



**SYTS PART TIME SCHOOL**

**BE SAFE**



# SYTS - BE SAFE

Dear Students / Parents / Guardians,

## Coronavirus Health and Safety Measures

At SYTS we are taking what steps are practicable by following government guidelines and adopting best practice.

Working together, keeping lines of communication open, raising a concern if we have one and keeping to these guidelines at all times is the best way to ensure we keep infection rates low.

All parents are asked to wear a face mask or visor at all times. Students must wear a face mask or visor when moving around the building (not compulsory for under 10s).

We will be asking all students to carry a black belt bag with them which must contain a face mask, tissues, hand sanitiser, plastic bag and water bottle. All students must wear a visor in their singing classes. These can be purchased from Amazon and other stockists.

Please go through this Be Safe information with your child to ensure they have understood what they are being asked to do.

Please contact a member of the management team by email at any time if you have any questions or concerns.

### Email list

Sylvia Young - [syoung@syts.co.uk](mailto:syoung@syts.co.uk)

Alison Ruffelle - [alison.ruffelle@syts.co.uk](mailto:alison.ruffelle@syts.co.uk)

Steven Baker - [steven.baker@syts.co.uk](mailto:steven.baker@syts.co.uk)

Maggie Melville - [maggie.melville@syts.co.uk](mailto:maggie.melville@syts.co.uk)

**Thank you for your support during this difficult time**



# UK TRAVEL QUARANTINE RULES

[www.gov.uk/uk-border-control](http://www.gov.uk/uk-border-control)

It is very important that all members of the school community follow these travel guidelines.

Please check the government website above for the list of countries that currently require returning travellers to quarantine.

Anyone who has visited these countries and has arrived back to the UK less than 14 days before their planned visit to the school is asked to delay their visit until the quarantine period has been completed.

## TRAVEL INFORMATION

Please regularly check [tfl.gov.uk/reopeningeducation](http://tfl.gov.uk/reopeningeducation) for the latest information on services and safer travel guidance



# WHEN YOU ARRIVE AT SCHOOL

Social distancing remains a priority.

Please keep your distance at all times.

All students and parents must comply with the social distancing rules where possible when in class and moving around the building.



## IMPORTANT

You **must** use the hand sanitisers outside the school entrance before entering the building.



# RECEPTION: THERMAL CAMERA PROCEDURES

When you arrive at the school your temperature will be checked by the thermal camera.

If the camera indicates that you have a temperature then your temperature will be taken for a second time to confirm the reading.

If it is confirmed you have a temperature, you will be asked to wait away from others.

Parents will be contacted and will need to make arrangements for your child to leave the building.

You will be asked who you have had recent contact with in a follow up discussion.



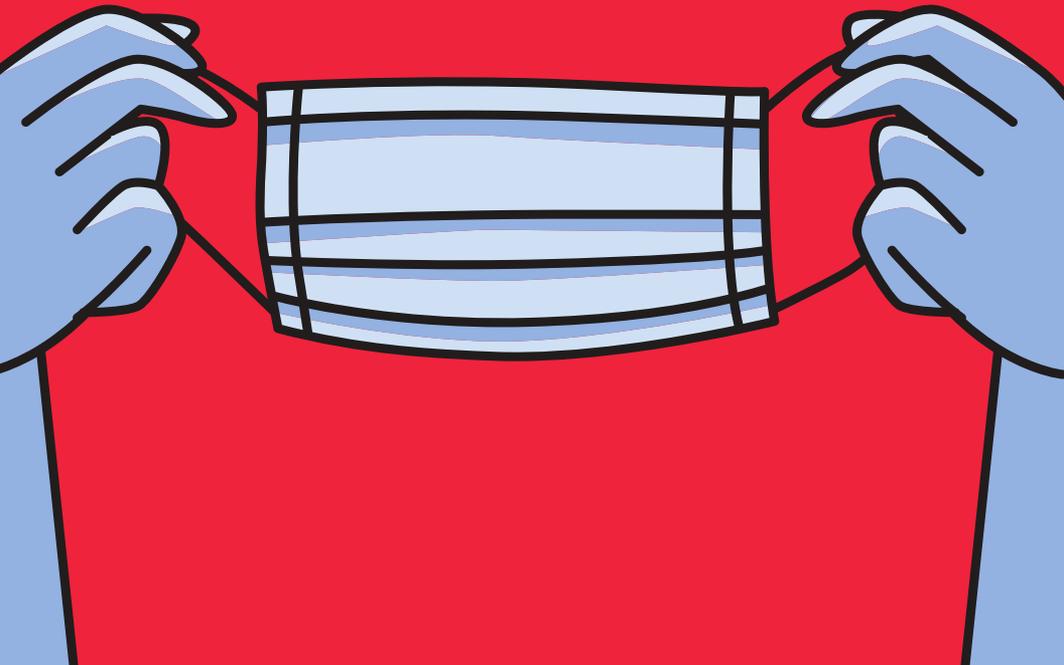
# MASKS

Parents must wear a facemask or a visor at all times when inside the school building.

