22nd April 2020

**Important Documents**

In conjunction with this document please also read the following which can all be found on our website: <https://www.bedsmusic.coop/f-a-q-s-1>

Privacy Policy & GDPR

Terms & Conditions

Data Protection

**Number of Lessons and Lesson Lengths**

At present we have no indication of when schools / educational settings will return to normal service. However we are aiming to deliver 12 sessions between now and the beginning of September. We also appreciate that for both the learners and you that timetabling will have to be really flexible and you may have to diversify away from standard groupings. Do everything you possibly can to provide the best educational experience.

**Get Ready**

Familiarise yourself with our Online/Distance Learning Policies and Guidance for Parents, Guardians and Learners.

The Coop’s preferred delivery is Google Hangouts. Install Google Chrome onto your computer or ipad, if you don’t have this already. Just search for Google Chrome Download – it’s FREE. However, if you use a different platform such as Skype, Zoom etc. be sure to log in with your Coop credentials in order to protect your personal details.

<https://www.google.com/chrome/>

Further guidance on Google Hangouts set up can be accessed here: <https://drive.google.com/drive/folders/14z_BQB4Vwr_RZyBRYb1q3Iau18Fcjevu>

**Connectivity Check**

Do connect with a colleague of friend first to iron out any tech issues. If you are struggling, Georgina is a whizz at sorting these things out, she will help you. If you are having problems try these things first:

* Move your PC/device closer to the router (if you’re far away the wi-fi signal isn’t as strong). Or use a network cable to connect your computer to the router.
* Checking that other people in the house aren’t using the internet at the same time (e.g. streaming video or TV).
* Test the speed of the internet connection, for example, here: <https://www.speedtest.net>
* If there is a temporary problem with your line, you can contact your service provider to ask them to check faults on the line.

**Inviting your pupils to lessons**

You can’t beat the personal touch. Contact your parents to let them know lessons can continue, they will be thrilled to hear from you! Parents will need to complete the online lesson parental consent form ASAP, this will be sent directly to all parents from the office.

**Prepare your teaching space**

The space should be somewhere:

* With room to play your instrument, and to set up your laptop/PC/phone.
* Where you can focus and that isn’t noisy (e.g. not with a washing machine or a TV or other people coming and going).
* That has a neutral background, do not have on display anything that reveals personal information about yourself or your family.
* Within earshot of a parent, carer or responsible adult (to help sort out practical difficulties, or if the internet connection drops, or if the learner is uncomfortable about anything).
* That isn’t an inappropriate place that you wouldn’t invite teachers and other students into (like a bedroom).

**Keeping Safe**

There are some other things to think about as lessons will be taking place in the informal space of people’s homes rather than the more “professional” setting of a school. It is important for the learning experience and for learners’ safety that the same behaviour is expected in online lessons that would be expected at school.

**Responsible behaviour and dress**

Just as in a school or other face-to-face lesson, teachers should:

* Dress appropriately
* Be punctual, start and stop the lesson on time
* Not take phone calls, message others or use devices that aren’t needed other than that for learning.
* Close down browsers or apps to reduce the risk of inappropriate content being visible to other learners.
* Not take screenshots or record video of sessions (as in schools, written permissions are needed to take photos or video of children and young people).

**Chat or instant messaging**

Chat is available in Google Hangouts. This can be useful as part of the teaching interaction or for sharing teaching resources (e.g. links to music websites or video tutorials) but there are also risks for students:

* Becoming distracted by chat.
* Sharing personal information such as phone numbers or social media accounts.
* Using inappropriate language (such as swearing) or bullying.

Students will be reminded to only use chat when directed to by the teacher and that the same standards of behaviour are expected during online lessons as would be expected in school. If any behaviour becomes a distraction for other students and isn’t stopped then the teacher will remove the student from the session and contact the parent/carer to explain.

**File Sharing**

File sharing by students is not available in Google Hangouts, but teachers can share attachments in sessions (for example PDFs of music for students to learn).

**If you (or the learner) have any concerns……**

Ask a parent/carer or responsible adult to stay within earshot of the child during the online lesson. Do let students know that if they have any concerns during the lesson they should ask the parent/carer for help. This could include for example:

* Technical issues with the computer or internet connection.
* Practical issues, such as arranging the appropriate space to play their instrument.
* Other issues, such as not being comfortable with what is happening in a lesson.
* Tuning or other problems with the instrument.

Parents will be sent the Online/Distance Learning Guidance. Any concerns can be addressed to the Coop’s Designated Safeguarding Leads.

**And if you have any concerns……**

If you feel a student isn’t following the kind of behaviour expected in a school environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example) then stop the lesson for that learner and contact the parent or carer later to explain and to help resolve any issues.

This can be a wholly positive experience for both teacher and pupils and with a little bit of practice will successfully keep our pupils engaged and motivated during periods of social distancing.