



EDUCATION, COMMUNITIES & ORGANISATIONAL DEVELOPMENT

Alexander Davidson

Acting Head of Instrumental Instruction

Moray Council

Elgin Moray IV30 1BX

Telephone: 01343 563095

email: alexander.davidson@moray.gov.uk

Website: www.moray.gov.uk

Your reference:

Our reference: AD/MJC

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Dear Parent/Carer,

Youth Music Initiative – Remote Live Video Lessons (Recorder/Ukulele)

Following the announcement from the First Minister earlier this month moving Scotland from Level 4 to a temporary lockdown, Mr Friday and Mrs Allan, Youth Music Initiative instructors, are now in a position to offer P5-7 pupils in their schools remote live video lessons on recorder and/or ukulele.

Remote live video lessons are two-way video calls between pupils and instructor, giving the pupil an opportunity to play live, and the instructor an opportunity to provide live and relevant feedback and practical demonstration. Learning an instrument is a practical experience and live interaction has a positive impact on a pupils' progress and attainment.

Instrumental music instructors and pupils are already using live video lessons as an effective means of teaching during this period of lockdown. I am now pleased to open this offer out to pupils in the schools listed below for as long as schools are closed to staff and pupils, and hope this provides a welcome addition to remote learning activities.

Mr Friday and Mrs Allan will use Microsoft Teams via Glow to conduct remote live video lessons with interested children – all your child has to do is log in to Glow from a device with a camera and microphone, open the Microsoft Teams app and join the video call from the calendar function. The attached safeguarding guidelines have been drawn up with music instructors and the Local Negotiating Committee for Teachers input – a copy will be saved in your child's Team for reference. Before remote live lessons begin please go through these with your child to help us ensure remote live video lessons are conducted safely and securely.

As with all Youth Music Initiative funded music-making opportunities there will be no charge for this service.

Should you wish your child to be offered a live video lesson from home please read the attached guidance and return the pupil/parental permission form to education@moray.gov.uk as soon as possible. Live video lessons will only go ahead once parental permission has been granted.

Should you have any questions or concerns please contact education@moray.gov.uk, follow our Facebook page (@MorayMusicCentre), or check the Instrumental Instruction Service page of the Moray Council website for updates.

Yours sincerely



Alexander Davidson
Acting Head of Instrumental Instruction

Attached: Safeguarding Guidelines for Remote Live Video Lessons and Parental Permission Form+

YMI Instructor	Schools
Mr Friday	Keith PS, Millbank PS, Lhanbryde PS, St Thomas' PS, Crossroads PS, Cluny PS, Cullen PS, Portessie PS, Findochty PS, Rothiemay PS, Portgordon PS, Milne's PS, Mosstodloch PS, St Peter's PS, Newmill PS, Portknockie PS & Botriphnie PS.
Mrs Allan	East End PS, Seafield PS, Bishopmill PS, St Sylvester's PS, Linkwood PS, New Elgin Ps, Greenwards PS & West End PS.



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Youth Music Initiative (Recorder/Ukulele) – Safeguarding Guidelines for Remote Live Video Lessons

To ensure remote live video lessons are a success the appropriate safeguarding measure will be in place:

- Remote live video lessons will be pre-scheduled using the calendar feature within Microsoft Teams via Glow. Lesson times, where possible, will be fixed for subsequent weeks. The Meet Now feature will not be used to establish a video link.
- Lessons will only be scheduled during normal school hours.
- Any direct communication between pupil and instructor should be via Glowmail or Class Notebook.
- Instructors will keep a record of each lesson, including start and end time, in Class Notebook.
- Instructors will discuss roles and responsibilities with pupils at the outset of the lesson.
- All remote live video lessons will be conducted in locations and situations which meet professional and safeguarding expectations. Please note the following advice:
 - Both instructor and pupil should ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy etc.
 - Pupils must log in from a public room within their home, i.e. living room/dining room etc.
 - A lesson will be postponed immediately if a pupil is in a bedroom and the pupil will be asked to re-join from an appropriate location in their home.
- Pupils should contribute to the lesson in a positive manner – school behavioural expectations remain the norm for remote live video lessons.
 - A lesson will be terminated if pupils behave in a manner deemed inappropriate by the instructor.
- Pupils are expected to ensure they are dressed appropriately. A lesson will be terminated if pupils are dressed in a way which makes the instructor feel uncomfortable.
- Lessons will not be recorded by instructors. Pupils are prohibited from recording any part of a lesson.
- Signed parent/carer permission must be provided before remote live video lessons can begin.

Youth Music Initiative instructors have been trained in delivering remote live video lessons and have access to support and guidelines/good practice where required. The above guidelines will be stored in Microsoft Teams for pupils to access at any time.

Should an instructor become concerned by anything that they see or hear during a session, normal child protection procedures will be followed in line with Moray Council Child Protection Guidelines.

Youth Music Initiative (Recorder/Ukulele) – Remote Live Video Lessons Parent/Carer Permission Form

I, parent/carer of the pupil below have read and understand the *Safeguarding Guidelines for Remote Live Video Lessons* and confirm I give permission for my child to participate in remote live video lessons.

Pupil Name		Instrument	Recorder / Ukulele
School		Year/Class	

Parent/Carer Name			
Parent/Carer Signature		Date	
Pupil Signature		Date	

Please completed permission form above and return to education@moray.gov.uk.