



Newham Music Online Learning: Expectations and Guidance for Schools

Last updated 7th May 2020

Learning online is a good way to help learners continue to enjoy the many benefits of music education when it is not possible for music education leaders and/or students to attend school. Although it is not the same as face-to-face music activities or lessons, online teaching is still very effective for learning.

Newham Music is committed to offering music education regardless of the circumstances, and the lockdown has provided us with the perfect opportunity to develop a high-quality online provision. We are happy to confirm that we are delivering online lessons for the summer term!

We understand that schools across the borough are dealing with this situation in individual ways and so we know we need to be flexible in how we provide a service during this time. This means working across multiple hosting platforms in order to reach as many children and young people as possible and to deliver:

- 1-2-1 and Small Group lessons for pupils at home e.g. instrumental lessons
- 1-2-1 and Small Group lessons for pupils in school
- Large Group lessons for pupils in schools e.g. Whole Class General Musicianship
- Group lessons across multiple locations e.g. Newham Grooves Ensembles, Studio Sessions
- Pre-recorded learning and performance opportunities

We are very clear that safeguarding is our highest priority when developing any new service and to this end, we have made the decision to use [MusicTutors.co.uk](https://www.musictutors.co.uk), for all of our instrumental tuition (IT). MusicTutors is a secure online classroom with in-built safeguarding features. We believe that it will allow us to offer the highest-quality online lessons coupled with the highest-quality safeguarding that we can provide.

The benefits for schools and pupils are:

- Secure accounts with in-built safeguarding features
- In-built communication system
- Clear record of what lessons have taken place

- Technical and "how-to" support through text and video walk-throughs.
- No extra cost – we are providing the online platform for you as part of our contract for the 19/20 Academic year.

It's a requirement that all Newham Music Teachers receive training before using online platforms and continue to receive ongoing support. Our policy and working practices are detailed in the "Online Teaching: Expectations and Guidance for Newham Music Teachers (May 2020)" document.

Setting up lessons

Newham Music will need to work closely with schools in order to set up lessons. Whilst the work will be covered by your existing agreements with us, we are very clear that several points will need to be covered in writing, including; School Agreement, Parental Consent, Platform Confirmation, Safeguarding Agreement.

NB. If this is a new provision, schools will receive the standard NM contract in addition to all of the following forms and agreements.

School Agreement: Newham Music will provide the school with email confirmation of how the existing provision is being adapted for online delivery.

Parental Consent: Newham Music will ask schools to confirm that all pupils who will access the online learning have permission to do so. Schools must confirm that:

- a) They have obtained parental consent for every child involved in the lessons to these lessons to take part or;
- b) These lessons and pupils' participation are permissible through existing agreements between school and parents/carers

Platform Confirmation: We will need confirmation from the school as to who is responsible for hosting the online session and providing access by sending out links and or logins to pupils and teachers.

Safeguarding Agreement: Following on from the *Platform Confirmation*, the responsibility for various aspects of safeguarding the lesson will sit with either Newham Music or the school, depending on who is hosting the lesson. This will be made clear in writing ahead of lessons starting. This does not in any way excuse the other party from their safeguarding responsibilities, but is for the purposes of clarity when dealing with any allegations/disclosures/incidents.

Final Confirmation: Newham Music will send a final email confirming all of the above and will also provide the new schedule and start date.

School Responsibilities and Required Actions

This section contains a series of instructions, based on the various permutations that will apply to the lessons.

Lesson type 1

<i>Lesson Type</i>	<i>Setting</i>	<i>Payment</i>
1-2-1 and Small Group Instrumental	Home or school	Parental Billing

If parents pay Newham Music directly for instrumental lessons in your school, there is very little for schools to do. The existing agreement is between parent and Newham Music so we will contact them directly to enquire about setting up lessons. We will provide you with a list of which pupils do and don't take up the offer.

Lesson type 2

<i>Lesson Type</i>	<i>Setting</i>	<i>Payment</i>
1-2-1 and Small Group Instrumental	Home	School Billing

If the school covers the whole cost of instrumental tuition, we will need to liaise with you in order to set up lessons as we do not have contact details for parents. The school will need to work with our teacher in order to establish suitable timetables for pupils. We recommend that these occur at regular weekly time slots and where possible, matching the current schedule of the teacher. However, we are happy for schools and teachers to reach an alternative agreement. However, rescheduling lessons is a very time-consuming administrative task and so **we ask that careful thought is given to the weekly schedule that schools request.**

Each lesson time will have its own individual login that multiple students can access simultaneously. Schools/Music Coordinators will need to ensure that the correct details have been sent to pupils ahead of their lesson so that they can access it.

As an example;

3 pupils per cello lesson on Fridays at 10:30. Schools will send out the login details for this lesson to pupils 1,2,3 in advance of the lesson.

