

# Guidelines for Online Music Tuition

## Haringey Music Service

### Online lessons during Covid 19 pandemic

Haringey Music Service (HMS) would not normally organise online music tuition, due to concerns over monitoring lessons (for child safety and teaching quality) and inevitable reduction in quality caused by technical limitations. During the current crisis we will sanction teachers arranging online lessons directly with parents of students already on their HMS registers. This will only happen **if lessons cannot be offered in school** due to accommodation, safety or subsequent lockdown conditions.

#### How online tuition at Alexandra Park School will work:

- In the event of a partial (for example, a whole year group) or full lockdown, your contact email (supplied via the consent form) will be used by your child's music tutor to send a link for an online lesson using Zoom
- The lesson will be scheduled at the same day/time as it would have taken place in school (according to our music lesson timetables)
- The Zoom 'meeting' (i.e. lesson) can be accessed using the link - both through the online platform, or through the app (if you have it). A tablet/laptop is ideal, but a smart phone can also be used.
- **It is your responsibility to ensure that your child joins the Zoom lesson at the appropriate time using the link.** Once the zoom lesson is set up, we will not usually be able to reschedule the lesson if your child misses it
- In individual cases of self-isolation, where your child is not in school but the rest of their year group is, you can request a Zoom lesson by emailing Ms Stephens [sstephens@alexandrapark.school](mailto:sstephens@alexandrapark.school) **at least 48 hours in advance.** We cannot guarantee to arrange a Zoom lesson if less than 48 hour's notice is given.
- During partial lockdowns, the tutor will deliver the lesson from the practise room at school. However, in the case of a total lockdown, or if the tutor is isolating, the lesson may be delivered from their home.

## HMS Safeguarding Online Tuition

### Recommendations to parents

- All arrangements must be made through parent email contacts (not student email contacts).
- Online contact is to be used for lessons only and not for other contact.
- Students should dress appropriately, as they would in a face to face music lesson (but school uniform is not necessary)
- Online lessons should take place in a suitable environment e.g. living room, study, kitchen with appropriate 'background'
- We strongly recommend that parents remain in the room during the lesson, although this may not always be possible or desirable. In all cases, parents should be fully informed that the lesson is

taking place and supervise lessons either in person, by being nearby in the house, or digitally by joining the e-lesson. During online tuition sessions, safeguarding is the responsibility of the parent/carer and any concerns should be reported to school immediately.

- It is highly recommended that you use headphones during lessons. This will solve all sorts of technical issues such as feedback. This is also useful for helping students to focus on the lesson, rather than other background distractions.

### **Recommendations to Teachers**

- Use a dedicated professional email address for contacting parents and for creating a Zoom (or similar) account. We suggest using Gmail or a similar provider to create an email address such as: john.smith.music@gmail.com and syncing this address to their existing email apps
- Use only parent/carer contact emails for communication.
- Not communicate with students via social media platforms such as: chat rooms, gaming apps, messaging apps, text messages, and personal email or phone
- Use a business-like profile picture and establish a serious and professional manner
- Emphasise to students and their parents that any online arrangement is to be used for lessons only and not for other contact
- Dress smartly when teaching and use a neutral background. It may be necessary to widen the frame depending on instrument, so take care that the frame is well-chosen and appropriate
- Not allow students to wear excessively informal attire or present against a messy background. If this happens, terminate the call, and communicate the reason afterwards. The same applies if a student behaves inappropriately. It may be necessary to take further action if this happens, just as one would with a face-to-face lesson
- Ensure that the student is not participating in the online session in their bedroom (or any other bedroom)
- Not film any session without prior, written consent of the parent/carer
- Not share online / via social media any video footage
- Not take screen shots
- Encourage parents to remain in the room during the lesson. In all cases, parents should be fully informed of the time and date that the lesson is taking place and supervise lessons either in person, by being nearby in the house, or digitally by joining the e-lesson
- Use headphones wherever possible. This will solve many technical issues such as feedback
- Encourage students to use headphones when participating in e-lessons. This is useful for helping students to focus on the lesson, rather than other background distractions
- Exercise patience- If more than one person speaks at a time, Zoom will choose who to prioritise and the other sounds get blocked out. Take it in turns to talk/play. Try and do as much non-verbal communication as possible
- Experiment with their teaching approach, trialling it with a suitable student wherever possible to test out both the technology and their teaching before using it more widely

### **Concerns**

Should you have any safeguarding concerns during or after a lesson, please report this immediately to Haringey Music Service.