

# MAIN SCHOOL OPENING INFORMATION

## ARRIVAL

- ✿ Entrance is via the main gate situated to the left of the Bible Society. Please arrive **no earlier** than 5 minutes before the start of class and line up in front of the gate until the teacher collects the class. Only students will be allowed into the building. Parents are not allowed until further notice as the waiting area is closed. Please adhere to social distancing guidelines at all times.
- ✿ Students should be dressed ready to start class. We suggest slip-on shoes. Please visit the toilet before arriving.
- ✿ A temperature check will be taken by the teacher. Any student displaying a temperature of 38C or greater will not be allowed entry into the building. Please **DO NOT** attend if you or any member of your household has symptoms of COVID-19. Please refer to the Scottish Government guidelines at <https://www.gov.scot/coronavirus-covid-19/>
- ✿ The waiting area & changing facilities are closed.

## DURING CLASS

- ✿ We have created our **Safe Learning & Working Guidelines** (copy attached) that ALL students, teachers & staff are expected to follow. Please ensure you have read these.
- ✿ There are markers on the floor of each studio to maintain social distancing. Students will be assigned a space to stand and a space at the barre.
- ✿ Please do not bring too many personal items to class. We suggest 1 bag with essential items only that can easily be hung up on the hangers provided.
- ✿ Barre work will require you to bring a small hand towel from **Grade 1** upwards.
- ✿ If you have a change of subject, we will not require you to change uniform, only shoes.
- ✿ As we are required to have windows open throughout the building, you may wish to send your child with an extra layer of clothing.
- ✿ Bring a bottle of water with you, filled with enough water for the duration of your class.
- ✿ Wash/sanitise your hands before & after class

## AFTER CLASS

- ✿ Students will be required to sanitise their hands when leaving the building.
- ✿ The class teacher will escort the students to the pick-up point which will be the Bible Society car park gate to the right of the building.
- ✿ Please ensure that you arrive on time (preferable 5 minutes before the end of the class) to collect your child. Please remember that teachers have very limited time between classes and will not be able to wait with them.

## OUR COMMITMENT TO SAFE LEARNING & WORKING

- ✿ A risk assessment has been carried out which forms the basis for our commitment to safe learning and working.
- ✿ We have updated our cleaning procedures and introduced cleaning of touch points after every class and the building will be cleaned daily by a commercial company.
- ✿ We have installed 5 hand sanitisers throughout the building: 1 at the main entrance, 1 at the entrance to the toilet block, 1 at the entrance of studio 1, 1 at the entrance of studio 2, 1 at the exit.
- ✿ A safe entry/exit procedure is in place with a one-way system of entry at the front and exit at the back of the premises (via the Bible Society car park)
- ✿ Changing rooms have been closed as these are considered high-risk areas
- ✿ Our waiting area is closed and we are not allowing adults entry into the building. This is in line with Scottish Government guidance for a small space.
- ✿ Personal Protective Equipment (PPE) is provided for all of our teachers & staff to use and we have designated a safe space for first aid and isolation should anyone fall ill within the premises.
- ✿ There is ample signage throughout the building to remind everyone of the importance of following the guidance.
- ✿ As usual, a register of each class will be taken. As detailed in our Privacy Policy, if requested, we will be required to share information with NHS Scotland Test & Protect. Our Privacy Policy can be found at <http://www.manorschoolofballet.co.uk/wp/the-school/privacy-policy/>

# GORGIE MILLS

## OPENING INFORMATION

### ARRIVAL

- ✿ Entrance is via the main gate situated on Alexander Drive. Please arrive **no earlier** than 5 minutes before the start of class and line up in front of the gate until the teacher collects the class. Only students will be allowed into the building. Parents are not allowed as there is no waiting area. Please adhere to social distancing guidelines at all times.
- ✿ Students should be dressed ready to start class. We suggest slip-on shoes. Please visit the toilet before arriving.
- ✿ A temperature check will be taken by the teacher. Any student displaying a temperature of 38C or greater will not be allowed entry into the building. Please **DO NOT** attend if you or any member of your household has symptoms of COVID-19. Please refer to the Scottish Government guidelines at <https://www.gov.scot/coronavirus-covid-19/>
- ✿ Parking may be difficult on Alexander Drive. Please try & park in the surrounding streets and walk to the location.

### DURING CLASS

- ✿ We have created our **Safe Learning & Working Guidelines** (copy attached) that ALL students, teachers & staff are expected to follow. Please ensure you have read these.
- ✿ There are markers on the floor to maintain social distancing. Students will be assigned a space to stand and a space at the barre.
- ✿ Please do not bring too many personal items to class. We suggest 1 bag with essential items only.
- ✿ Barre work will require you to bring a small hand towel from **Grade 1** upwards.
- ✿ If you have a change of subject, we will not require you to change uniform, only shoes.
- ✿ As we are required to have windows open throughout the building, you may wish to send your child with an extra layer of clothing.
- ✿ Bring a bottle of water with you, filled with enough water for the duration of your class.
- ✿ Wash/sanitise your hands before & after class

### AFTER CLASS

- ✿ Students will be required to sanitise their hands when leaving the building.
- ✿ The class teacher will escort the students to the main gate.
- ✿ Please ensure that you arrive on time (preferable 5 minutes before the end of the class) to collect your child. Please remember that teachers have very limited time between classes and will not be able to wait with them.

## OUR COMMITMENT TO SAFE LEARNING & WORKING

- ✿ A risk assessment has been carried out which forms the basis for our commitment to safe learning and working.
- ✿ We have updated our cleaning procedures and introduced cleaning of touch points after every class.
- ✿ There will be 3 hand sanitising stations in the building: 1 at the main entrance, 1 at the entrance of the studio & 1 at the exit.
- ✿ A safe entry/exit procedure is in place with a one-way system of entry at the front and exit at the back of the premises.
- ✿ We are not allowing adults entry into the building as this is a shared building. This is in line with Scottish Government guidance for our use of the building.
- ✿ Personal Protective Equipment (PPE) is provided for all of our teachers & staff to use and we have designated a safe space for first aid and isolation should anyone fall ill within the premises.
- ✿ There is ample signage throughout the building to remind everyone of the importance of following the guidance.
- ✿ As usual, a register of each class will be taken. As detailed in our Privacy Policy, if requested, we will be required to share information with NHS Scotland Test & Protect. Our Privacy Policy can be found at <http://www.manorschoolofballet.co.uk/wp/the-school/privacy-policy/>





# THE MANOR SCHOOL OF BALLET

# SAFE LEARNING & WORKING

IN ORDER TO PROVIDE A SAFE ENVIRONMENT, THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED BY STUDENTS, TEACHERS & STAFF



Please **DO NOT** enter if you or a member of your household has symptoms of COVID-19



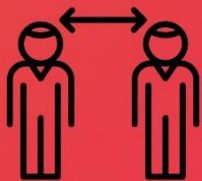
A temperature check will be done on arrival. If you feel unwell at anytime, please inform a teacher immediately.



In line with Scottish Government guidelines, anyone over 12 years of age **MUST** wear a face covering in communal areas. If you don't have a mask, please get one from a member of the teaching staff.



Use the hand sanitiser provided throughout the building and wash your hands regularly.



Please keep a safe distance from others in line with the Scottish Government guidelines for your age group. Spaces have been marked out in the studios to assist with social distancing.



Do not congregate in groups & avoid physical contact with others



Please observe the one-way system that is in place.

