

The Elizabeth School of Dance

| Name of policy | Date adopted | Date of review | Review on or by date |
|---------------------|--------------|----------------|----------------------|
| Online class policy | Jan 2021 | Aug 24 | Aug 26 |

The Elizabeth School of Dance may at times, deliver lessons via an online conferencing software called Zoom or Microsoft teams.

In order to take part in these online sessions, you agree to the following:

- Dance space: you will need to find a dance space measuring approximately two meters squared, free of obstructions and sharp objects and a ceiling clearance of around two meters
- Flooring/ footwear: Be aware of the type of flooring used. For the online classes, we will not be using tap shoes (to protect floors), but please make sure the correct footwear is worn for the type of flooring you have- eg, if you have a slippery floor bare feet would work best. It is not recommended to dance on a mat or rug as this could be a slip/trip hazard
- Attire: please wear appropriate dance wear as you would for class- a t-shirt and leggings for example, no jewellery. If you are not correctly dressed, unfortunately you will not be allowed to partake in the class
- Supervision: if your child is under 16, a parent/ guardian would need to be in the same room as the student during the class
- You understand that as the Elizabeth School of Dance are not providing these sessions in person, we are unable to provide any first aid or safeguarding services
- You understand that the Elizabeth school of dance are in no way affiliated with the video conferencing software, and we are not responsible for any changes, data loss or hardware/ software malfunction as a result of using the equipment.
- You will not hold the Elizabeth School of Dance responsible for any injury sustained as part of these classes and will watch your child for signs of sickness, tiredness or other incapacitations which may prevent them from taking part

You will need to download "Zoom" prior to the class. This is free to download and can be done on a phone, ipad, or laptop; the screen size will then dictate how you will view the class so bear that in mind. As with any online activity, it is important to take all necessary safety precautions. When downloading "Zoom", choosing a different password to the one you have for your email account is recommended. In terms of the actual class itself, below are the steps that we would take to maximise security:

- A link and password will be provided to the virtual class via text/email (your teacher will confirm with you)
- Upon clicking on the link when the class starts, you will be put in a "waiting room", your teacher will then allow you access to the virtual class
- When all participants are in the virtual class, the session will then be locked so no one else is able to join
- Classes will be 30/45/60 minutes in duration and will be charged at a discounted rate

If you have any questions about any of this information, please do not hesitate to contact us. As always, thank you for your continued support.