

Making young lives musical.



Online and Distance Learning Guidance for BEAT Staff

The Covid 19 pandemic has resulted in school closures and changes in BEAT's working practices. BEAT will be offering online lessons in place of lessons in schools. During these troubling times, we believe that it is vital to provide our young people in Barnet with some structure and sense of normality, as well as high quality musical education.

The platform we have decided to use is Zoom. Using Zoom means that the parents and students do not have direct contact with staff outside the lesson as the meeting room shuts afterwards. It also has the advantage of being easy to access for first time users. You can send parents a link via email and they can join you by clicking it. The first time, they'll have to register with the platform but the process is straightforward. There is also the option of enabling waiting room, this will allow you to see when your student has logged on.

There are some things to bear in mind when using this new mode of teaching and learning:

- 1. Online tuition creates new challenges for safeguarding which need to be taken into account by all concerned. Please adhere to the guidelines below at all times.**
- 2. Communicating online will, at first, be an unfamiliar mode of engagement between student and teacher. Many aspects of 1-1 teaching translate very well into this new context, but there are certain adjustments which will make the situation work better. These are outlined below.**

1. Guidelines to safeguard students, teachers and families

Do...

- **Only use a parent/carer email and your own official BEAT email** to make contact.
- **Respect personal boundaries.** The online learning environment should respect the same boundaries as the classroom in our schools and academies.
- Insist on having a **parent/carer present and visible at the beginning and end** of the lesson, and **within earshot at all times**. If you have reason to believe a parent/carer is not within earshot, end the lesson immediately.
- **Dress smartly.**
- Ensure the **waiting room** feature is switched on.
- **Lock** the meeting room once your session has started.
- **Use a neutral background.** It may be necessary to widen the frame depending on your instrument, so take care that the frame is well chosen and appropriate. Ensure no personal or inappropriate information is in shot (phone numbers, beds, adult material).

Tel: **0208 959 4111**
www.beatrust.org.uk

Dollis Primary School
Pursley Road
London NW7 2BU



BARNET EDUCATION ARTS TRUST
BARNET MUSIC HUB

Registered charity number **1150174**
Registered company number **8310735**

Making young lives musical.



- **Keep to the allotted lesson time.** Lessons should operate to a timetable as they would in schools/academies. Parents have been told that they will forfeit the lesson if they miss their allotted slot.
- **Arrange a time to make up a lesson** if you are unavailable at the allotted lesson time
- **Arrange a time to complete a lesson** if it is terminated due to technical issues
- **make a written record** of every online lesson you deliver on the sheet provided
- **Immediately notify the BEAT office of all unusual situations** to avoid accusations of impropriety, and where possible to seek approval in advance.
- **End the lesson immediately** if at any point you feel uncomfortable.

Don't...

- **ever give out a private email** (even if this is an email address you use professionally; it is not just about protecting your data, but also about the safeguarding environment of the email platform), **or mobile number, or accept a student's private email address.**
- **Make private arrangements** for face-to-face meetings outside the pre-arranged lesson slot.
- **Allow a video chat to take place without a parent or carer being present** at the beginning of the lesson. If you have reason to believe a parent/carer is not within earshot, end the lesson immediately.
- **record** any of the online lesson
- **Allow parents to engage you in conversation after the lesson;** they have been asked not to do this.

2. Guidelines to help online instrumental tuition work better

Setting up for your lesson:

- Avoid **unhelpful lighting.** Bright lights behind you put you in shadow; lighting from below can look creepy.
- Avoid **distracting clutter** around you.
- **Wear something that makes you/your instrument easy to see** eg. a black outfit in front of a black wall whilst holding a black clarinet is not ideal!
- **Check the framing;** when you sit or stand in the place you plan to be for the lesson, ensure that the student can see you and your instrument as you speak and play. It's frustrating trying to understand someone when they are half out of the screen!
- **Wear headphones;** this will enable you to hear your students better.

In your lesson:

Tel: 0208 959 4111
www.beatrust.org.uk

Dollis Primary School
Pursley Road
London NW7 2BU



BARNET EDUCATION ARTS TRUST
BARNET MUSIC HUB

Registered charity number **1150174**
Registered company number **8310735**

Making young lives musical.

- **Please be aware there will be a time delay between you and the student.** This means you can't play together with a student as you might in a normal lesson. Remember to always speak clearly and not too fast. Responding too quickly or interrupting the teacher can make a conversation hectic and hard to understand, and may require everything to be repeated.
- **It may be necessary for the teacher to send resources or backing tracks/sheet music.** There is the facility for you to place a link in the chat box, or email some sheet music, and the student can begin making use of these materials while you're still online with them. In some instances you can share your screen with students and show them something you're your own computer, such as music, a video, or an internet link.

As we teach 1:1 for most of our teaching life, this should not feel too different, but you may need to adapt some aspects of your teaching approach. If there is time, you may wish to trial it with a suitable student, to test out both the technology and your teaching methods in this new context, before using it more widely.

Inevitably, as we have been forced to adopt this new mode of teaching quickly in response to the current crisis, it is a learning process for everyone. It is also inevitable that there will be an explosion of information, ideas and resources in this space worldwide in the coming months. We are planning to develop extra resources to help you; please talk to your line manager about any particular needs that come up.

In the meantime, the following resources may be helpful:

<https://www.nymaz.org.uk/> have been developing policy and practice in the online teaching space for some time, and there is a lot of useful information on their website

<https://www.musicalorbit.com/news/top-tips-for-teaching-online> Musical Orbit is an agency specialising in online tuition.

Document History

Date	Reason for Change	Change Controller
May 2020	New Document	Sharon Broughall

Making young lives musical.



Signed *H.K. Bawa* Chair of Trustees

Date 19 June 2020

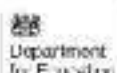
Signed *S. Brynfield* Chief Executive

Date 19 June 2020

Tel: **0208 959 4111**
www.beatrust.org.uk

Dollis Primary School
Pursley Road
London NW7 2BU

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

BARNET EDUCATION ARTS TRUST
BARNET MUSIC HUB

Registered charity number **1150174**
Registered company number **8310735**