Students may remove their facemasks in classes. Parents must supply a visor for their child to be worn in singing lessons. Facemasks/visors for younger students are optional.

If you are unable to wear a mask for a medical reason please call Michelle or Martin on 0207 723 8543.

Or email [parttime@syts.co.uk](mailto:parttime@syts.co.uk)



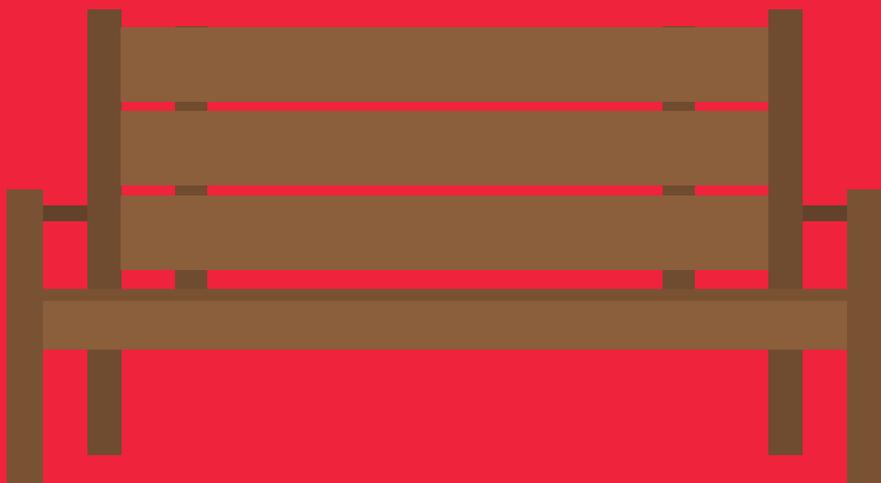
# PARENTS TO LEAVE

To adhere to social distancing rules; we would like to ask all parents to leave the building other than when dropping off or collecting your child, **unless they are aged between 4 and 10 years.**

Where possible, parents should remain outside the building.

We would advise that only one parent drops off and collects their child and not bring in siblings where possible.

The seating from outside the classrooms has been removed.



## FLOOR MARKINGS

Students and parents are asked to observe social distancing by taking note of stair, floor markings and signage around the building.

Please follow the one way system that has been clearly marked for students which encourages everyone to keep left.



# CAFETERIA

There will be no cafeteria services available.

Please remember to sanitise hands before and after using the vending machines.

Students will be able to fill up their water bottles in the cafeteria but must make sure they sanitise their hands before and after.



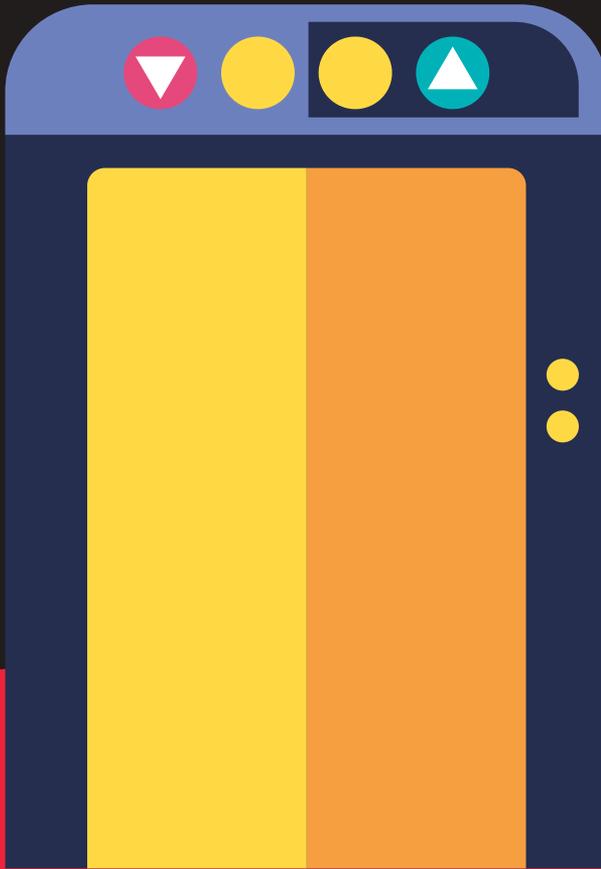
# LIFT

The lift is not to be used unless absolutely necessary, for example if the student or the visitor has been issued with a PEEPS (Personal Emergency Evacuation Plan) or for parents with pushchairs.

