



Starburst School of Speech and Drama Classes

Covid-19 Policies and Procedures

1. Children must be dropped at the appropriate classroom door. Parents will not be permitted inside the building at any point unless they have a pre-arranged appointment which should be conducted safely at an agreed time. Children will be greeted by a staff member as they enter their classroom.
2. Children must use sanitiser when they enter the classroom before they take their seat. Children must wash their hands after using the bathroom and use hand sanitiser upon re-entering the classroom.
3. Return to class/application form must be completed for each child before they return to class and if there is any change to this information throughout the term Kate or the class teacher should be notified immediately.
4. There will be chairs in the classroom allocated to each student where possible for each class to avoid cross contamination.
5. There are two classes scheduled at the same time separate doors for each class will be used to allow people to disperse safely. Parents will wait outdoors to collect their child from their child's specific allocated door maintaining appropriate distance at all times.
6. All staff will undertake training on the signs and symptoms of Covid-19.

8. Between each class contact surfaces including chairs, door handles etc will be cleaned using antiseptic wipes.

10. No mobile phones, notebooks or personal belongings will be allowed in class.

11. A staggered time table with 5 minutes between each class will be scheduled to help congestion at all times.

12. If a student appears unwell during class we will have thermometers to check their temperature. If they appear unwell they will be temperature tested and sent home.

13. If your child is sick or if they have had a temperature in the last 48 hours or if anyone at home is sick please keep your child at home. We will have no choice but to send home anyone who is feeling unwell.

14. At the end of each day teachers will wipe down all surfaces and spray bathrooms. Bathrooms will also be checked at regular intervals.

15. We will set new boundaries for our speech and drama classes to ensure children are safe during class time. We would really appreciate if you could also discuss the importance of social distancing with your child as it will be encouraged at all times throughout our classes. We want children to enjoy themselves and feel comfortable at all times also.

16. It is extremely important to me to communicate with our parents. I want all parents to feel that we have done everything possible to make children feel safe. I am open to any feedback along the way which may make things even safer or easier on our students and their families. Please feel free to offer some suggestions during the term if you feel they would be of benefit.

17. The hardest part of our day will be trying to keep a safe distance from our students at all times. We have no doubt that this will not stop us from building strong relationships with our students throughout the term and we are looking forward to getting started.

*This policy will be updated as required.