

New Procedures: Keeping Our Staff & Students Safe



Come Alone:

- Reception & Waiting Area remains closed.
- Students should enter the building alone, they can be dropped to the front door and collected at the grey door (to the right of the main door) after lessons.
- If a parent wishes to speak to a teacher or member of staff, please make an appointment to meet, or arrange a phone call.



Sanitise:

- Please sanitise your hands when entering & leaving Mezzo. Automatic non-contact Hand Sanitising Stations are placed at the front door, in the corridors, and in all teaching rooms.



Wear A Mask:

- All staff & students are required to wear a mask or visor while in the building. Masks should cover both the nose and mouth.
- For voice, woodwind, and brass lessons, we have installed 2m protective perspex screens in each teaching room. Masks may be removed at intervals to facilitate these lessons.



One Way System:

- Entry through main front door into reception. Exit through grey side door (beside stairs). Both doors are signposted.
- Follow floor markings & signage throughout building.
- 2 metre physical distancing must be maintained while in the building, and while waiting outside to collect students.



Toilets Closed:

- Toilets are reserved for staff only at this time, except in the case of an emergency.
- Please remind children to use the toilet at home or in school, before their lessons.



Strict Cleaning:

- All door handles, perspex screens, materials, instruments, and surfaces that may have been touched by a student will be disinfected by the teacher between each lesson every day.
- An Automatic Spray Unit disinfects the front door handle each time the door is opened.
- Air Purifiers with HEPA filters have been placed in each room to clean the air.
- The entire school will be deep cleaned & thoroughly disinfected each day.



Virtual Copybook:

- Students should only bring their instrument, books/sheet music, manuscript, and pen/pencil to lessons.
- Teachers will not be writing in copybooks provided by the student. Instead, each student will be allocated a folder on Google Drive which will act as their virtual copybook. Teachers will upload notes to this folder during each lesson, and upload any sheet music the student will need.



Contact Tracing Log:

- A log will be kept by reception to facilitate contact tracing. If you have not yet completed an online Enrolment Form, please do so immediately.