of classes is for our Pre-School age students who attend our Dance To Your Own Tune (DTYOT) sessions on a Monday afternoon (13:45 – 14:30).

LSB must ask that each student enrolled on our DTYOT course is accompanied by **one** responsible adult, parent or guardian throughout the entirety of their class. This accompanying adult **MUST** wear a face mask / covering whilst inside.

- The hall will be marked out to encourage children to remain within their own ‘family bubble’ whereby social distancing need not apply between the student and their accompanying adult.
- Miss Freya will lead the classes with clear instructions regarding the use of space and must ask that accompanying adults assist with the implementation of these instructions.
- Children will be able to move around the space freely. We will not ask students to stay in one particular spot.
- LSB will be unable to provide props for the children to borrow. Miss Freya will e-mail each family over the weekend prior to each Monday session with a list of props (and alternatives should you not have that item to hand) that they might like to bring along to help their ballerina during class.
- LSB must ask that accompanying adults assist in implementing instructions quickly whilst continually encouraging our ‘Basic Hygiene Procedures’ as outlined in our ‘Health Management, Hygiene and Cleaning’ document.
- All accompanying adults **MUST** wear a face mask / covering whilst inside.

Changing Rooms:

The Royal Academy of Dance advise that all changing room facilities should remain closed for the foreseeable future. Ultimately, any tasks that can be done at home should be done at home.

- Please bring all belongings in a clearly labelled bag.
- Girls, your hair must be put up at home prior to attending class.
- Please over-dress (put your clothes on over the top of your ballet uniform).
- Please do not share any belongings with other students.
- Any lost and found items will be quarantined in a refuse bag for a 72-hour period. Should the items not be claimed after the 72 hours, they will be disposed of.
- Please label all personal belongings and only bring absolutely essential belongings with you.
- Please do not use the Main Hall toilets as a changing room.

Ballet and Character Shoes:

It is extremely important that you do not wear your ballet shoes or character shoes outside. Failing to adhere to this rule will now mean that you would be unable to take class.

Once students have removed their ballet footwear after class they must store them safely in their ballet bag (within a tied carrier bag). Please leave them for 72 hours or sanitise your shoes at home.

If you need a new size of ballet shoe or character shoe, please contact Miss Freya outside of class times to discuss.

- E-mail: lymeschoolofballet@btinternet.com

- Phone: 07535 432379
- Office hours: 9 – 11 am, Monday to Friday.

Any shoes that are tried on will need to be quarantined for a 72-hour period. It is therefore imperative that shoes are only tried if absolutely necessary. Please also note that Miss Freya will be unable to fit or discuss second hand uniform during class time.

Waiting for Class to Begin:

Students will be expected to enter the studio and take their bag of belongings to one of the coloured throw-down markers (either dots, squares or triangles). Students should then place their 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.
- Please do not share water bottles. Bring your own water bottle, clearly named and keep it on your yoga mat / towel during class. There will be no access to the kitchen at Woodmead Halls so you will not be able to borrow cups or refill your bottles.
Please note: For younger students, please remind them that they will only be able to drink when Miss Freya acknowledges that it is necessary as we do not want to encourage any extra visits to the toilet!
- 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 during class.
- 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 at the end of the session and wait to be dismissed one-by-one.

If You Are Late:

Regrettably there will be no late admittance to classes. If students are not at the halls before their class is due to start then Miss Freya will be unable to allow the student to enter.

Should you be concerned that revised school bus and transport timetables may affect your ability to arrive at classes on time, please contact Miss Freya as soon as possible to discuss an individual plan for admittance to classes.

We must reiterate that if you have not organised a specific admittance plan with Miss Freya prior to the beginning of this Autumn Term, we will not be able to allow late entrance.

Use of Tape / Throw-Down Markers:

Students at LSB are used to working with tape and / or throw-down markers on the floor to indicate where each student should stand during class.

During classes with a larger number of students, tape may be used on the barres to mark out the space that is available for each student to use without breaking social distancing guidelines.

Social Distancing:

LSB asks that all students maintain a minimum distance of two metres from everyone else within the studio space at all times.

During exercise and speaking where the voice is projected, droplets of personal fluid which could be carrying COVID-19 can be spread more easily.

When carrying out particularly aerobic exercise e.g. *allegro* pieces, this minimum distance will need to be extended to a minimum of four metres.

- A dancer should imagine that they are wearing a ‘two metre tutu’ width. If your imaginary ‘two metre tutus’ bump together, you’re too close!
- Tape and throw-down markers will be used to guide dancers and remind them of the appropriate level of distancing.
- Chairs will be used as a barre where needed. Please do not sit on the chairs.
- Whilst practicing travelling movements *en diagonale* (*grand jetés*, *posé turns*, runs with *assemblés* etc.) students must be prepared to dance solo.

Student Collection:

Whilst waiting to pick up students, adults should wait in their cars or queue from the **left** of the West Side Entrance and around the back of The Woodmead Halls. This will ensure that the Drop-Off and Collection Queues are kept completely separate.

- If you have **any** queries for Miss Freya, please e-mail her or call her outside of lesson times – she will be **unable** to answer questions during lesson change-over periods.
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- When queuing please respect the 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 West Side Entrance doors to provide guidance.
- As queuing will now take place outside the halls, please ensure that you are appropriately equipped with coats and umbrellas should the weather change!
- Miss Freya will come to the West Side Entrance at the end of the class and ask each parent / guardian who they are collecting. The student will then be collected from the hall and allowed to exit.
- Students will be asked to use hand sanitiser before leaving.

Use of the Main Hall Toilets:

Please note that the toilets within the Main Hall are only for exceptional and emergency use.

- The toilets within the Main Hall will be open and cleaned regularly but please ensure that you have been to the toilet before you come to LSB.
- The toilets must not be used as a changing facility.
- Younger students will have to be able to use the toilet unsupervised or they will not be able to attend class.
- If the Main Hall toilets are used, they will have to be cleaned between each lesson which uses up precious teaching time. Please ensure that younger students understand that the toilet is only for emergencies.
- If it is essential that you visit the on-site toilet, ensure that you wash your hands afterwards thoroughly with soap and water for at least 20 seconds (singing Happy Birthday twice through to your favourite ballerina!). Please then dry your hands on the paper towels provided and discard them in the bin.
- Please make sure you put the toilet lid down before flushing.
- Only one student will be able to use the toilet at a time.
- The Public Toilets at the Main Entrance and Foyer are open for public use. You are able to use these toilets before or after class but LSB has no jurisdiction over this area and cannot be held responsible for any incidents that occur there.

Invoices and Payments:

All invoices will be dealt with electronically. Please ensure that invoices are settled promptly online by electronic transfer.

If this is a problem, please contact Miss Freya.