Please note the lift is for use by a mobility impaired person but if there is a fire the lift will not work and the person should wait at the nearest RefugeWatch Station.

Anyone using the lift is asked to clean the lift buttons before use with the wipes provided.

Only one person at a time may travel in the lift unless they are with a family member.



## WHAT STUDENTS SHOULD BRING

Students will be required to wear a black belt bag where they will need to keep hand sanitizer, tissues, a facemask, water bottle and a plastic bag for them to put used tissues and masks.

Please put your mask in your plastic bag in your belt bag or if necessary dispose of it in the bin provided at reception.

Please do not throw your mask away in any other bin other than a black or grey PEDAL BIN as it is potentially hazardous waste and has to be disposed of with care.

Please use hand sanitiser very thoroughly as if you are washing your hands. Rub your hands for 20 seconds.

All students may be issued scripts and lyric sheets by their teachers. They must bring the same scripts and lyrics etc, with them each week, in their SYTS folders.

Teachers will not be collecting paper copies back in, at the end of class.



## STUDENT CLASSES

Visors will be required for all students taking singing classes. This is optional for students under 10 years old.

Students should arrive outside their classes no more than two minutes before that class is due to start and be aware of social distancing.



# UNIFORM

All students should be wearing their Sylvia Young Theatre School uniform when in the school building. No other clothes or non uniform are allowed.

**As the uniform store will not be open this term, if you do not have a SYTS t-shirt you must wear a plain black t-shirt. All other uniform items can be purchased from any dance retailer as long as it is black.**

Students are requested not to bring any valuables into school.





## TOILETS

Toilets for students are located at the **front** of the building and must only be used by students.

If necessary younger students can use the adult toilets, with a parent.

Adult toilets are located at the **rear** of the building behind the canteen.

Please use hand sanitiser before and after using cubicle toilets.

Please put the lid down when flushing the toilet. Please ensure that all hand washing instructions are followed.

## KEEPING WELL

Please use hand sanitiser before and after using the toilets.

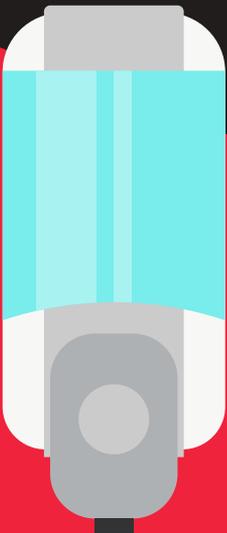
Please follow the advice about sneezing or coughing into a tissue.

Please dispose of your used tissue carefully by disposing of it in the closest pedal bin.

There are **52 hand sanitisers** around the school but we are asking you to bring in your own hand sanitiser so that you can avoid queuing at busy times.

If you or a member of your household has had any symptoms that suggest a possible case of Covid-19 within fourteen days before your planned visit to the school premises you **MUST** not come in.

All students are asked to wear a mask in the corridors, going from one class to another and when going to and from the canteen.



# WHAT TO DO IF YOU DON'T FEEL WELL

If you feel unwell at school, please tell a member of staff who will be able to help you.

You will then go to the first aid room where your temperature will be taken.

If you have a temperature you will be asked to wait away from other students.

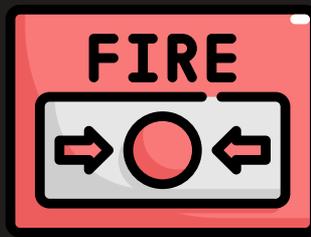
Parents will be asked to come and collect children who are feeling unwell.

Any parents and students who feel unwell at home and have any of the following symptoms, please do not come into school:

- A persistent cough
- A high temperature above 37.7
- A loss of smell and/or taste

