

Star Ignited Performance Academy – COVID Compliance Report

The following information is for, and relevant to all Staff, Students, Parents and Guardians who are affiliated with or visiting the Star Ignited Performance Academy (92 High Street, Littlehampton, West Sussex, BN17 5AG).

UNDER NO CIRCUMSTANCES SOULD ANYONE ENTER THE PREMISIS IF THEY ARE SHOWING ANY OF THE FOLLOWING SYMPTOMS:

- A high temperature.
- A new continuous cough.
- A change to your sense of smell and/or taste.

If you or anyone you know (that you come into regular contact with) presents any of these symptoms, please ensure you self-isolate for 14 days and pursue getting tested. You will also be expected to contact Stephanie Moorey (Director of Education) or the relevant head of department (using the e-mail addresses listed below) at your earliest convenience

The Star Ignited Performance Academy reserve the right to turn away any staff member, student, parent/guardian that we believe to be presenting any of the symptoms listed above.

Overall:

- 2 metre social distancing will be compulsory where possible. 1 metre is also acceptable when instructed (depending on activity).
- All personnel on site **MUST** wash and/or sanitise their hands on a regular basis.
- All personnel on site **MUST** wear a face covering at all times (Unless under the age of 5 and depending on activity).
- All personnel on site will be required to provide details for the student and responsible parent/guardian for track and trace should a staff member, student or parent/guardian show symptoms for Covid or test positive.
- Any and all hard materials (such as sheet music) must not be shared for any reason. Tutors may provide an “eyes only” sheet if introduced in the lesson but a digital copy should then be sent for the student to print at home.

Music Lessons

- 2 metre social distancing will be compulsory. There will be no exceptions except in a medical emergency.
- Students **MUST** use the provided hand sanitizer at the start and end of the lesson.
- Tutors **MUST** use the provided hand sanitizer at the start of every lesson.
- Tutors **MUST** hold the door open for students to reduce unnecessary contact with surfaces. At no time should a student touch any of the doors whilst inside the building.
- Tutors and students **MUST** wear face coverings at all times (unless you are exempt for medical reasons. A medical certificate will be required).
- Students **MUST** provide their own instruments where possible (e.g. Guitars, plectrums, drum sticks etc). This does not apply to drum or piano students.
- Tutors **MUST** wipe down all surfaces between lessons (e.g. Chair, piano keys, drum kit) if the student has come into contact with

them. If the student has not, then all surfaces are to be wiped down at the end of the teaching session.

- Group lessons may take place providing students are 2 metres apart at all times and do not make physical contact at ANY time.

Theatrical Lessons and Groups

- A minimum of 1 metre social distancing will be compulsory and, where possible, 2 metres. There will be no exceptions except in a medical emergency.
- Students **MUST** use the hand sanitizer provided at the start of the lessons, at the end of any breaks and at the end of the lesson.
- Tutors **MUST** use the hand sanitizer provided at the start of every lessons and at the end of any breaks.
- Tutors **MUST** hold the door open for students to reduce unnecessary contact on with surfaces. At no time should a student touch any of the doors whilst inside the building.
- Tutors and students **MUST** wear face coverings at all times UNLESS otherwise instructed and 2 metres can be maintained between all personnel in the teaching space.
- Students **MUST** provide their own water and water bottles. There will be no accessible facilities to students to refill their water bottles.
- Students will be permitted to remove their face coverings during a break providing: Students keep a minimum of 2 metres apart. The face covering is **FULLY** removed (at no point should the face covering be pulled down).
- Dance, Acting and Musical Theatre will take place in groups of no more than 6 students.

Facilities

- All personnel **MUST** obey the one-way system at all times unless in a medical emergency or fire.
- Students are only permitted to access the room in which their lesson/activity is taking place.
- Toilet and Kitchen facilities are out of bounds to **ALL** students and parents/guardians. (These facilities can be used by staff only. All surfaces used but be sanitized after use).
- No parent or guardian is permitted to enter the premises to drop off the student. Students should be dropped at the door where a member of staff will meet them. Students under the age of 16 **WILL NOT** be allowed to leave unless a parent/guardian is waiting for them.
- Parents/Guardians are not permitted to wait inside the facilities for **ANY** reason. Entry will only be granted in a medical emergency.
- ALL facilities will be deep cleaned prior to the reopening of the school on **14/09/2020** and then cleaned thoroughly on a regular basis.



The Star Ignited Performance Academy reserve the right to:

- Terminate lessons if the above guidelines are not met for ANY reason that is outlined.
- Update our Covid compliance policy at short notice.
- To reclose the facilities at short notice.
- To replace a Tutor at short notice in the event of illness.
- To move lessons online depending on the individual tutors wishes, providing this is possible (depending on the activity).

The above are agreed upon by Stephanie Moorey (Director of Education) and her heads of department. Should you have any concerns or questions, please contact the relevant head of department:

Ed Jordan – Head of Music (ed@starignited.co.uk)

Anna Moorey – Head of Theatrical Studies (anna@starignited.co.uk)