**Reopening Protocol**

Below are important notices for your attention

1. Parents are not allowed to enter the building at present. Please adhere to the markings and signage outside and on entry.

2. Any correspondence should be sent by email, unless it is urgent

3. The office will be open but all correspondence will be addressed by email/phone.

4. Keep 2 metres apart at all times. When you hand over or collect your child, you must leave immediately. We understand that the younger children may struggle with this and will make exceptions where possible.

5. All children over 11 must wear facemasks in all communal areas and into the studios. Children under 11 it is down to your discretion. Children must not bring anything to the studio (especially not bulky bags) if travelling from school please minimise your personal belongings as much as possible. Although each child should bring a named water bottle with enough water to last them for their classes.

7. Fitness attire and dance uniform to be worn. No need to bring a change. Changing facilities are not available. Please layer dance clothing i.e. the correct ballet uniform under black leggings.

8. Familiarise yourself with the studio your child has their class in on the timetable;

Studio 4 – Ground floor directly behind reception

Studio 1 – First floor after the first set of stairs

Studio 2 – Top floor

Studio 3 – Ground floor by coffee bar

All studios have been marked with grids/boxes so the children understand where they are at a safe distance. As well as the communal areas such as the stairs and corridors. Please refer to the pictures attached.

9. It is also important that children arrive 5 minutes before the class start times and no earlier/later. If your child has multiple classes the teacher will escort them to the queue if there is only a 15-minute gap. If there is an hour, the child will need to exit and return.

10. Attendance: Once your child is assigned in a class your child must remain in the chosen class for the term.

11. Arrival and dismissal: All children must arrive via the car park entrance, and parents to queue outside the premises accordingly. It is very important children arrive and are collected at the correct time.

|  |  |  |
| --- | --- | --- |
| **Studio** | **Entrance** | **Exit** |
| 1 | Main Car Park–Signposted Queue | Fire Door at bottom of stairs |
| 2 | Main Car Park-Signposted Queue | Fire Door at bottom of stairs |
| 3 | Main Car Park- Signposted Queue | Fire Door in Coffee Bar |
| 4 | Main Car Park-Signposted Queue | Fire Door in Coffee Bar |

12. There is no parking on site; this area will be used as an entry/exit system. There are pay and display bays located in the area. The Queen Anne is also close by and £1 per hour. Please respect the local residents by not pulling up on the pavement or the double yellow lines.

Sickness: If your child is sick, not Covid related, you must adhere to the usual 48hours rule. If your child has symptoms of the virus, your child must stay away from classes until the test results are known. During this time, the class will continue to operate and all the parents in the bubble will be informed that a test is being carried out. If the result is negative, the child can return once they are well but if it is positive, the child and the class must isolate. This also applies to a member of staff if they are sick or being tested.

Health: If your child has any health issues and you have some doubt about sending them to the studio please stay at home. This also applies to staff members. If you are unsure, please feel free to contact me to discuss the matter.

Behaviour: Although we are confident all our children will continue to be well behaved, we will have no capacity to deal with any issues. Therefore, any significant behavioural issues will result in a call to parents, requesting the child be taken home.

Cleaning: In addition to the usual cleaning, there will be an onsite cleaner around the studio. This will consist of emptying bins, cleaning of doors, handles, switches and any other equipment during our opening hours.

Sanitising: Inside and outside every class there will be a sanitising station. On leaving and entering the classes, the children will be required to clean their hands. The classes have been allocated specific toilets so that there is no cross contamination. There is also signage in the toilets to remind the children how to wash their hands.

|  |  |
| --- | --- |
| **Studio** | **Toilet** |
| 1 | Girls changing room toilet first on left |
| 2 | Girls changing room toilet furthest on right |
| 3 | Porter cabin outside fire exit in coffee bar |
| 4 | Porter cabin outside fire exit in coffee bar |

Bodywork will do everything we can to encourage social distancing but this will be a challenge, and so we cannot guarantee that all children will be 2 metres apart. Our reopening plan requires many factors to remain stable but if these change, we will continue to review the plan fortnightly.

We will convert to zoom for all classes, if the government instructs us to close the premises. This is also in the terms and conditions when you book your classes on the portal. These links can be found on your personal portals and on your original booking confirmations.