



# WARD SCHOOL OF IRISH DANCE

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Please add [\*\*wardirishdance@live.co.uk\*\*](mailto:wardirishdance@live.co.uk) to your email contacts/address book.

## **Covid-19 Procedures**

Please do not attend dance classes if you feel unwell or have any Covid-19 symptoms (new continuous cough, loss of smell and/or fever or high temperature), including mild symptoms - see the latest advice from [NHS Inform Scotland](#) or the [Scottish Government](#).

It is the responsibility of parents to ensure that their child and household are symptom-free before sending their child to classes. The Ward School reserves the right if necessary to request for individuals to be picked up immediately if there is reason to believe they may be a health risk to others.

### Entry/Exit and Pick-up/Drop-off

- We will operate a drop-off policy at classes which will mean that no parent or guardian will be able to enter the venue. We ask parents/guardians to wait outside for drop off or collection promptly and efficiently with a 5-minute drop-off and pick-up window: Please kindly note that parents should drop the children off no sooner than 5 minutes before the start of class. Also pick up will take place within 5 minutes of the finishing time.
- We ask that all families socially distance when outside the venues.
- All dancers will require face coverings indoors when entering, exiting or moving around the venue. Face coverings will not be required when dancing.

### Inside classes – Class Participants

- All dancers will be required to hand sanitize both when arriving and leaving the venue.
- Changing rooms are not accessible so participants must:
  - \_ arrive appropriately dressed for class and once in class, remove any outer layers where necessary and place in their own small personal bag.
- All water bottles must be clearly marked with your name on them.
- Toilet facilities are of course available for use in emergencies or where necessary but please help us minimise the use of facilities by ensuring where possible that your child does not need the toilet on arrival for their class.
- Dancers over 12yrs should maintain social distancing before and after classes and during classes our marked areas can help to maintain this wherever possible. Primary school children will not require to distance.

## Pre-booking, Registering & Payments

- All classes must be block-booked in advance due to capacity restrictions and all dancers must register on our website to be able to book and attend classes and ensure that all information is up to date.
- All payments should be made via bank transfer and must be paid at the beginning of the term/block - details on invoices. All invoices and newsletters will be sent via email.
- There can be no refund for any classes not attended. In the event of the Ward School having to temporarily close classes due to any venue, lockdown or Covid-19 related reasons, the balance of any cancelled pre-booked classes will be credited to the next available block of classes.
- Queries: Should parents have any queries or questions please get in touch via phone, message or email. Due to times and procedures it is not possible to discuss any queries at classes.

## *Thank you for your co-operation*

- Scottish Government: <https://www.gov.scot/coronavirus-covid-19/>
- NHS Scotland: <https://www.nhsinform.scot/coronavirus>