

Remote Music Centre activities: Guidance for parents

The following guidance is in addition to existing policy and does not replace any existing safeguarding guidance or student code of conduct.

- Remote sessions will be delivered via Zoom for Education. Please note that tutors are not permitted to use any other software for the purpose of delivering Music Service lessons or activities.
- Meeting invitations/codes and passwords for sessions will be sent to parents and guardians in advance, upon return of the Consent form.
- These invitations/codes and passwords **must not** be shared with others.
- Parents should be aware that the microphone on the home computer can be switched on & off by the tutor during the session.
- A parent or guardian must be present at the beginning of the of the meeting and remain in earshot for the remainder of the session. For younger students it may be necessary to supervise the session, especially if they are likely to need help with their instrument and/or staying focused.
- If a parent or guardian does not 'check in' at the beginning of the meeting, the connection will be terminated by the tutor.
- Students must present appropriately, in clothes suitable in which to be seen in public, e.g. not their pyjamas.
- Ensure that the background is appropriate: without anything too personal or potentially offensive in the background, and in a communal area of the house (e.g. not in bedrooms).
- If a student is presented inappropriately, either in dress or location, the tutor will terminate the connection.
- Tutors and students must not share personal contact details with one another.
- Sessions **must not** be recorded or screenshotted. The usual safeguarding rules apply regarding the use of photographs and video footage of minors.

Some practical considerations:

- You can use most electronic communication devices for the session. A laptop is easiest to position but, a tablet or smartphone will also work.
- Make sure the device is positioned so that the student has enough space around them. They may need to step back so that their instrument will fit in the frame with them!
- Try to avoid spaces with a lot of background noise (washing machines, televisions, noisy family members!).
- There are ways to improve the sound quality on Zoom: tutors will advise on this.