

Children, Young People and Families  
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08/01/2026

Reference: Online Lessons

Dear Parents/Carers,

In certain circumstances where a lesson cannot be delivered face-to-face your child's teacher may contacts you to arrange for their lesson to take place on Microsoft Teams

**I am writing to outline the necessary procedures for these to take place.**

### **Safeguarding**

Safeguarding is at the forefront of our thinking when setting up online 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](http://www.sheffieldmusichub.org/pages/safeguarding)
- Online lessons can only be organised via a parents / carers email account. Students cannot arrange lessons with Music Leaders on their own personal accounts. Students can use their own devices but the parent must forward the meeting invitation onto their child.
- 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; alternatively, if a parent/, carer is at work they can join the online lesson (with the sound muted if necessary). **A child's bedroom is NOT considered an appropriate space for a 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.

- 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/join online the lesson will be terminated.
- We will require a check in from the parent/carer at the beginning and end of each session. This will be classed as consent from the parent/carer for the online lesson to take place.
- 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**

- All lessons will be delivered using Teams.
- You will receive a link via email with the meeting invitation.
- Shared lessons are not possible so an individual 20 minute lesson (marked as 2 lessons on the register) may be offered instead.

Yours sincerely,

Operations Team  
Sheffield Music Hub



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