

# Lyme School of Ballet

## Organisation of Classes at St. Michael's Parish Church Hall (Updated April 2021)

***Please note that all highlighted areas stress updated details from the April 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
  - **Any props that your class or syllabus requires**
  - 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 / covering for the entire journey.

If any family has trouble with transport, please contact Miss Freya as soon as possible to discuss a safe and suitable travel option.

## **New Entrance to St. Michael's Parish Church Hall:**

LSB will now be using the Fire Escape Entrance at the back of the Church Hall to enter the studio space at all times. This door takes you straight into the Main Hall at the very back, adjacent to the Anteroom and Toilets.

No staff or students should enter the studio from the Main Entrance and Foyer for the time being.

## **Our QR Code for the 'NHS COVID-19 App':**

If you are 16 years of age and above, 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 on the path that follows the outside edge of the Church. This path leads around to the back of the Church Hall and does not take you to the Main Entrance and Foyer. By waiting on this main path, we can ensure that arriving and departing students and families are kept 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](mailto:lymeschoolofballet@btinternet.com)
  - Phone: 07535 432379
  - Office hours: 9 – 11 am, Monday to Friday.
- If you are 11 years of age and above, please arrive and wait to enter the studio wearing a face mask / covering. Please refer to our 'Health Management, Hygiene and Cleaning' Policy for details about the use of face masks / coverings.
- When queuing please respect social distancing of two meters, maintaining the appropriate distance from individuals who are not members of your household.
- Please remember to stay on the concrete paths and do not wait or walk on the grass as this area intersects a section of the Church's Graveyard.
- Laminated signs will be placed around the Church Hall 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 Fire Escape 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.

### **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.

### **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.

### **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 48 hours or sanitise your shoes at home.

### **Second-Hand Uniform:**

LSB’s second-hand uniform store is regrettably closed for the foreseeable future. If you need a new size in any uniform items, please ensure that these are sources personally.

### **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) laid on the floor in the Anteroom. Students should then place their yoga mat / towel over the top of this marker. This area will then become their own ‘safe space’.

- Students will be expected to enter the studio whilst wearing a face mask / covering if they are 11 years of age and above.
- Please do not stand on the throw-down marker or the floor with bare or socked feet. Students must change in and out of ballet shoes whilst standing or sitting on their yoga mat / towel.
- Please do not sit on the floor unless you are sat on your yoga mat / towel, or lean on any walls or windowsills.
- 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 St. Michael's Parish Church Hall 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!
- 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 11 years of age and above, a clean face mask / covering should be put on to prepare to leave the studio.

### **If You Are Late:**

Regrettably there will be no late admittance to classes. If students are not at the hall 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 we will not be able to allow late entrance.

### **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 queue along the small secondary path that runs straight through the centre of the right-hand Graveyard. This path comes from the main path that follows the outside edge of the Church but leads directly to the original Main Entrance and Foyer. By queuing here, we can 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 the social distancing of two meters, maintaining the appropriate distance from individuals who are not members of your household.
- Please remember to stay on the concrete paths and do not wait or walk on the grass as this area intersects a section of the Church's Graveyard.
- If the queue becomes long and comes close to meeting the Drop-Off queue, please arc and follow the path down the steps that lead to The Hub.
- Laminated signs will be placed around the hall to provide guidance.
- As queuing will now take place outside the hall, please ensure that you are appropriately equipped with coats and umbrellas should the weather change!
- Miss Freya will come to the original 'Main Entrance and Foyer' 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 and any students of 11 years of age and above will be asked to wear a face mask / covering.

### **Use of the Main Hall Toilets:**

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

- One toilet within the Church Hall will be open and cleaned regularly but please ensure that you have been to the toilet before you come to LSB.
- The toilet 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 Church Hall toilet is used, it 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.

### **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.