



## Online Learning Guidelines for Parents/Carers and Students

Please adhere to the following guidelines during online lessons:

1. Adhere to the Berkshire Maestros Acceptable Use policy – Online Lessons. A copy of the policy can be found [here](#).
2. Select a suitable, neutral location for your lesson; this should **not** be a bedroom. Please select an area with as few distractions as possible and blur your background (if possible) or select a place where the background is neutral and not displaying lots of personal items.
3. Student's behaviour and dress must be appropriate at all times. If students are not suitably dressed or if any behaviour is inappropriate, staff will end the online lesson immediately then email parents to inform them of the reason for this.
4. 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](#) must be returned agreeing to these arrangements before online lessons can take place.
5. For virtual ensemble rehearsals, the above rules still apply. Please also be aware that your child will be in a group Zoom call where they, and the room they are in, will be viewable by others in the call.
6. Please join your lesson on time. Take the time to check that all equipment is working, and you know how to use it well in advance of the lesson.
7. All written and verbal comments must at all times be appropriate to the formality of your lesson. Teachers and pupils should communicate as is normally appropriate in a lesson at school or music centre.
8. The lessons will **not** be recorded. If there is a desire to record some aspect of the lesson, then this can only be done with the express permission of the staff member *and* the parent/guardian and an appropriate way of storing the recording agreed.
9. The teacher will keep notes as you go along and send these via email, using SpeedAdmin wherever possible, after the lesson is over. You may want to copy these up into your practice book for continuity.

### General Online Guidance

- a. Please be patient
- b. Make sure you have made yourself familiar with the software beforehand and understand how it works
- c. Ideally ensure your device is plugged in to a power source when in use
- d. Please ensure you have your instrument, books, pencil and music stand set up in advance, just as you would do in a normal lesson.