

## Warwickshire Music - Remote Learning Agreement April 2020

Expectations for remote music lessons:

Warwickshire Music staff will deliver all remote music lessons via Microsoft Teams.  
Set up this facility by following this link:

<https://support.microsoft.com/en-us/office/sign-up-for-teams-free-70aaf044-b872-4c32-ac47-362ab29ebbb1?ui=en-us&rs=en-us&ad=us>

Warwickshire Music Staff:

- Use WCC devices for lesson delivery.
- Deliver the lessons at the same time each week.
- Will record the lessons using Microsoft Teams. (All files will be stored on WCC secure shared drive)
- Have undergone additional online safeguarding training.
- Will keep a register log of each lesson delivered.
- Will always maintain a professional and business-like approach in line with the WCC staff behavior policy/ ICT Acceptable use policy.

Parents:

- Must ensure that devices are set up in suitable areas and where possible against a neutral background.
- Must be present for the duration of the lesson and assist with connection where required.
- Ensure student, parent and teacher are happy with the set up for lesson delivery and have full responsibility for your child during the lesson.
- Ensure that the environment is fully conducive to learning.
- Agree to lessons being recorded.
- Ensure the main learning points of the lessons are logged in the practice diary.