



Student Guidelines

Dear Student,

Welcome back to the Royal Academy of Dance Headquarters! We are delighted to be recommencing face to face classes and can assure you that a warm welcome awaits your return. In advance of re-starting classes the RAD has worked to ensure that the required government guidelines are in place to help you, our staff and teachers stay safe and COVID-secure. We do however need your support in this effort when you attend our classes. We have created this guide to inform you on how we can work together to do this. It is vital that each and every one of us follow the practices set out in order to protect ourselves and others. Staying safe is very much a joint effort.

There will be some new ways of working and changes to our normal procedures, practices and routines which will require us all to adapt. These changes are outlined below and are based on government guidance and explained in our risk assessment for the activity. It is therefore vital that this information is read carefully before you attend class. If you have any questions please contact us in advance of the term start date at danceschool@rad.org.uk. Please note there are some FAQs which may answer some initial questions at the end of our shared guidelines.

Together, we aim to create the best possible COVID-secure environment for us all so that we continue to enjoy our shared activities.

Before attending class

- Please ensure you are well and it is safe for you to attend class by the latest government guidance: <https://www.gov.uk/coronavirus>
- **Do not** leave home and **do not** attend class if you or anyone you live with has coronavirus or any of the following symptoms: a high temperature, a new continuous cough, a loss of, or change to, your sense of smell or taste
- Check with the NHS if you have symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Before traveling to class

- Changing room facilities will not be available at the RAD. Students should come dressed for class and ready for their activity, wearing the required dance/activity clothing underneath any additional clothing required to travel in to stay warm.
- Students should travel home to change/shower after class.
- Changing rooms will only be accessible for essential needs and for students with disabilities or special needs. In these cases social distancing rules should be maintained and facilities should be used as quickly as possible.
- Students should come to class ideally carrying no bag and arrive with only their required dance shoes in hand. If a bag is required we ask that this is small and carries only essentials.
- Additional luggage will not be able to be accommodated within the RAD building or in the studio.
- Always wear clean, freshly washed clothes each day to class to avoid cross contamination from other activities or places where clothes may have been worn previously.

- Students wear slip on outdoor shoes that are easy to put on and off.
- Students must wear a form of dance shoes. Bare feet will not be permitted.
- If age 11 or older, students come to the RAD with a face covering / mask that can be worn moving around the building whilst walking to and from the dance studio. Masks are not required to be worn in the dance studio where social distancing will be in place or if the student has a valid exemption not to wear a face covering. Please inform us by emailing danceschool@rad.org.uk in advance of the term start date regarding an exemption.
- Before travelling to the RAD please check government guidelines regarding the use of public transport when planning your journey: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> .
- Parking is not available at RAD, nor will you be able to drop off and pick up in the courtyard so we would advise you to park locally and walk to the Academy.

On arrival at the RAD

- Class times and arrival will be staggered and students will be provided with an arrival time and a collection time (for students under 18). Please note the following procedures will be in place and **must be** followed at all times:

Arrival/drop-off at the RAD

- Students should **not arrive prior** to the arrival time given, if students arrive early they will be asked to leave and return at the time given
- Students should arrive promptly, if students arrive late they may have to wait whilst another group is looked after before a member of staff can assist them
- Students under 18 years of age, **must be accompanied** by an adult until the student has been granted access to the building and has passed all of the required entry checks (please see below for entry checks in place)
- **Only one adult must** accompany the student to the RAD
- On arrival students and parents/guardian (if applicable) will be asked to queue following social distancing measures, standing 2m apart
- Staff will speak to each student and parent/guardian and carry out entry checks before the student will be able to enter the building (see below for details regarding entry checks)
- Following the student being granted access to the building, parents/guardians should leave the courtyard without delay, as space within the courtyard is limited and we want this to be a safe place for all by helping to limit the number of people in the area.

Collection/leaving the RAD

- A collection time will be provided to students under 18 years. Do not arrive early or you will be asked to leave and return at the time given.
- Please ensure you arrive on time to collect the student to avoid delays.
- If you do arrive late, please note you may have to wait longer to collect the student as staff may be assisting with other groups.
- Please note the point of collection or exit for students may differ to the point of arrival/entry.