**First aid is located in reception**





## **FIRE SAFETY**

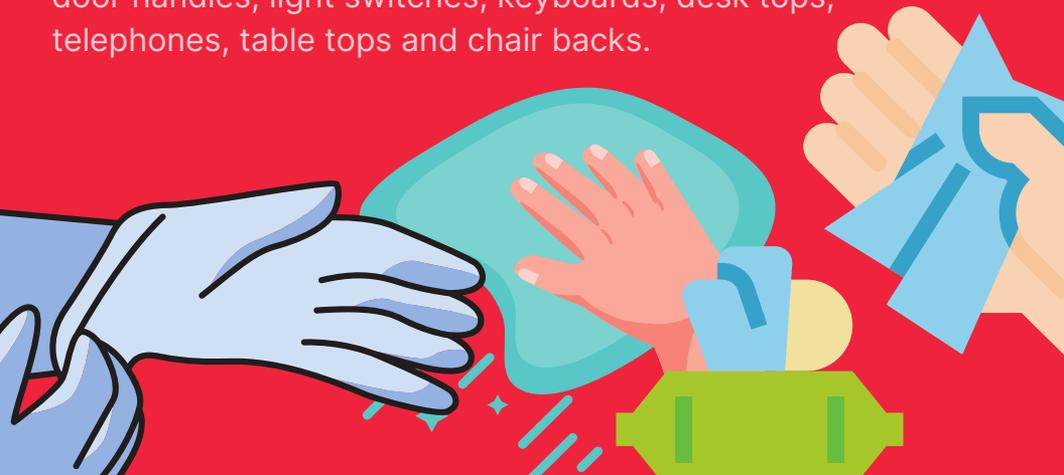
Please familiarise yourself with our fire procedures which are available at reception.

In the event of a fire we aim to get everyone out of the building in as short a time as possible. Once out of the building social distancing can be maintained.

A visitor with mobility issues will have been issued with a PEEPS (Personal Emergency Evacuation Plan). Please wait at the Refugewatch station nearest to you. Please note that the lift will not work if there is a fire.

## **CLEANING**

The building will be cleaned regularly with particular attention to all the necessary areas, such as toilets, taps, bannisters, door handles, light switches, keyboards, desk tops, telephones, table tops and chair backs.





# COVID-19

## **INFORMATION ABOUT CORONAVIRUS**

If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19.

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 10 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.

Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community.

If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period.

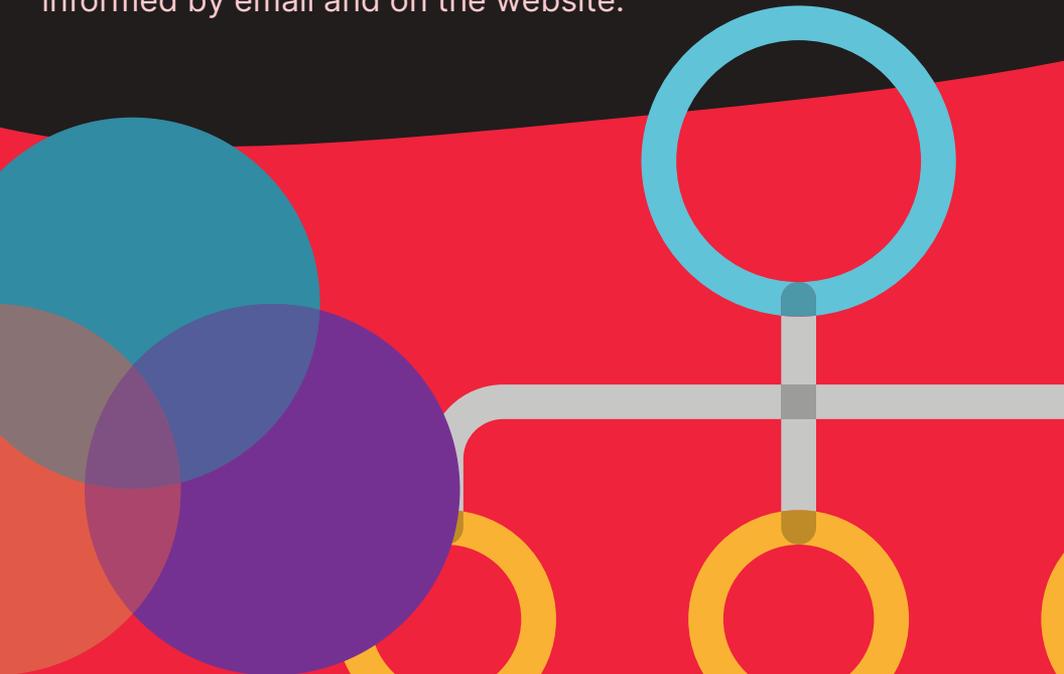
# TRACKING THE VIRUS

If you or a member of your household has had any symptoms that suggest a possible case of Covid-19 within fourteen days before your planned visit to the school premises you **MUST** not come in.

The school will be keeping a test and trace record of all staff and students.

The school community must understand that although the school is doing everything it practically can, in line with government guidelines and best practice, there is still a risk of transmission of the coronavirus infection when coming into the school.

Should we be instructed to close the school you will be informed by email and on the website.





WASH  
YOUR  
HANDS  
OFTEN

★ SOCIAL DISTANCING ★

2 METERS

