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**The Violin Academy – Covid-19 Risk Assessment Procedure**

Dear Student

This purpose of this letter is to:

**Welcome you back to face-to-face teaching when it resumes from Monday 1st June**

The letter also explains the precautions and procedures I have put in place to make sure that you are safe. I hope that it offers you and your parent full assurance that my first priority and responsibility is your safety. The bullet points below may sound very formal, however, they are a starting point for us to get together and sensibly move forward with your learning as safely as we can. We will no doubt relax as the situation positively develops and when you are happy that you remain safe.

You will now be a student of **‘The Violin Academy’** and here are the safetyprecautions:

**Hygiene precautions**

* Sessions initially reduced to 30 minutes to reduce exposure time (increased on request)
* Whereas previously I was teaching students back to back, I will now be ensuring that there is a 15 minute gap between each student to give me the time to take the necessary hygiene precautions
* All relevant surfaces disinfected before and after each session, including music stand
* Door handles & door bell disinfected before each student arrival
* Hand sanitiser available for students on entry and exit
* Clear floor markings to indicate and ensure a 2-metre distancing in the studio
* Face mask worn by teacher (Visor used as alternative, or in addition, at the student/parent request)
* Student to wear face mask (the wearing of face protection is optional and at your discretion)
* Refreshment not provided in order to reduce contact with surfaces
* Rear window open (at student/parent request) for increased ventilation
* Payment is to be made by bank transfer to reduce contact

**Safety procedure**

* The Teacher organises and prepares layout of the room, sanitises all surfaces and door handles before each student arrives.
* On entry, the student (and parent):
  + Makes use of the hand sanitiser provided (situated on top of the piano)
  + Remains behind the distancing floor marking
  + Places the violin case on the seat and takes out their violin
  + Places the music on the stand that is provided, and safely positioned
  + Tunes own violin and rosins own bow (a video tutorial will be provided prior to lessons starting and the link to download a violin tuning app)
* On finishing the lesson, the student (and parent):
  + Packs away the violin and music
  + Makes use of the hand sanitiser on exit

I hope that the precautions and procedure above offer you sufficient assurance that the session will be conducted safely. I will be happy to implement anything that improves the procedure above.

If you still feel unsure about attending lessons in person, I am still teaching via video chat and have found it to be a really good alternative. If you have any questions or requests please feel free to ask me on the phone number below

Looking forward to seeing you again

Alexandra

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