



Online Learning Guidelines for BM Teachers

When using communication technologies Berkshire Maestros considers the following as good practice:

1. Familiarise yourself with the Guidelines for Parents and Students including this important rule: For children aged 12 and under, an adult should be present in the room for the duration of the lesson. For children aged 13-15 an adult should be present for the start and end of the lesson and be on hand if needed, but not necessarily in the room. For young people aged 16-18, lessons can be unaccompanied. Berkshire Maestros' online instrumental lessons permission form (accessible [here](#)) must be returned agreeing to these arrangements before online lessons can take place.
2. Staff should only be using the Berkshire Maestros' email service (via SpeedAdmin wherever possible) to communicate with parents.
3. Users need to be aware that email communications may be monitored.
4. Staff must immediately report to their line manager any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
5. Any digital communication between staff and students or parents/carers must be professional in tone and content. These communications must only take place on official, agreed systems. Staff's personal email addresses, text messaging or public chat/social networking programmes must not be used for these communications
6. Staff should be aware of the risks attached to the use of personal details. Please familiarise yourselves with Berkshire Maestros' [Privacy Policy](#) and [Safeguarding](#) documents.
7. When setting up your home video-conferencing location make sure there is nothing in the background that will be either distracting or inappropriate for the audience.
8. Dress appropriately, as if you were going to teach at a school. Please refer to the [Staff Code of Conduct](#) for advice on how staff should present themselves.
9. Please be aware that you must stop lessons immediately if you feel the setting/attire/behaviour of your students does not meet expectations. Please look to our [Safeguarding](#) documents for details of our Safeguarding leads if you have any concerns. You may also find it useful to look at the [Child Exploitation and Online Protection Command](#) website.
10. Make sure anyone you live with is aware you may be hosting lessons from home so distractions will not take place. Ideally, have a room you can lock, or put something outside making it clear you cannot be disturbed. We appreciate that this may be difficult when you are in sole charge of young children. Talk to your line managers or curricular heads to come up with sensible solutions.
11. If you have resources you want to share with students during a video lesson make sure you know where they are on your desktop, they have clear file names and ideally are already uploaded to the relevant resource hub before you start. It is important that no other files are open that could be inadvertently shared, including web pages.
12. Ideally make sure your wi-fi connection is up to scratch before you try hosting a lesson. Use [speedtest.net](#) to see what sort of download and upload speeds you can get.
13. Once you are up and running with a video lesson, try to make sure no other heavy internet use takes place such as downloading or streaming.

14. If you do have a poor wi-fi connection, you may struggle to host, so it's worth considering if there are other locations you could use. If there are none, this is something you should raise with your line manager who will see what can be done to help.
15. If there are several people in your home competing for the wi-fi connection, please liaise with them to arrange agreed timeslots when you will be able to use the wi-fi uninterrupted.
16. All teachers should have completed an online session with the Curricular Heads or their line manager before they start teaching pupils and have familiarised themselves with the online advice in Berkshire Maestros' [Safeguarding Policy](#) and [KCSIE 2019](#).
17. Please contact Berkshire Maestros' Designated Safeguarding Lead with any concerns you have or incidents that arise.

How to set up for online teaching through ZOOM

We have created 4 short online tutorials to talk everybody through the process of online teaching from initially signing up with Zoom to actually taking a lesson. These can be found [here](#).

Some important considerations:

- We are advising parents that at this time, it is not feasible to teach group lessons. Therefore one individual 30 minute lesson will count as two group lessons.
- If a student is booked for an hour or a 45 minute lesson, you will have to split this into 2 sessions as Zoom has a 40 minute limit.
- Teachers should ensure they have the following in place for each lesson:
 - Check the light is good
 - Ensure you are plugged into the power
 - Check parents are in the room (as is appropriate)
 - Check your student is in an appropriate room and in appropriate attire
 - Make sure you have any resources to hand and an instrument as necessary
 - Ensure you are keeping a clear record of attendance on SpeedAdmin
- Below is a template email you can use for inviting your students for a lesson:

Hi [parent name],

Here is the link for [pupil name's] lesson later today: [URL Link] I've scheduled [pupil name] for 6:45-7:15pm.

There is a waiting room feature so you can join earlier and I will be alerted that you are waiting. You can download the app but it also works in an internet browser.

I hope this makes sense. Some general guidelines and advice so we can have a really successful lesson:

- *A parent will be present as per the agreed guidelines and according to the age of the pupil.*
- *Normal attire will be worn i.e. no pyjamas!*
- *The lesson will need to take place in one of the family rooms within the house*
- *Please be setup with a music stand and books as normal*
- *Check your device and test it beforehand if possible. The cameras on phones are normally better than built in webcams on laptops.*

I will record practice notes, suggested recordings and resources here: [Link to shared Microsoft Word 365 doc]

If you have any further questions, please do let me know.