**Children, Young People and Families**

Children’s Commissioning Services,

Sheffield Music Hub,

Stadia Technology Park,

60 Shirland Lane, Sheffield, S9 3SP.

E-mail: musichuboperations@sheffield.gov.uk

Website: [www.sheffieldmusichub.org](http://www.sheffieldmusichub.org)

27 Mar 2020

Reference: Online Lessons

Dear parent/carer,

With recent events, we have seen rapid and drastic changes to how people are working, learning and living. We at the Sheffield Music Hub have been working hard behind the scenes to adapt our working model to ensure that there is a continuity in learning for all of the young people we work with. In the coming weeks, we will be rolling out a series of resources, video tuition and live online lessons.

**I am writing to inform you that we will be offering online lessons for some students and to outline some procedures and tips for how we get started.**

**Safeguarding**

Safeguarding is at the forefront of our thinking when exploring new options for lesson delivery. Below is an outline of items to consider when participating in an online learning environment.

* For contact information and information about the Sheffield Music Hub safeguarding policy, please visit <https://www.sheffieldmusichub.org/pages/safeguarding>.
* ***Parent/carer consent to deliver online lessons must be received before lessons can be booked and delivered.*** This can be provided by ticking the box on the application form for lessons.
* Students should **only access lessons on their parent/carer’s account**, students cannot access lessons on their own personal accounts. If at any point it is determined that a student is accessing lessons on their personal accounts, the lesson will be terminated until access is gained through the account of a parent/carer. Students can use their own devices but they **must** be logged into their parent/carer’s account.
* Lessons must only take place in an appropriate space in a room with an open door so that a trusted adult can be within earshot of the lesson . If lessons are taking place in a shared space thought should be given to how others may enter/use the space during the lesson. Everyone in the home setting should be aware that the lesson is taking place and treat the space accordingly and with respect. **A child’s bedroom is NOT considered an appropriate space for a lesson.**
* All lessons are to be scheduled and agreed with the parents/carers in advance. If a parent/carer is not available to be within earshot the lesson will be terminated.
* We will require a check in from the parent/carer at the beginning and end of each session.
* We will not record the lessons nor retain any audio or visual capture of the lesson.
* Obviously 'school uniform' isn’t necessary but students will need to be dressed appropriately for a lesson - i.e. clothes that are suitable for being seen in public. Although this may seem like a more informal setting it is extremely important to remain and look appropriate at all times.

**Getting setup for lessons**

* As we move into a new mode of lesson delivery, we will need to be prepared to be flexible and allow time to establish what will be new routines. Please allow for some adjustment in the first couple of lessons as we get the setup perfected for an online learning environment. This will involve setting up the best angle/positioning of devices as well as establishing clear communications during the lessons.
* All live lessons will be delivered using Zoom. If you haven’t already installed this on your devices, it is available here for Mac/PC (Zoom Client for Meetings) and iOS/Android (Zoom Mobile Apps): <https://zoom.us/download>
* You will receive a link via email for access to lesson bookings. At this point, this will only be used for online learning bookings. Slots will be made available based on the teacher’s regular Mon-Fri teaching schedule on a first come, first served basis.
* You will receive a meeting ID that will allow access to the lesson. While we appreciate that students may be keen, **please do not attempt to log in before your allotted time.**
* Shared lessons are not logistically ideal in an online environment. During this transitional period, all students will be offered individual lesson slots at no additional cost.
* Any learning resources to be shared (sheet music, recordings, etc.) will be passed on via links to a secure Google Drive account.

Thank you in advance for your cooperation and flexibility as we transition to a new mode of musical learning. Please do be in touch should you have any further questions. In the meantime, I look forward to receiving your consent for online lessons

Yours sincerely,

Operations Team

Sheffield Music Hub

 