

WOAPA COVID-19 Organisational Procedures

Bubbles

This document refers to 'bubbles'. These are groups of students and staff who are **consistent in their grouping**. Bubbles are capped at 15 children, not including staff. Once a child has been allocated to a bubble, it will stay in that bubble for the whole session and for the remainder of the term.

Government guidance states that "as far as it is possible, groups should also not be mixing within the setting itself." As bubbles reduce the risk of cross-infection, these groups of students are to have no interaction, aside from cross-bubble management staff. For this reason, all designated student breaks will be held in their separate bubbles.

Each bubble will have a minimum of 1 and a maximum of 2 staff present. There will be a tutor for each session and an assistant on hand to support children in class and also supervising hand washing and social distancing protocol.

The **Main School bubbles** will be taught the three disciplines of singing, drama and dance. Each bubble will remain in its designated room and the three tutors will switch between the three bubbles throughout the school session, always maintaining a social distance of at least 2m.

The **Young Performers' bubble** will be taught by the one tutor and assistant(s) in one room as usual.

These procedures have been shaped by the DfE announcement on updated 'bubble' guidance (20th August 2020).

Organisation of parents and students –'drop off'.

As per COVID-19 government guidance, no parent or carer is allowed to come inside the building.

It is therefore important that your child is able to say goodbye at the gate and come into class independently.

As per government guidance, WOAPA is required to suggest that parents do not share lifts between households and where possible, advises families not to take public transport if they are able to walk to the venue.

WOAPA staff will be on hand to welcome your child at their designated bubble's gate – details of this will be emailed to you.

Young Performer students (ages 4-7 years) will be collected from their designated meeting place. Parents are politely requested to not arrive until 10 minutes before the session start time and to queue while maintaining appropriate social distance (2m) please.

Main school students (ages 7-16 years) will be collected from their designated bubble's meeting places.

Parents are politely requested to not arrive until 10minutes before the session start time and to queue individually (not stand in groups) with their child while maintaining appropriate social distance (2m) please.

We will contact you by email with specific instructions.

Household health questionnaire

In line with government guidance, all parents/carers will be asked relevant questions in a health questionnaire on behalf of their household.

To attend classes, you MUST be able to answer 'NO' to the following questions:

1. Has your child had a high temperature in the past 24 hours?
2. Has your child had a new, persistent cough within the past 24 hours?
3. Has your child reported a loss of, or change in, normal sense of taste or smell in the last 24 hours?
4. Has your child returned from any of the countries on the current Government list requiring quarantine in the past 14 days?
5. Has anyone in your child's household been tested positive for COVID-19 in the past 14 days?

If the answer to any of the above questions changes to 'Yes', your child should not attend WOAPA and you should inform us of any relevant information which may affect their 'Bubble.'

Any weekly change to the answers of any of these questions must be brought to the attention of WOAPA staff as students should not come on site if experiencing symptoms of coronavirus/has been asked to self-isolate/ has tested positive.

We request that students arrive **on time**; you will be provided with a 10-minute arrival window. Failure to arrive during your window may mean you will have to wait until a member of WOAPA's staff is able to collect your child.

Please do not arrive too early in order to respect staggered drop off times for the different bubbles.

All students will be chaperoned by WOAPA staff back to their designated gates. WOAPA politely requests that parents arrive **on time** to collect their children and wait in a queue, appropriately socially distanced.

Additional and important information

Should your child display any coronavirus symptoms, please ensure that they stay at home and that you inform WOAPA of their absence.

Should a student present with a fever or other coronavirus symptoms, while with us, they will be isolated with a socially distanced member of WOAPA's staff and parents/carers immediately contacted. They must be collected immediately.

The guidance suggests that anyone showing COVID-19 symptoms is tested immediately and that if they test positive, parents/carers must let WOAPA know of the test result.

If two or more students test positive for COVID-19 within a bubble, their bubble may be closed for a period of time.

Parents/carers must agree to collect a student should their bubble need to close at short notice.

In the event of a student testing positive for COVID-19 within 14 days of taking part in our session, you must notify the WOAPA office immediately and include our organisation within your track and trace submission.