Username: 1030fridaycello@domainname.co.uk

Password xxxxxxxx

The expectation is then on the pupil to access this lesson from home. Schools can have a designated person to sit in on the lesson if they want to assess the lesson quality or safeguarding.

In line with our safeguarding guidelines, parents will have to ensure that all pupils adhere to the guidelines around the learning environment. These measures should be in place before the lesson starts to ensure that all pupils have a high-quality experience.

Lesson type 3

<i>Lesson Type</i>	<i>Setting</i>	<i>Payment</i>
1-2-1 and Small Group Instrumental	School	School Billing

As with “1-2-1 and Small Group Home-based Lessons”, this will be delivered via the MusicTutors platform. If all the pupils who will be attending the lesson are in school for the lesson, these pupils should be in a room together along with a supervising adult. In this case, the school will need to provide access to the lesson via one login and an in-house device. The lesson will be run by the Newham Music Teacher with the supervising adult in attendance.

Lesson type 4

<i>Lesson Type</i>	<i>Setting</i>	<i>Payment</i>
1-2-1 and Small Group Instrumental	Mix of School and Home	School Billing

This will be delivered via the MusicTutors.co.uk platform.

For children in school: Schools and Pupils follow the guidance laid out in *Lesson Type 3*.

For children at home: School and pupils follow the advice laid out in *Lesson Type 2*.

Lesson type 5

<i>Lesson Type</i>	<i>Setting</i>	<i>Payment</i>
Large Group Teaching	Mix of School and Home	School Billing

When dealing with Large Group teaching, Newham Music have taken the decision to deliver this through Zoom.

If Newham Music are responsible for running the session, we will provide scheduling details and access details to School Teachers ahead of the session for schools to send out to parents and carers. Teachers will access the classroom ahead of the lesson starting to ensure that the Online Learning Environment is safe and functioning. If schools are responsible, we would expect that the relevant

details are shared with our teachers well in advance of the lesson so that the teacher is able to speak with the designated admin from the school and double-check the Online Learning Environment.

Safeguarding

This document should be read in conjunction with [Newham Music's Online Learning: Expectations for NM Teachers](#) which looks in detail at the Safeguarding around Online Learning and provides Schools, Teachers, Pupils and Parents/Carers with a clear idea of what they should expect from Newham Music. It also looks at some of the common problems that arise when delivering Online Teaching and identifies solutions for dealing with them.

As stated above, we will confirm in advance of any provision starting, *who* is responsible for hosting lessons and who will have overall safeguarding responsibility for the lesson. For any questions regarding Safeguarding, please contact:

DSL: julie.sharpe@newham-music.org.uk

Deputy DSL: chris.buglass@newham-music.org.uk

You can find Newham Music's overarching Safeguarding Policy [here](#).

Communication

Lessons will be set up via the Newham Music Office. Please note that the MusicTutors.co.uk platform provides an in-built communication tool that provides a direct line to teachers. Whilst parents and school teachers will be able to access the online account, this will be for the purposes of taking the lesson only. Parents or School staff must not use it to contact teachers or to schedule any lessons outside of what has already been scheduled by Newham Music. It is important to point out that in the case of group lessons delivered on this platform, a login is shared by multiple users and so the communication will not be *secure*.

For technical support with the MusicTutors.co.uk platform, please contact:

tom.baynton@newham-music.org.uk

For any feedback on lessons or queries about the Online Learning process please contact:

nicola.williams@newham-music.org.uk or;

lee.mcclellan@newham-music.org.uk

If there is a specific question for teachers, the team will pass these directly to the teachers and will also reply on their behalf.

Schools must:

- Work with Newham Music to return requested information as quickly as possible, including; School Agreement, Parental Consent, Platform Confirmation, Safeguarding Agreement. This will ensure that lessons can be held as soon as possible
- Only teach a remote lesson if they are well enough to work in a usual face to face lesson
- Provide a suitable teaching environment if lessons are taking place in schools
- Ensure that the camera and audio has been set up appropriately
- **Only use the online teaching platforms agreed in advance with the Newham Music Office**
- Not use the MusicTutors.co.uk platform to communicate with teachers, or encourage parents to do so
- Not record any aspect of any online lesson without the express permission of Newham Music
- Share any safeguarding or other concerns with the Safeguarding Leadership Team
- Ensure that all **school** lessons must be timetabled during the normal working hours through Nicola Williams
- Only record lessons if consent has been obtained from the appropriate adult in writing by the Newham Music office
- Advise students and pupils at the beginning of the lesson (if not before) when another teacher or member of the school manager team is planning to drop in on lessons as part of our ongoing training and monitoring. Newham Music will endeavour to do the same
- Not use any videos produced for them them by NM teachers for any other purposes than that for which they are provided