

Temporary SFE Music Service Lessons - Online Memorandum of Understanding

Please read the following as this outlines the expectations for our online instrumental and vocal lessons. We ask that you confirm these with your instrumental/vocal teacher before the lessons commence.

- These temporary measures are only in place whilst schools and educational venues are closed, due to COVID-19.
- Online lessons will take place on the Office 365 platform, using the Meetings function of the (free) Teams App, available for iOS, Android and PC/Laptop devices – search for Microsoft Teams.
- The App must be downloaded onto a suitable device and used by a parent/carer, using the adult's email account.
- Weekly lessons will be offered during term time, reflecting the equivalent of Music Service's commitment to 33 lessons in a calendar year.
- Online lesson times must be at a time agreed with the Teacher (via phone or email). These will be between 9.00am and 5.00pm Monday to Friday. Lessons may be arranged outside of these hours at the discretion of the Music Service teacher.
- Once schools re-open, the pupils will revert to their normal face to face time slots.
- Length of lessons will vary but will not be less than the equivalent lesson in school. Group lessons will be replaced by 1:1 lessons, which may be a little shorter than the original shared lesson.
- Parents must give a minimum of 24 hours' notice (email to your teacher) for any changes or cancellations.
- The date of the next lesson will be in your Teams App Calendar.
- Lessons should be only scheduled with the consent of a parent/carer.
- If there are any child protection concerns you should contact one of the Music Service's Designated Safeguarding Leads:
Paul Douglas paul.douglas@servicesforeducation.co.uk
Adam Hickman adam.hickman@servicesforeducation.co.uk
Charlotte Buxton charlotte.buxton@servicesforeducation.co.uk
Stuart Birnie stuart.birnie@servicesforeducation.co.uk
- An appropriate communal household space should be used for the lesson, such as a living room.
- If the pupil is a child of primary school age, an adult should accept and acknowledge the video call and be present at all times (the adult does not have to be completely in shot), and then end the call.
- If the pupil is a child of secondary school age, an adult should accept and acknowledge the video call.
- SFE Music Service staff have been advised not to continue with the lesson if there is no adult present in the home, or the lesson is taking place in an unsuitable room.
- Consent from an adult is required to audio record part of a session for assessment purposes and will be requested prior to recording.
- A named nominated senior leader from the Music Service will be invited to join the lesson to observe as part of our programme of Quality Assurance measures.
- Pupil progress will be tracked, and pupils are still expected to complete practice diary entries.