

<p><b>Arriving at the centre</b></p>	<ul style="list-style-type: none"> <li>• Only students who are symptom free (or have completed the required isolation period) should be attending classes at the tuition centre. We will have to refuse entry to a student displaying COVID-19 symptoms.</li> <li>• Please avoid arriving at the tuition centre too early as the front doors will remain locked, opening a couple of minutes before each scheduled class. The front doors will open again at each scheduled session end time.</li> <li>• Sessions have been staggered with longer than normal gaps between sessions to enable safe entry and exit, as well as the cleaning that is necessary in-between each session.</li> <li>• For drop off sessions parents will be required to leave their child(ren) at the front door when they open. Parents of children attending drop off classes will no longer be allowed into the centre. The reception area will be closed so parents will not be able to wait on site.</li> <li>• Please keep your distance from other families whilst waiting outside the centre. There is enough room outside to keep apart, and floor markers will help you to do this, but it is each individual's responsibility to play their part in safely managing this.</li> <li>• Please do not bring anything from home into the tuition centre, other than a bottled drink (snacks from home will not be allowed).</li> <li>• When entering the centre, all students will be asked to sanitise their hands using the touch free sanitation station located in-between the external outside door and the internal classroom entrance door.</li> </ul>
<p><b>Leaving the centre</b></p>	<ul style="list-style-type: none"> <li>• The front door will remain locked whilst classes are taking place inside the centre, opening at the beginning and end of each scheduled session.</li> <li>• For children's drop off sessions, please pick up your child(ren) promptly to avoid having too many students in the centre at any one time, as well as giving the teachers the time that we have allocated daily for the important tasks of cleaning in between sessions.</li> <li>• The front external door will remain locked until each scheduled class end time, so parents please wait outside and we will send your child(ren) out to you at the appropriate time.</li> <li>• If you need to speak to the teachers urgently, please call Nicola on 07906064924.</li> <li>• As always, if your child is being picked up by someone else, please let us know beforehand.</li> </ul>
<p><b>Toilets</b></p>	<ul style="list-style-type: none"> <li>• The toilet will be for students and staff use only.</li> <li>• The toilet taps, doors and flush will be cleaned thoroughly and regularly, between sessions and before new students arrive.</li> <li>• We will be verbally encouraging students to follow good hand washing methods and will have posters with tips and reminders around the toilet area too.</li> </ul>
<p><b>Parents/carers</b></p>	<ul style="list-style-type: none"> <li>• Please ensure your emergency contact details are up to date.</li> <li>• If we call you due to noticing COVID-19 symptoms (or your child becomes unwell) please pick your child up immediately.</li> </ul>
<p><b>Classroom space and internal social distancing</b></p>	<ul style="list-style-type: none"> <li>• We have re-arranged our schedule to allow as much space as possible and practical between individual sessions.</li> <li>• We now have a bi-fold wall installed within the classroom space, enabling us to safely offer two sessions at the same time, (private and/or small group sessions) when appropriate in our schedule.</li> <li>• As an education centre, following government guidelines, social distancing should be maintained by endeavouring, as far as possible, to keep students 2 metres apart from each other as well as 2 metres apart from the teacher. For educational settings, where this cannot be achieved for practical reasons, 1 metre distance applies. We are using floor tape and strategically placed tables to ensure the required distance is adhered to between students and teachers in each of our scheduled classes.</li> </ul>

