



Live Instrumental Lessons on Teams – Guidance and Code of Conduct

1. Parents and students are asked to confirm they have read this guidance and conduct of conduct – you must confirm this at the end of this form.
2. All staff have been given comprehensive advice and training about delivering online lessons safely
3. All the rules for safe professional behaviour that apply in a music lesson at school still apply here.
4. Language must always be professional and appropriate during video lessons, including that of other members of the household.
5. All video lessons must be arranged with the full knowledge and consent of the adult responsible for any students under the age of 18
6. Lessons must take place in an appropriate room in the home.
7. Extra care must be taken to ensure that private or sensitive information and data is not accidentally shared during video lessons.
8. All participants and all members of their household will be expected to wear suitable clothing at all times whilst the lesson is taking place.
9. Students must not share their personal contact details or interact via social media with an HMS tutor.
10. Students must not record, take 'screen shots', take photos, or in any other way electronically record and/or share any part of the lesson.
11. Video lessons are only permitted to take place via Teams and no other webcam or video chat platforms.
12. The chat feature on Teams may be used during the lessons for the purpose of supporting pupil learning. All content must be appropriate.
13. Staff may mute participants or end the session at any time. They have been instructed to end the session as soon as the lesson has concluded. This will automatically end the session for the pupil.
14. Staff reserve the right to terminate one lesson or the entire lesson package if there is any contravention of the online safety and behaviour guidelines
15. Lessons will be recorded for safeguarding purposes.

Please confirm that you have read and agreed to the guidance and code of conduct by completing this form [HERE](#).