

# **Burton & Tamworth Yamaha Music Schools**

## **Covid-19 Secure Guidelines for Pupils & Parents**

Version 4.0

Updated 7<sup>th</sup> April 2021

We are pleased to announce that we are able to see PRIVATE & GROUP pupils again!

We have re-started seeing pupils for private & group lessons by appointment only.

Whilst some steps have been altered, we want to reassure you that we remain committed to your safety. We have always maintained the highest standards of infection control and always will. With this in mind, please read the following information carefully to prepare for your next lesson with us.

Please be completely clear with these guidelines and have your questions answered before attending the music school premises.

When we confirm your lesson by email, you will find attached a link to an ONLINE Attendance Form. This will need to be completed on the day of your lesson.

**NB: Lessons cannot go ahead without the online [Covid-19 Daily Pupil Attendance form](#) being completed.**

### **SOCIAL DISTANCING MEASURES**

- Please arrive no more than 5 minutes before your lesson start time
- Wherever possible, pupils should attend their lessons on their own and parents wait outside. (without prior agreement)
- Please note that if you are late, we may not be able to see you due to having to enforce our strict social distancing policy
- A member of staff will meet you at reception. They will confirm a completed attendance form and then mark attendance as normal
- You will then be directed to your music classroom, where your teacher will be waiting
- At the end of your lesson pupils should return to reception to leave and be collected by parents promptly, so that social distancing can be maintained throughout the school
- Social Distancing – only our biggest rooms will be used at present to ensure appropriate distancing between pupil & teacher
- Floor markings are in place to maintain appropriate distancing
- A one-way system is in place to ensure limited 'crossing' of pupils & staff
- Parents / Guardians will need to wait outside the glass door of the music school for younger pupils as we will not be providing a general waiting room at this present time
- Parent enquiries will be dealt with via email rather than at Reception Desk at this time
- Start and finish times of lessons have been staggered with a new timetable in place to ensure minimum crossover of students and teachers within the premises

## **CONTAMINATION CONTROL**

- Please use the bathroom before you arrive at the music school as customer toilets will be out of service
- Keep personal belongings to a minimum as these will be stored in a box secured for you during your lesson
- Doors will be opened or left open by the teacher to avoid touching of surfaces
- Air Conditioning units will NOT be operational due to the fact that this potentially spreads the airborne Virus and is counter effective
- Where possible, doors and windows will be set open to ventilate with fresh air
- Teachers, Staff and Pupils should not attend and will be asked to leave if they display any symptoms of Coronavirus
- Pupils should wear face masks whilst at the music school (unless advised not to do so for other health reasons)
- Instruments will be cleaned down between pupils with anti-bacterial wipes
- Where possible, instruments will be swapped between pupils to avoid re-usage
- Guitarists will need to bring their own guitar and plectrum (pick) to lessons
- Drummers should bring their own drumsticks to lessons
- The music school will be unable to 'loan' books to students who have forgotten theirs so please be prepared with all books / materials that you may need
- There will be no shared use of pens / pencils so again please bring your own equipment
- All Teachers and students to sanitise their hands upon entering and leaving the premises (stations to be made available)

## **Remember:**

- **Complete the ONLINE attendance form on the day of your lesson**
- **Use the bathroom before you attend the music school**
- **Bring your own instrument (guitar & plectrum, drumsticks) keyboards ARE provided**
- **Bring your own music / pen / pencil**
- **Only the pupil will be allowed into the building (without prior agreement)**

Music School staff & teachers will always wear appropriate PPE to ensure your safety and all of our team members will be health screened before each shift.

And lastly, a special thank you to all of you, our pupil & parents, for your understanding and kindness during these unprecedented times. We have received many kind words and good wishes as we have attempted to look after you remotely. Now we look forward to welcoming you back into the music schools and continuing your lessons in person.

Kerry