



Inspire
Culture | Learning | Libraries

Online Teaching Guidance for Parents

INSPIRE MUSIC

Online Platform

Zoom (www.zoom.us) is the online platform that Inspire Music will be using to teach all online video lessons.

1. You do not need to have a Zoom account to access lessons as a meeting link will be emailed to a parent/carer's email address which you then click to access the lesson.
2. You can sign up for a free basic Zoom account with your email address. Turn off optional cookies and in my personal information click 'do not sell'.
3. Ensure that you have an appropriate profile picture on your account.
4. The recommended equipment needed for an online lesson is:
 - A PC/Laptop, iPad/tablet that can run Zoom (an app may need to be downloaded if using an iPad/tablet) with a webcam and microphone
 - A desk/table for your laptop/PC or tablet
 - Music stand
 - Good power supply
 - Pencil
 - Minimum 2 mbps broadband speed

Safeguarding

1. All Inspire Music teachers have completed online teaching training as part of their ongoing safeguarding training and have an enhanced DBS clearance.
2. During the COVID-19 period, lessons will be taught from a teacher's home.
3. The Department for Education's statutory guidance [Keeping Children Safe in Education](#) obliges schools and colleges in England to "*ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or college's IT system*"; however, schools will need to "*be careful that 'over blocking' does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.*" UK Safer Internet Centre, <https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring/appropriate-monitoring>

4. Arrangement of each lesson will be made with the parent/carer and not the student. This is up to and including Year 13 students. Confirmation of lessons will be sent by email to the parent/carer.
5. There shall be no direct communications outside of the lesson between the teacher and student. Any necessary communications will be made with the parent/carer.
6. As is expected in school lessons, smart appropriate clothing is required of both the teacher and student. Teachers, students and parent/carers should feel confident that they can stop the lesson if they feel that clothing is inappropriate or does not meet expectations for the lesson.
7. A neutral, plain background in an appropriate room (not a bedroom) should be used for both the teacher and student as this is now the educational setting. Teachers, students or parent/carers can stop the lesson if they feel the setting is inappropriate and does not meet expectations.
8. We recommend a parent/carer is available to answer the Zoom call at the start and end of the lesson for under 16s.
9. We welcome parent/carers to see how the lessons work and what is happening. We ask that parent/carers should be within earshot and/or in sight of the lesson at all times without the student being necessarily aware that you are there.
10. All lessons will be recorded and archived confidentially for the safeguarding of both the teacher and the student. Recordings will only be accessed if an issue is raised by either student, parent/carer or teacher.
11. Inspire Music will have access to a teacher's calendar so that we are aware of which student our staff will be teaching and when.
12. Safeguarding issues or complaints should be raised with Inspire Music either by Email: imt@inspireculture.org.uk or Tel: 0115 977 3287.

Lesson Content

1. Lessons will follow a similar structure to face-to-face lessons. However, playing at the same time will not be possible and there will be a delay in speaking and playing. Teachers will help the student to start playing by counting them in (allowing for a delay in them starting to play) or ask them to count themselves in.
2. If the teacher is using backing tracks, they will ensure that the student has a copy of the track before the lessons. If possible, please ensure that there is appropriate equipment to play it on whilst in the lesson (a separate music player and speaker if possible).
3. The learning objectives will be set at the start of the lesson and recapped at the end as would happen in a face to face lesson.
4. Please check your own camera view of what your teacher will see and ensure that it is appropriate.
5. The teacher will frame what the student needs to see so try using both close up and wider views so that they get the most out of the lesson.
6. Please ensure everything is ready in the room for the lesson:
 - Music books
 - Practice Diary
 - Instrument set up and tuned
7. Lesson time can be increased if the student can set up their instrument and warm-up before connecting, with parent/carer help if needed. This can be demonstrated in the first lesson with the teacher if required.

Lesson cancellation

1. If the teacher is unable to provide a lesson at the agreed time, they will contact the parent/carer as soon as they are aware of this. The lesson will be rearranged and, if necessary, a different teacher may be used to ensure this happens.
2. If the student is unable to attend the lesson, the parent/carer should inform the teacher as soon as they can. The teacher will try to find an alternative time but please be aware that this may not always be possible.

Troubleshooting Problems

1. Try using Zoom before your first lesson to get used to the features of the platform. Help is available if needed, please get in touch with us.
2. If the lesson is not going as planned due to connection issues the teacher may stop the lesson and try to reschedule with the parent/carer for another time (the teacher will continue to fix any issues with connection for the first 5 minutes of the lesson before rescheduling).

Should you wish to contact the Inspire Music team, please email imt@inspireculture.org.uk or Tel: 0115 977 3287 (Monday to Friday 9-5pm).