



General Procedures for return to DTA Academy

We are so pleased to announce that we have been given the go-ahead by Ardleigh House and Benhurst Primary School to open up Dance Theatre Arts Academy again. We will therefore be opening our doors on Saturday 12th September at Benhurst and Monday 14th September at Ardleigh House. All parents should now have received the timetable and many of you have already signed up to classes.

With this in mind we have put in place the following precautions to ensure we operate a safe environment :-

- All parents must sign up to the new Customer Portal before their child can attend class. This enables you to view and agree our policies as well as making sure the contact information we keep is up-to-date for your child in the event we need to contact you during class.
- Your child may not attend lessons if they display or have symptoms associated with COVID-19. This includes persistent cough, high temperature or fever, sore throat, loss of taste or smell.
- The staff will need verbal confirmation from the parent/carer that their child has not been displaying any signs or symptoms of COVID-19 before entering class.
- Parents are no longer permitted to enter the building to wait (under 5's may be accompanied by one adult who can take them to the door of the studio - no parent must enter the studio).
- Under 5's will follow the Early Years guidelines where social distancing will put in place as much as is possible for this age group. Please note that the toilets are available directly attached to the studio and the students will be assisted by a fully enhanced DBS checked member of staff. When changing the children's shoes all staff will wear visors or masks.
- If you have any questions please email us so that we can address these prior to you attending the studio.
- We will use this data to assist track & trace, please let us know if you object to this. Although it is advised, it is not mandatory so please let us know if you would prefer to opt out.
- All children must sanitise their hands on arrival and departure. Sanitise stations have been placed by both the entrance and exit to each studio.
- All children will stay in their class bubbles. Where there is a mixed age group class these will be split into their individual class bubbles within the same room. Ie Juniors 1 & 2 modern jazz & acro – juniors 1 will remain in their bubble in one part of the room and Juniors 2 will remain socially distanced in their bubble in a separate part of the room.

- New risk assessments have been issued to comply with COVID-19. These were carried out by a specialist in the field and we have been issued with COVID Secure Certificate for each venue. All procedures, risk assessments and policies are available to view on our website
- All Staff members have up-to-date Enhanced DBS checks and have completed a COVID-19 prevention course as well as have up-to-date Safeguarding Children certificates.
- All studios will have their own entrance/exit procedures.
- Staff will meet the students at the relevant entrance point and register the children for class.
- All studios will be marked out to help the students observe social distancing at all times.
- PPE equipment may be worn by choice but please note that it is not required for exercising.
- Pupils/students may only attend classes in full uniform; no bags or unnecessary items are to be brought into the studio. Please note that no student will be allowed to change on site.
- All students must wear dance shoes for class – no bare feet for the time being.
- Students are only allowed to bring a water bottle with them into class. Those taking part in classes where there is a shoe change please bring the shoes in a small bag only.
- Please encourage your daughter/son to go to the toilet prior to leaving home. If they do require the toilet when at the studio; only one student will be allowed at a time. Younger children will be supervised by a member of staff.
- All Studio doors will be left open to increase ventilation. No studio backs onto the car park so all students will not be able to escape.
- Dancers will be allocated a dance space to adhere to social distancing.
- At the end of class the children will be led from the relevant studio to the designated pick up point.
- No child will be allowed to leave the premises with another family. Please restrict the number of people picking up to a maximum of 2.

Staff have been supplied with cleaning facilities to sanitise between each class.

15-minute breaks have been timetabled to enable the building to be cleared before the next class enters the building.

Classes will operate as follows:

Benhurst Primary School

Studio 1 (Main Hall) with a maximum of 13 students.

Studio 2 (Reception classrooms) with a maximum of 13 students.

Studio 3 (Dining Hall) with a maximum of 11 students.

Ardleigh House

Large Hall with a maximum of 14 students (capacity is minimum of 19 so for those taking singing lessons the students will be able to be spaced out over 2m apart).

Small Hall with a maximum of 14 students

Signage for guidance will be displayed within the venue to remind all users about safety.

We are very much looking forward to returning to some sort of normality and can't wait to see everyone.