



## Unit 17 Reopening Information September 2020

We are over the moon that Unit 17 will soon be opening its doors once again. We have missed everyone terribly and are excited to see you all again. As you can imagine, there are many changes that the Unit have had to make in order to comply with Government Guidance and for us to keep the students, families and staff safe. The below procedures must be followed in order for us to remain open and we ask for all of our students and families to ensure the guidance is always followed.

### Timetable and Payment

Due to the limit of 15 students per class, having gaps between lessons and ensuring that there are minimal numbers of people in the building at one time, we will be issuing a new timetable. This will be added to the Unit 17 Website on Thursday 6<sup>th</sup> August and via this link

<https://www.unit17dance.com/reopening-following-covid-19>

The classes will be organised in either Year Groups or Grades (Please see timetable to see how the classes on offer will be split and the days and times you could choose).

### **September to December 2020**

- Ballet, Modern, Tap and Show Skills will be merged together to create a '**Dance and Shine**' Class
- Drama, Singing and Musical Theatre will be merged together to create a '**Performing Arts**' Class
- **Masterclass** will continue but will now be available for students from Year 3 (September 2020) upwards.
- **Adult Modern**

Please read through the timetable carefully and choose the class that you would like to return to based on the child's school year (From September 2020) or grade. It is crucial that when completing the Request to Return To Unit 17 Form, that you know which class/day/time you would like your child/ren/yourself to return to.

As part of the new procedures, lessons will now **have to be paid half-termly via Clubs Buddy**. Payment not received by the set date, will result in the place being offered to another student. Details to be shared in the **Week Commencing 24th August**.

### Online Communication and Payment System - 'Clubs Buddy'

We are really excited to be launching our Online Communication System 'Clubs Buddy'. All information from Monday 24<sup>th</sup> August will be shared on the Website and via this new tool. You can download a free app from the 'App Store' or 'Google Play'. Letters, updates, payments for classes will now only be carried out in this way. Information about how to log in will be sent in the week commencing Monday 24<sup>th</sup> August. Any questions relating to this system should be sent to [Unit17info@gmail.com](mailto:Unit17info@gmail.com)

Details of how to log into this system will be shared on the website.

### Request to return to Unit 17 Form

We understand that during this time, circumstances may have changed and so in order for us to ensure a smooth opening, we require any current students, that would like to return to the Unit, to complete this form. This form needs to be completed honestly and fully so we can try and ensure that all students can return to the Unit safely. The link to the form will be published on the Website on **Monday 10<sup>th</sup> August** and due to the limited spaces, we may need to offer places on a first come-first served basis. We will do our best to get every student back into a class, but at this point we cannot guarantee this due to the number of students allowed in each class. **This form must be completed by Sunday 16<sup>th</sup> August**. Failure to complete this form by the set date, may result in you having to be placed on a waiting list. Information will be sent out following this date with more information.



## Safety Measures

- Students will need to come in their **uniform and will not be able to get changed**. A new dress code will be published soon on the website and this uniform will be compulsory from September. As the weather gets colder, students will be able to arrive in a tracksuit, which they can remove.
- Students will **not be able to enter the building until 5 minutes** before the lesson
- All Students will need to bring **dance shoes, water bottle and anti-bacterial hand gel to the school**. This can be brought in a bag. No coats to be brought into the building, please.
- Parents **will not be able to enter** the building and must drop off their children at the door - A supervisor will always be on Reception ensuring the safety of the children whilst lining up for their lesson and before leaving. **Parents will not be able to stay in the reception area** whilst their child is in their class.
- Students **must be collected on time** to ensure a safe swap over of classes.
- Students will be requested to **clean/sanitise hands** on entry, during the class and before leaving the building.
- **Social Distancing will be encouraged** in the building by markings on the floor in the reception areas as well as in the studios.
- **Additional Cleaning** will be carried out in between lessons and in shared areas.
- The Cafe will remain **closed** at the moment.

## Dancewear Shop

The Dancewear shop will only be open at the moment for appointments only. The shop will be open from **Monday 7th September**. Clothes will not be allowed to be tried on and face coverings will be compulsory, following the same Government Guidance for other shops. To book your appointment time, **please text from 10am on Tuesday 1<sup>st</sup> September to 07817 42859** and we will call you back to arrange your time slot.

## Pre-School Classes and Children moving into Reception in September 2020

With the new restrictions in place, we are not in a position to be able to offer these classes straight away in September, however we are hoping to get these classes up and running at some point after October half term. Please complete the **Request to Return to Unit 17 Form** so we can contact you as soon as we are able to open these classes again. The link to this form will be published on Monday 10<sup>th</sup> August.

## Important Dates

**Thursday 6<sup>th</sup> August** – New Timetable will be published on the website

**Monday 10th August** – Request to Return to Unit 17 Form link will be published on the website

**Sunday 16th August** – Deadline to complete the Request to Return to Unit 17 Form

**Week Commencing Monday 24th August** - Information will be sent out to you confirming your place and explaining payment

**Tuesday 1<sup>st</sup> September** – Shop appointments can be booked via text message

**Sunday 6th September** - Deadline for half term fees

**Monday 7<sup>th</sup> September** - Shop opens for appointments only

**Monday 14th September** - Unit 17 Reopens!

Thank you so much for your understanding of the changes we are having to make. We hope in time that some of the social side of the Unit will be able to return, but until then we will do the best we can, welcome you back with socially distanced arms and enjoy dancing with you all once again!

With all our love and thanks for your continued support,

The Unit 17 Team x