

Online and Distance Learning: Getting Started

School Instrumental Lessons

Guide for parents/carers and students to follow when participating in 1-1 and small group lessons through online and distance learning.

Setting up the system

- Zoom is a safe and secure end-to-end encrypted system.
- Parents/carers will need to provide students with a suitable device for receiving lessons on. Lessons will require a device that has a working camera and audio functionality.
- Devices will need to have an internet connection.
- All lessons will be scheduled centrally by Portsmouth Music Hub.
- If a student has received lessons in school, the lesson invitation will be sent from the school to the home.
- Each invitation, contains a link which enables the user to join the lesson.
- The user is prompted to download the Zoom Desktop Client app to run the system.
- There is no need to have a Zoom profile to take part in the lessons.
- If there is an issue with using video as part of the online learning, then teachers can deliver the lesson using audio only, although this is less effective.
- All alerts need to be turned off on the device so that they do not interfere with the lesson.
- If there are technical difficulties with accessing the lesson, please contact the Online Learning Administrator at portsmouthmusichub@gmail.com.

Scheduling lessons

- Lessons will be scheduled at the student's normal lesson time in school.
- Each lesson will be set up using the school and student/students' first name(s) as the meeting name.
- If students are initially unable to hear and/or see the teacher, make sure that the audio and video buttons on the bottom left of the screen are turned on.

Lesson Preparation

Ensure that in preparation for each lesson parents/carers have read and followed the guidelines about lesson expectations and conduct in the **Online and Distance Learning Policy: Safeguarding**

Learning Policy: Safeguarding

Before the lesson:

- Ensure the student has their instrument, music, a pencil and notebook and anything else they need ready before the lesson starts.
- If the instrument comes in a case, the student should have their instrument ready.
- Ensure the camera is placed so that the student and teacher can see the instrument properly to monitor posture and technique.

Lesson Delivery

- Students will be placed in the “Waiting Room” at the start of the lesson until the teacher is ready to start the lesson.
- Students need to ensure they join the lesson a couple of minutes before the start time to ensure the lesson commences on time.
- Students are expected to be quiet whilst the teacher is speaking or playing - the teacher is able to “mute” students if they fail to adhere to this.
- Students are expected to behave appropriately and to the same standard as when receiving lessons in school.
- Teachers will wear their Portsmouth Music Hub ID during lessons.
- If taking part in a group lesson, be aware that the teacher can only hear one student at a time. Students must follow teacher instructions carefully to ensure the lesson runs effectively.
- Senior staff from the Music Service may be present for all or part of a lesson to ensure online learning policies are being adhered to and in accordance with Portsmouth Music Service’s quality assurance procedures.
- Teachers may send resources/music/backing tracks via the “Chat” function on Zoom.
- Students must not send inappropriate messages or files. If students send inappropriate messages teachers will immediately end the lesson and Portsmouth Music Service will contact the school.
- The teacher will end the lesson when they have finished teaching. This will automatically end the lesson for all students involved.
- The parent/carer/responsible adult/teacher can end the lesson at any time if anything arises that causes concern. In which case the school will be contacted as per the **Online and Distance Learning Policy: Safeguarding**.

Top Tips

Here are some top tips to use Zoom in the easier and most effective way.

1. Using Zoom on a Laptop tends to give better video results .
2. Ensure, no matter what device your are using, you allow Zoom to access your camera and microphone.
3. If you are using a smartphone make sure the phone is positioned in 'landscape' .
4. In group lessons, it may be useful for the student to mute themselves when not talking, playing or singing to cut out additional background noise.
5. Be yourself and respect others.
6. Ask questions using chat - think before you write.
7. Utilise the "raise your hand" feature if wanting to ask a question live.