<p><b>Workshop times and groups</b></p>	<ul style="list-style-type: none"> <li>• Due to the need to keep groups of students distanced from one another, and the additional cleaning that will need to take place in between sessions, for Autumn 2020 term we made changes to the times at which the sessions run with bigger gaps in between individual sessions.</li> <li>• We ask that all students respect their time slots so that teachers have full use of the scheduled gaps to carry out our cleaning.</li> </ul>
<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• All students will be provided with their own set of stationery and resources to be used only by them while they are at the tuition centre. When they are finished, this stationery will go into a box for cleaning before it is used again.</li> <li>• In our baby and family classes, the teacher will no longer distribute hand-held props to the children participating in the sessions. If parents would like their child to have a hand-held prop to use during class (for example a shaker) please bring your own from home for just your child's use.</li> <li>• Tables, chairs, door handles, toilet flush and sink taps will be cleaned after students leave and before a new student uses them.</li> </ul>
<p><b>Infection control</b></p>	<ul style="list-style-type: none"> <li>• The tuition centre will be cleaned thoroughly and regularly. Particular attention will be paid to surfaces, door handles and the toilet taps and flush - before students arrive, whilst students are with us (where required) and after they leave.</li> <li>• Regular and thorough hand-washing / sanitation will be encouraged with all students and teachers.</li> <li>• A sanitation area is to be stationed on entry to the classroom as well as a second sanitation station within the classroom area.</li> <li>• Tissues will be available and easily accessible to students, and we will continue to follow the 'catch it, bin it, kill it' method followed by thorough hand washing.</li> <li>• We will allow circulating fresh air into the centre by opening the back window of the centre, as well as the front waiting area window above the external door.</li> <li>• A list of cleaning tasks will be listed on the wall inside the classroom door for teachers to comply with.</li> </ul>
<p><b>Staff and PPE</b></p>	<ul style="list-style-type: none"> <li>• Guidance from the Department of Education titled Covid-19 states that the use of PPE by staff is not required in educational settings. Instead, it is the individual teacher's discretion if they decide to wear a visor or other face covering whilst teaching. In any such case that a teacher chooses to wear PPE they will ensure that the PPE does not inhibit communication with the students. Following government guidelines, students are not required to wear masks or face coverings in the centre, unless at the discretion of the adult student / parent.</li> <li>• On arrival at the centre, staff will be required to wash their hands thoroughly, and will do so frequently throughout the sessions.</li> <li>• Staff members will avoid physical contact with each other and the students.</li> <li>• Staff will wear fresh, clean clothes for each session.</li> <li>• Staff will only attend the centre if they are symptom free (or in the case of contracting COVID-19 have completed the required isolation period or achieved a negative test result).</li> <li>• If a class teacher, or anyone within the teacher's household feels that they have the symptoms of COVID-19 then they will take a test. If the test proves positive then they will go into isolation for the required period as advised by the government guidelines at that time. We will take and action the advice from Track and Trace at that time.</li> </ul>
<p><b>In the event of a student or teacher contracting COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Because of COVID-19 we are obliged to keep a daily record for a period of 21 days of teachers and students attending the classroom space. This information is required should we be contacted by Track and Trace but will otherwise remain confidential.</li> <li>• If a child falls ill during class, the parent of the child will be contacted and will be asked to collect the child.</li> <li>• In the unlikely event that a student or teacher displays symptoms of COVID-19, they must undertake a test and must inform Nicola at the centre.</li> </ul>

	<ul style="list-style-type: none"><li>• If a teacher or a student tests positive after recently attending our centre, we will provide required data to NHS Test and Trace who will speak directly to those that they have been in contact with. We will take the advice from NHS Test and Trace at that time as to what action we should take, including a deep clean / requirement to close for a period.</li></ul>
<b>Cancellations and refunds</b>	<ul style="list-style-type: none"><li>• If a student is absent due to displaying COVID-19 symptoms or needing to self-isolate due to a possible COVID-19 breach, we will try to offer an online session (subject to availability) or otherwise offer a credit for future classes. If any student is displaying possible COVID-19 symptoms please do not attend your scheduled class at the centre and instead speak to Nicola so that an online alternative or credit can be offered.</li><li>• If the local community is required to go into a period of isolation and we are therefore unable to offer in-person classes we will offer an on-line alternative which for the viability of our small business as well as the livelihood of our teachers we would hope that the majority of students would be able to accommodate. Where a virtual alternative will not work for the student in question a credit or refund of the outstanding classes will be provided.</li></ul>

**If any student, or student's immediate family, begin to display any COVID-19 symptoms, please do not attend the tuition centre and please inform us as soon as possible.**