

AMATA SATURDAY DANCE CLASSES 10 POINT PLAN | 2020-2021

THIS DOCUMENT SETS OUT THE 10 POINT PLAN FOR ALL PARENTS/GUARDIANS AND YOUNG PEOPLE FOR THE SAFE OPERATING OF THE AMATA SATURDAY DANCE CLASSES DURING THE 2020-2021 ACADEMIC YEAR.

Point 1 - Class Times and Age Groupings

The two existing classes will be split into three classes to maximise capacity and rebalance age groupings. This was in line with AMATA's existing plan for the 2020-2021 academic year after consultation with Grace Murdoch. The new class groups and times are as follows:

Time	Age Group
09:00 - 09:50	5 - 7 Years
10:00 - 10:50	8 - 12 Years
11:00 - 11:50	13 - 18 Years

Point 2 - Class Capacity

There will be a strict capacity grouping across all three classes to ensure a safe social distancing can be maintained. Once a payment has been made we will check the details against the young person's date of birth and school year to ensure they are in the correct group. If a payment has been made for the wrong age group then AMATA will make the necessary changes and inform any parent/guardian accordingly.

Point 3 - Class Scheduling and Performances

A fortnightly carousel will operate to ensure the strict capacity will be able to be maintained. To be able to ensure classes can resume within the guidelines of social distancing, it will not be possible to accommodate every young person every week. Once registered, a young person will be placed into either the **Green** or **Orange** group and their schedule will be confirmed. Once a young person is allocated into a **Green** or **Orange** group, it will not be possible for this to be changed (I.E. if a session is missed then it will not be possible for the young person attend in the alternate group and would then need to wait until their next confirmed session). Grace Murdoch will be responsible for making the groupings as the class tutor.

All performances have been suspended till at least late Spring 2021 due to the ongoing restrictions to social distancing within theatre venues. If it is not possible to accommodate performances safely during the 2020-2021 academic year, then we will ensure the 2021-2022 academic year take this into account with additional performance opportunities.

Point 4 - Class Bookings

Class places must be booked in advance at the full term rate and there will be no 'drop in' option in line with our current operating procedure. It will not be possible to accommodate

taster sessions for new attendees for at least the Autumn 2020 term, which will be kept under review against class capacity numbers and Falmouth University policy.

Point 5 - Drop Off and Collection Procedure

There will be a one way system for drop off and collection of all young people at the classes to ensure a safe social distance can be maintained. Unfortunately, it will not be possible for parents/guardians to bring young people into or collect from inside the AMATA Building.

All young people will need to be dropped off the glass door entrance on Level 2 of the AMATA Building near to Studio J (I.E. not the Box Office Entrance nor the AMATA Café entrance). Signage will be in place to ensure the correct location is clear. All young people will be met at this entrance by either the class tutor, teaching assistant or a member of the AMATA Production Team. It will not be possible to enter the building until young people are met by a member of the classes team, so please do not leave young people unattended until they have been safely met.

All young people will need to be collected from the grass area directly in front of the AMATA Building near to the external fire exit stairs (*it is anticipated there will be several marquees located in the collection area. Plans are currently being drawn up on the use of these marquees and if it is possible for these to be used as a collection area details will be circulated as soon as possible*). Signage will be in place to ensure the correct location is clear. Young people will be dismissed by the class tutor on time at the end of each session and must be collected in the correct location by their parent/guardian, so please ensure a prompt arrival back onto campus if any parents/guardians leave the site whilst classes are taking place.

Social Distancing markings will be marked at the drop off and collection locations. Please ensure that Social Distancing is maintained in these areas within family and support bubbles only and in line with Government Guidelines.

Point 6 - AMATA Café

The AMATA Café will remain closed on Saturday mornings and parents/guardians will not be able to wait or congregate inside the AMATA Building. We will review the situation on the AMATA Café re-opening in-line with Falmouth University's Study Block Two in February 2021, however, it might not be possible for us to resume normal service within the AMATA Café until the Autumn 2021 term. We apologise for any inconvenience caused with the AMATA Café remaining closed as we appreciate this forms part of the classes experience and offer. The decision to keep the café closed is to ensure that safe social distancing can be maintained for all weekend users of the AMATA Building, especially on the lower ground floor of the building.

