

PROTOCOL FOR ONLINE MUSICIANSHIP CLASSES

1. ALL students are expected to engage with live-streamed online and/or pre-recorded Musicianship classes.
2. Students attending live-streamed classes should do so in an area of the home that is open and accessible to the parents/responsible adults and a parent/responsible adult should be in the vicinity for the duration of the lesson period.
3. It is important that students are aware that an online class is equal to a face-to-face class and that the child's presentation, engagement and behaviour should be no different. Please encourage students to engage in all class activities (singing, clapping, answering questions, writing etc). Younger children especially may need to be reminded and encouraged to remain focused for the duration of the lesson.
4. Lessons should be held in an area where student can concentrate on the lesson and not be interrupted.
5. Please ensure that the students have all the materials ready before the class begins (e.g. pencils, erasers, paper, handouts etc). Students will need to have the facility to print off handouts, class materials and worksheets sent by the teacher. You may need to invest in a printer.
6. Please log in at least 5 mins before the beginning of the class. On Zoom you will enter a Waiting Room and the teacher will admit you before the class begins.
7. Please ensure that i) video cameras **are switched on and remain switched on** for the duration of the lessons and that ii) audio is 'muted' unless the student is answering a question. In this case, the student should 'unmute' themselves when answering.

PROTOCOL FOR DOWNLOADING AND SUBMITTING HOMEWORK

1. As noted above, where students are to complete homework on a worksheet, these should be printed, completed and then submitted to teachers as a **single PDF**. Likewise, homework completed on manuscript should also be scanned as a PDF and submitted. If your printer does not have a scan facility, there are numerous free scanner apps available for phones or tablets (e.g. CamScan). Submitting homework as a photo is not acceptable as teachers cannot write feedback comments directly onto a photo.

2. TU Conservatoire will be using the online learning platform, **Brightspace** and homework will be uploaded onto this platform. You will receive clear instructions in how to operate with this platform.
3. Please be aware that marking homework and providing feedback takes more time than in the normal face-to-face interaction. Therefore, homework must be submitted by the due date as specified by the teacher.