



Music Partnership North Newcastle Remote Ensembles Policy September 2020

In order to provide continuity of ensembles for our young people in Newcastle **Music Partnership North (MPN) Newcastle (Music Service)** is supporting the delivery of ensembles online during the period of social distancing in lieu of ensembles taking place in schools

Music Partnership North Newcastle tutors will use Zoom to deliver live ensembles via the internet.

Terms & Conditions

The normal **Music Partnership North Newcastle** Terms & Conditions apply. Parents register a place for the ensemble and a link for the session will be sent to the registered email address

Music Partnership North Newcastle reserves the right to update this guidance at any point.

Setting up the Zoom Sessions – Instructions for Parents

- **Music Partnership North Newcastle Office will** arrange times for the ensemble session. They will set up a zoom meeting at the specified time which will generate a link for parents to access and join zoom meeting on behalf of their son or daughter. If MPN Teachers have parents email addresses, they can invite them to join the meeting, and parents will receive an email confirming this. As ensembles are delivered through schools, the expected process will be pupils accessing via a link once they have registered for the session. Confirmation of registration and link to sessions will be sent to registered email address.

How will students access online zoom session's?

- Ensemble invitations for zoom sessions will be emailed directly to parents/carers once they have registered for the ensemble or ensembles. This will include the days and times of the ensemble. Where appropriate, the MPN teacher may arrange the ensemble directly with the parent. E.g. change of email address or new starter
- Parents/carers are asked to login for their child. MPN teachers must not be asked to communicate via a child's email address, unless it is a school-based email, or the parent has given written permission for this to be used.
- **Registering for the ensemble will act as confirmation that you have read this and give permission to proceed.**
- All pupils should enter the ensemble with their microphones muted.
- MPN Teachers can mute participants and end the ensemble at any time.

Setting up the system

- All MPN teachers and MPN office will be using secure work email addresses (@newcastle.gov.uk). These are issued and monitored by Newcastle City Council
- When you receive the zoom invitation, click the link to join the session.
- You will be prompted with a choice to download the Desktop App to run the system or you can access via browser with no need to download anything.
- If you have problems with video or feel that you would prefer not to use it, teachers can deliver the ensemble session using audio only.
- If you can't hear and/or see the teacher, click on the screen and a tool bar with audio and video buttons give you the option to turn either on or off.

- Teachers (or other MPN colleagues if required) will try to support and help with any technical issues.

Ensemble Preparation

- Select a suitable room where your child will be undisturbed – this should not be a bedroom if possible. If that is the only available space, please position the camera so that the background is neutral and suitable for an ensemble session.
- Make sure that external noise will not affect the session.
- Check the background e.g. avoid family photos etc. being in the view.
- Pupils must be dressed appropriately in daytime clothing – teachers will not deliver the session if a child is not appropriately dressed. The session will be stopped and the parent/carer will be emailed.
- Ensure there is no bright light source behind your child as this makes it difficult for them to be seen properly.
- Ensure that, if appropriate they have their instrument, music and anything else they need ready before the session starts.
- Remind your children that this is still an ensemble session and they should speak and behave appropriately as they would in a live ensemble session

Ensemble Delivery

- If the MPN teachers are not quite ready, just wait until they start the ensemble connection – when the ensemble teachers are ready you will be admitted into the zoom session.
- Children will need to get used to being quiet whilst a teacher is speaking or playing as the system only allows one direction of audio at any given moment.
- Please be aware that participants can only hear one player at a time.
- Remind children to follow teacher instructions carefully so that the ensemble session runs smoothly. They will get used to it very quickly as digital natives!
- The MPN teachers will end the ensemble and when they have finished the session, and this will automatically end it for the pupil.
- Resources to support the session will usually be uploaded on to the YUMU learning platform for students to access.

Please follow the link and read through how to join a zoom meeting

SAFEGUARDING GUIDELINES FOR MPN Teachers

Student safeguarding is the highest priority during any remotely streamed ensemble session. The following points must be observed to protect both the student and the MPN teacher.

- All sessions must take place at the stated time.
- Instructions as to how to set up an online ensemble can be followed.
- MPN Teachers must not teach an ensemble unless they are healthy to do so.
- MPN Teachers and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- The live ensemble session maybe recorded and uploaded to Zoom so that if any issues were to arise, the video can be reviewed.
- Live ensemble session must be kept to the timetabled length and IT set up will be included within the lesson time.
- Language must always be professional and appropriate, including from any family members who might be in the background.
- MPN teachers must only use their Newcastle.gov.uk email address to communicate with schools and parents

- Newcastle City Council email accounts are only to be used for work relating to MPN Newcastle (Music Service).
- MPN teachers should check that the student is accessing the live stream in a communal room in their house, not in their bedroom. A parent or carer must be present at the start of the ensemble session and remotely monitor the live stream throughout the lesson.
- All ensemble sessions should match, where possible, to the original ensemble session timetables and the Music Service Manager must be invited to attend. A member of the Music Service team may then join that session at any point to monitor what is happening, just like they would if they were observing a lesson.
- MPN teachers must not pass their personal mobile number on to students, only parents/ carers.
- MPN teachers must not share any content over social media.
- MPN teachers should not friend or follow pupils on their personal social media accounts.
- MPN teachers must not accept any offers to do online teaching over webcam / video chats. This leaves them extremely vulnerable from a safeguarding perspective.
- MPN teachers will not accept or offer the opportunity to teach pupils privately outside of the Music Service.
- MPN teachers must report any safeguarding concerns to the Designated Safeguarding Officer (DSO) at the Music Service (Georgina Biddle Senior Specialist Music Service).

GENERAL GUIDELINES FOR REMOTE ENSEMBLES

- MPN teachers must make sure their device / laptop is plugged in, so a power supply is not cut mid-way through a recording.
- Ensure the camera placement is positioned in the correct way for the session.
 - Not too near/far to the camera
 - Showing enough space for the instrument, e.g. with enough space to demonstrate bow hold.
- Check the sound quality is clear, with no interfering background noises.
- MPN teachers must ensure they can accurately describe and discuss techniques that would usually be demonstrated.
- Have resources available and ready to use that will support and enhance the session.
- If appropriate ensure required documents / resources have been emailed to the student's parents and or uploaded onto YUMU

SAFEGUARDING FOR PARENTS

- **Parents must** present themselves at the start of the ensemble session and remain nearby during the online session so that they are able to monitor the conversation.
- **Parents must not** pass the tutor's email address or mobile number on to the student, unless permission is gained via the Music Service manager and the MPN teacher e.g. for practical reasons to set up the session.
- Agree to not share any passwords.
- Will not share or redistribute any content.
- Will share any concerns directly with Music Partnership North Newcastle (Music Service).

Please see below online instructions for accessing a zoom meeting

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>