



Online teaching policy

Second lockdown: November 2020

We hope that this lockdown will be for just four weeks, but we have to be prepared for it to last until the Christmas break. It is our intention to resume face to face lessons as soon as we are able to.

Classes will continue online at the same time as usual unless otherwise arranged with the teacher. Teachers will send **Zoom links** to each class via email.

Those already in a **Google classroom**, please continue to use the same classroom. We will send google classroom invites out to music classes who have joined us since September - if you receive an invite and need to log in using a different email address, please let us know and we will send another invite to that address.

Video clips: copyright statement

- *Teachers may send unlisted youtube videos, which necessarily include copyrighted Yamaha materials. For copyright and GDPR reasons, PLEASE DO NOT SHARE OR PUBLISH THESE VIDEOS.*

Group Zoom sessions

Your teacher will email a link inviting you to join the Zoom sessions. To get the best out of the lessons, please ensure your child's face and hands are in view.

Zoom instructions are here:

[Let's Zoom!](http://matrixmusicschool.co.uk/sites/default/files/Let%27s%20Zoom%21.pdf): <http://matrixmusicschool.co.uk/sites/default/files/Let%27s%20Zoom%21.pdf>

Please note the following:

- *An adult should be present for JMC, and within earshot for extension, advanced, art and individual classes*

- *The parent's email account must be used to log in, not the child's*
- *An adult must start and end the video call*
- *Appropriate clothing should be worn by all in view*
- *Choose an appropriate place in the home or use the green screen function (check what's in your background before joining)*
- *Distractions and interruptions are kept to an absolute minimum (especially younger siblings)*
- *Do not make recordings or screen shots of the sessions. Yamaha teachers may record parts of the lesson on 'speaker view' so only the teacher is in shot. We will not store or use recordings which have unintentional shots of children (if they unmute themselves) without your express permission.*
- *Matrix and its teachers cannot take responsibility for technical issues or equipment faults and are not required to make up any lost time due to these.*

If something is not in line with our policies, e.g. a child is not dressed appropriately, or there are interruptions or distractions, the teacher has been asked to turn off your video or mute your microphone and communicate with you after the session is over.

We are aware that there may be frustrations or misunderstandings due to online rather than real life presence, and we would ask you to communicate these and any other concerns as soon as possible. We also love to hear when things are going well so do tell us!

Online Communications

- *As ever, all online communications should be between the parent/guardian and teacher and not directly between teacher and student. It might be appropriate to cc an older student into an email, but the parent's account should always be included.*

Sending files of your child

Your teacher may invite you to send image, sound or video recordings of your child's work. We certainly will not share these unless we obtain your specific permission.

- *If you send your teacher or the office a file with the sound or image of your child, please note it may be stored on their device. If you have objections to this, do not send it; or*

alternatively, send instructions with what you would like to happen to the file once it has been viewed or listened to.

Google classrooms - Yamaha classes

Please do accept the email invitation to join a classroom and make use of it if you haven't already. In the online summer term, we used this resource as a support video library; as a place to hold a virtual concert; and also for parents to send private videos and/or messages to their teacher in response to assignments.

Technical points to note:

- The invite only works to the specific email address that has been sent the invitation. If you would like to use another address, please let us know where to send the invite.
- If you attach a video to an assignment, you must also send a message as you attach it, as this notifies the teacher it is there. Only the teachers can see the video and private messages.

Safeguarding points:

- *The guardian's and not the child's account must be used to join the classroom. If this is unworkable, please email us.*
- *In accepting the invitation to your child's google classroom, your name and email will be visible to teachers and other parents in the same cohort. Usually, we leave your email visible to those in your immediate class when emailing, so please be aware that each classroom is shared by other classes at the same level as yours (between 1 and 6 classes depending on cohort size).*