

E-Swansea Music Online Learning Guidelines for Parents and Pupils

E-Swansea Music 'live online lesson club' plan, which will involve:

1. Week 1 - Each pupil will receive a 30-minute 'live online' lesson delivered every three weeks
2. Weeks 2 & 3 - Pupils will be signposted to the specific E-Trad 'bitesize' recorded lessons to support the 'live online lessons', which can be found on Swansea Music's page on Swansea Virtual School or Swansea music's social media pages:
 - <https://swanseavirtualschool.org/smu/>
 - Facebook: Cerdd Abertawe-Swansea Music
 - Twitter: @swanseamusic1

Parental consent should be completed before the Swansea Music Teacher is able to contact the parent/carer to arrange or conduct the instrumental/vocal 'live online' lesson. Click [here](#) to view the parental consent form

Please adhere to the following guidelines during online lessons:

1. Adhere to the Swansea Music's Acceptable Use policy and Digital Safety during COVID -19 – Online Lessons. A copy of the policy can be found below

[Click here to view Acceptable Use Policy Online for Parents and Pupils June 2020 - E-Swansea Music](#)
[Click here to view Digital safety during COVID-19](#)

2. Select a suitable, neutral location for your lesson, such as a living room or dining room, this should **not** be a bedroom. Please select an area with as few distractions as possible, select a place where the background is neutral and not displaying lots of personal items.
3. Digital devices should be set to blur backgrounds or use background pictures so that the inside of the home is not seen.
4. Pupils' behaviour and dress must be appropriate at all times. Pupils should be dressed in normal day wear attire (pyjamas are not permitted). Pupils are not required to wear school uniform. If pupils are not suitably dressed or if any behaviour is inappropriate, staff will end the online lesson immediately then email parents to inform them of the reason for this.
5. For pupils aged 14 and under, consent will be provided by parents/carers and should be present in the room for the duration of the lesson. Pupils aged 14 years' old and over can give their own consent. Parents/carers are required to be present in the room if the lesson is provided on a 'one-to-one' basis or the session is a group and one teacher session. Otherwise, pupils aged 14 years' old and over attending a

lesson with two teachers present can be unaccompanied. Nevertheless, it is recommended that a parent/carer will be present or close by, where feasible.

Sessions are recorded with the sole purpose of safeguarding pupils and teachers.

6. Please join your lesson on time - a calendar invite will have been sent to your child's Hwb email to set the dates/times of the Microsoft TEAMS 30-minute lesson. Please accept this invitation to enable your child to join their TEAM and access their lessons. Please join the Hwb lesson on Microsoft TEAMS at the time stated and the teacher will be alerted that you are waiting.

If for example the lesson is scheduled at 9:00am, from 9:00am-9:10am pupils and the accompanying parent, should be set-up and ready with their instrument, music stand and pencil, to start the lesson at 9:10am promptly.

7. Take the time to check that all equipment is working, and you know how to use it well in advance of the lesson. The cameras on phones are normally better than built in webcams on laptops. Backgrounds must be blurred, or a background picture should be used. Pupils are to start the lesson with sound and camera off. The teacher will inform pupils when to turn the sound and camera on. During the lesson pupils will be asked to turn their sound off when playing/singing. Pupils will end the lesson with the camera and sound on.

The teacher and support teacher will start the lesson with sound on and camera off and then turn their cameras on to join pupils at the same time. During the lesson the support teacher will turn their camera off. **All pupils, teacher and support teacher will end the lesson with their sound and cameras on.**

8. All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and pupils should communicate as is normally appropriate in a lesson at school. A set of engagement and behaviour rules will be shared with pupils at a pre-session/start of the lesson, where the teacher will go through the ground rules and features to use in Teams, such as:

- Expectations of behaviour (reminding the pupil that the session is recorded for safeguarding purposes and a parent/guardian need to be close by)
- The pupil's background must be blurred or using a background picture.
- The pupil should be in a location where it is unlikely to be disturbed by intrusive events and noises.
- Pupils are to start the lesson with sound and camera off. The teacher will inform pupils when to turn the sound and camera on. During the lesson pupils will be asked to turn their sound off when playing/singing. Pupils will end the lesson with the camera and sound on.
- The teacher and support teacher will start the lesson with sound on and camera off and then turn their cameras on to join pupils at the same time. During the lesson the support teacher will turn their camera off. **All pupils, teacher and support teacher will end the lesson with their sound and cameras on.**
- How to ask questions – open discussion/chat/hand up feature – depending on lesson etc.
- Sanctions – sessions will be stopped if behaviour rules are broken etc.

9. The teacher will take a register and keep notes as you go along and send these via email, using Hwb/.gov wherever possible, after the lesson is over. You may want to copy these up into your practice book for continuity.

General Online Guidance

1. Please be patient
2. Make sure you have made yourself familiar with the software beforehand and understand how it works
3. Ideally ensure your device is plugged in to a power source when in use
4. Please ensure you have your instrument, music books, pencil and music stand set up in advance, just as you would do in a normal lesson.