Point 7 - Class Times and Class Content

It has been essential for us to slightly reduce the classes from 1 hour to 50 minutes. This is to ensure there is time for facilities cleaning and for one class to vacate the space prior to the next class arriving.

There will be no physical contact dance choreography taught in any of the classes for at least the Autumn 2020 term. This will be reviewed ahead of the Spring 2021 term to ensure the

classes are within Government and Falmouth University guidelines, however, it is anticipated that physical contact choreography will not be possible during the Spring 2021 term.

Point 8 - Class Registration

Full pre-registration will be required for all young people in attendance and a weekly register will be held to support NHS Test and Trace. The classes registration form will be mandatory for all young people attending the classes and must be completed on a termly basis by their parent/guardian. It will be essential for a registration form to be complete for all young people, so if a parent/guardian has siblings attending the classes a form must be completed for each young person within a family group. Registration will be completed online and must be completed ahead of the first session in September 2020.

Point 9 - Communications

All communications will be delivered by the AMATA Production Team via the Front of House Manager. This will include all relevant guidance and information for young people attending the classes.

It will be the parents/guardians responsibility to inform AMATA at the earliest opportunity if a young person will be absent from a session or whether there are any positive symptoms or a confirmed case of COVID-19 with that young person or family group.

To report an absence or positive symptoms/confirmed cases of COVID-19, please email: boxoffice@falmouth.ac.uk with the subject heading: **AMATA Saturday Classes Absence/COVID-19* | [Childs Full Name] *delete as appropriate**

Point 10 – Class Briefings

There will be class briefings for young people delivered by the class tutor, Grace Murdoch. These briefings will be agreed with the AMATA Front of House Manager in line with Falmouth University procedures. Briefings will take place at the start of the term as well as any class sessions as appropriate, so it is essential for all young people to arrive on time.

Risk Assessment

Outside of this ten point plan, but an overarching principal of any activity undertaken at Falmouth University, is that a full risk assessment will be completed and signed off prior to the commencement of any activity starting.

Acceptance of the ten point plan

There will be check box during the registration process for acceptance of this ten point plan. All parents/guardians will be required to accept the details stated above as part of the booking terms and conditions for attendance of this plan.

Any Questions?

Should you have any questions regarding the AMATA Saturday Dance Classes, please contact: **James Randell, Front of House Manger**
James.Randell@falmouth.ac.uk
01326 259326

AMATA CREATIVE DANCE CLASSES BOOKING TERMS AND CONDITIONS

PLACES MAY NOT BE EXCHANGED NOR MONEY REFUNDED. THE ORGANISERS RESERVE THE RIGHT TO:

1. Make reasonably necessary alternations to the advertised class arrangements, featured participants or programme.
2. Cancel or abandon any event without notice and without liability for compensation or damage other than up to the maximum of the pro-rotas classes price.
3. Places cannot be refunded unless an event is cancelled or rescheduled so please check your booking confirmation email carefully on receipt and contact us immediately if you have any queries.
4. We are not liable for lost, destroyed or stolen tickets and cannot replace them.
5. The unauthorised use of cameras, video or sound recording equipment is prohibited at the classes and any such items may be confiscated. By attending the classes you consent to being filmed/recorded as part of the audience for security, broadcast, promotional, and educational purposes without payment.
6. Attendees are responsible for their own property on site.
7. Parents/Guardians are responsible for their own children at all times whilst at AMATA, Falmouth University and across the Penryn Campus site.
8. Parents/Guardians must complete a full registration form for each child in attendance, including confirmation of acceptance of the 2020-2021 10 point plan for class delivery.
9. AMATA, Falmouth University reserves the right to make changes or amendments to the 10 point plan in accordance with any changes to Government Guidelines or Falmouth University policy. Any changes will be communicated by email to Parents/Guardians at the earliest opportunity.
10. From time to time additional and/or revised terms and conditions may be introduced.

Contact Details

Academy of Music and Theatre Arts
Falmouth University
Penryn Campus
Penryn, Cornwall
TR10 9LX

Phone: 01326 259349
Email: boxoffice@falmouth.ac.uk
Web: www.amata.org.uk