

Dear Vivace Music School Parents & Carers,

We are so excited to see you and your children again in person and make music together! Please read this information carefully to help you understand what to expect, to get the most out of your music classes and to help us run them safely. Our child protection policy can be found on our [website](#).



Attendance

Children in our baby, toddler, preschool and SEN classes should be accompanied by an adult.

If you or your child are unable to attend a class, please let us know by email, in advance, if possible, but if not, then on the day – thank you!

Drop Off & Pick Up

(school-age children)

Unless you are attending the class with your child, please drop them off at their class at the start of their class and collect promptly at the end of the class. **You must remain on the premises** for the duration of the class in case of emergencies/ to help with toileting; seating is provided in the waiting areas.

Fire Assembly Points

At Court Moor School - If the fire bell sounds in school the assembly point for everybody is on the tennis courts adjacent to the school field at the back of school [see map](#). In the event of an evacuation, if we are not permitted to return to the building, we kindly ask that you collect your child from the Fire Assembly Point.

Office Hours

Our office is staffed on a part-time basis. Phone lines are open and all emails checked on **Mondays** and **Wednesdays during school hours**.

Urgent emails will also be responded to on Thursdays and Fridays during school hours

Toilets

Parents must accompany children to toilets. Older children (Music Creators and Music Masters) may go by themselves if parents give permission (please complete the relevant form).

At Court Moor School, toilets are located in the Library Block.

General Safety

Please ensure children wear appropriate clothing and footwear that allows them to move freely. No flip-flops, crocs, boots or heels. If children wish to remove shoes, please either supply non-slip socks or remove socks as well to reduce the risk of slipping and falling.

Please ensure children have had a snack and drink prior to the class. No snacks or drinks are allowed in class.

Looking forward to seeing you soon!