



## Tudor Grange Academy Redditch

6<sup>th</sup> December 2021

Dear Parents / Carers

We are pleased to be planning for the TGAR Christmas Showcase this week. There are some additional measures that we have planned to put in place to ensure that the risk of COVID transmission is reduced during the evening. This letter gives you more detail about these measures so that you can be fully prepared for the evening.

### **Face coverings**

We are asking all visitors to wear face coverings for the duration of this event unless they are exempt. Students and staff will also be wearing face coverings throughout the evening, apart from when they are on the stage.

### **LFD tests / COVID symptoms**

If anyone is displaying any symptoms of COVID, they should not attend the event. We are also asking that students and their parents / carers take an LFD test on the day of the event and that they do not attend if the result is positive. We will not expect to see evidence of this but hope you will comply as this is a sensible measure to help keep everyone safe and make the children's evening a success.

### **Ventilation**

We will put CO2 monitors in the theatre so that we can monitor the ventilation in there. Prior to the event, the doors will be open to allow fresh air to fill the theatre. During the evening, the doors will remain open to allow for a steady flow of fresh air. This will make the theatre colder than usual, so please make sure that you dress warmly / bring a blanket!

In addition, we will be emptying the theatre during the interval to allow for a full fresh air break. Audience members will be asked to move to reception/atrium to enjoy refreshments to allow all doors to be open and for fresh air to circulate without anyone in the theatre. Please be aware that refreshments and programmes can only be purchased using cash (please try and bring change to reduce handling of money).

### **Contact tracing**

We are required to keep good records of where everyone was seated during the evening, to enable effective contact tracing to take place if required. There will be a slip of paper on your chair and we are asking that everyone completes this with details of their name / contact phone number. It is important that you remain in the same chair throughout the evening. Please can we ask that you bring a pen so that you can complete this slip and hand it in before the performance begins.



### **Arrival / departure**

The doors will open at 6.45pm for a 7.00pm start. Please do not arrive earlier than this and we would politely ask that you make your way home as soon as the event has finished (expected end time is 9.15pm). If you are collecting students involved in the performance, we ask that you wait for them outside. Reducing the amount of time in the venue is one of the measures in place to reduce possibility of transmission.

### **Hand hygiene**

There is hand sanitiser available on entry to the theatre. We would ask that you sanitise your hands on entry and during the interval.

### **Toilets**

Part of our risk assessment for this event is to minimise the use of the toilet facilities. We would ask that you only use the facilities if necessary and we will be limiting the number of people permitted to enter to avoid unnecessary risk.

### **Changes to plans**

We must make you aware that there is still a possibility that the event may need to be postponed. We will continue to assess the risk and may be required to change our plans if there is a rise in cases (either in the Academy or in the local area) or if the guidance around school events changes. We sincerely hope that this will not be the case.

Finally, can I remind parents / carers that photographs and video footage will not be permitted at this event. There will be a photographer present and photographs will be available on the Academy website shortly afterwards.

Thank you for your support and understanding. We are very much looking forward to welcoming you all to the Academy and to celebrate the exceptional talent of the young people in our community.

Yours sincerely



Mrs J. Bolter  
Principal Tudor Grange Academy Redditch