Entry checks

- No access to the building will be granted until the below entry checks have been passed:
 1. The student has provided their name and the class they are attending
 2. The student declares and confirms that they do not have any symptoms of coronavirus

3. *The student may be asked to have their temperature taken (we are currently working towards putting this step in place and will update you further nearer the start of term).*
4. If 11 years or older, the student is wearing a face covering/mask to walk around the building unless the student has a valid exemption not to wear a face covering. Please inform us by emailing danceschool@rad.org.uk in advance of the term start date regarding an exemptions.
5. The student has sanitised their hands and feet on the disinfectant mat outside the entry door

In class

- On arrival outside the dance studio, students will be required to remove their outdoor shoes and change into their dance shoes, outdoor shoes will remain outside the studio. Students should wipe their feet on a disinfectant mat outside the studio and use hand sanitiser to cleanse their hands before entering one by one.
- Masks should be removed carefully using the elastic that wraps around the ears to avoid contact and placed either in the available bin (if carrying two) or with the student's belongings. Hands should be sanitised after removal.
- Dance studios have been marked with 2m social distancing. An X marks the spot for students to stand in the centre or at the ballet barre.
- Students will be advised by teachers where their spot is and how to move around the studio safely.
- Students should avoid contact with the floor, where possible, which includes sitting on the floor before, during or after class.
- Students should listen carefully to teachers and assistants throughout their time in the studio and within the building.
- Class numbers have been restricted to fall in line with government guidance.
- Once groups have been set, students will be unable to change group/class for the duration of the course. Therefore no change of class requests can be taken once the term has begun. Similarly trial classes will be restricted and will not take place throughout the term once the group is set.
- Students should ask teachers and assistants for advice during class if they are unsure of the instructions given or have any concerns.
- Dance studio ventilation will be carefully monitored by our Facilities team. For this reason students must not alter open or closed windows/doors at any time.

Going to the toilet

- Students, where possible go to the toilet in their own home prior to travelling to the RAD to help limit the use of the facilities within the building.
- If required to use the toilet within the building, students will be given access to the nearest available facility.
- Only one person will be allowed in the toilet at any one time. Please be as quick as possible so that others do not wait too long.
- Users should wash their hands using soap and water provided continually for 20 seconds and follow signage advising on good hand washing technique.

When you arrive home

- Please ensure you wash your hands, thoroughly, as soon as you get home. Wash your clothes and PPE in preparation for your next class at the RAD.

Rules to keep everyone safe

- Entry to the RAD building is strictly **only** provided to students who are attending class (at their arrival time) and required staff. No access to the building will be granted to members of the public or parents/guardians. Only in the case of a medical emergency will parents/guardian be given access via a member of staff dealing with the situation.
- Parents/guardians **must accompany students throughout the entry checks and take full responsibility for the student they are escorting until a member of staff advises they are able to leave.**
- If the entry check requirements listed are not met the student will not be granted entry to the building and asked to leave immediately.
- Students will be escorted through the building by a member of staff using a one way system and must carefully follow staff. Students are not permitted to move around the building unaccompanied.
- Students should maintain social distancing as much as possible within the building and respect others.
- Any break time must be taken outside of the building unless short and able to wait in the studio and no food should be consumed within the building.
- Water will only be allowed to be taken into the studio for Vocational level classes.
- Any student that does not obey the instructions of staff may be asked to leave and not be granted access to class in the future.

Frequently Asked Questions

Will I / my child be safe at the RAD from COVID-19?

We will do everything we can to ensure that the Academy is a safe environment for all students and staff at all times. However, no organisation can guarantee that students, staff and teachers will be 100% safe from the virus at all times. What we can guarantee is that we are adhering to all government guidance and we ask you to join us in keeping our setting as safe as possible by following the procedures we have put in place.

The dance studios / school / fitness centre somewhere else in London are doing things differently, why are you not doing the same as them?

Every setting is unique and will be making choices and implementing a plan that is best for their users depending on their building and the way in which it operates. It is not possible to compare one setting to another.

I haven't seen my teacher or friends for a long time. How should we say hello to each other?

We are aware that students have been training at home for some time and will be pleased to see friends and teachers they have not seen for a while. We understand that you want to say hello but we ask that you do this from a distance and avoid physical contact, perhaps do so with a big smile, nod of the head or a ballet curtsy instead to ensure we keep everyone safe as we return to the studio.

Is more regular cleaning taking place within the RAD building?

Yes, the RAD's cleaning processes will be increased around the building with frequent cleaning taking place across all areas and frequency will be based on use and rotation of staff and student groups in line with government guidance.

Can I make a face mask?

Yes, guidance on how to make and wear a face mask can be found at:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>