

Salford Community Leisure Limited
Music and Performing Arts Salford
Moorside High School
57 Deans Road
Swinton
M27 0AP

4 June 2020

Subject: MAPAS Online Lessons

Thank you for your enquiry regarding online lessons. These lessons are designed as a short-term solution during the current Covid-19 crisis. Please find below a list of the terms and conditions we have for pupils who undertake this type of tuition. If you are in agreement to the terms and conditions, please complete the attached form and return it to mapas@scll.co.uk. On receipt of the signed form, we will put you in touch with a tutor who will confirm the date and time of the first lesson.

1. Tuition will be given in lessons of 15 or 30 minutes duration
2. Parent / carers are reminded that the tutor can only give tuition up to the end of the arranged lesson time and therefore it is important that the lessons start punctually each week;
3. Current lesson fees are £30.00 per hour, pro-rata for any part of an hour;
4. Fees for lessons are to be paid by credit or debit card over the phone. MAPAS tutors will confirm each week which lessons have taken place, and the MAPAS administrative team will then be in touch with you on a monthly basis to request payment. Failure to pay for lessons taken will result in details of outstanding amounts being passed to the City Treasurers department;
5. Lessons will take place at a time and date agreed in advance by yourself and your MAPAS tutor. If requested, lessons can take place during what would have been the school holiday;
6. During this unpredictable time we understand the importance of remaining flexible for our customers, yet it is important to safeguard the livelihood of our tutors. Therefore, **any lessons cancelled within 24 hours of the booked lesson time will still be charged**. Any lesson cancelled by the tutor will not be charged;
7. As these lessons are intended as a short term solution, we anticipate lessons will return to schools or our evening Arts Centre facilities when they reopen. This will be assessed at a later date once government restrictions are lifted.
8. Enclosed with this letter is a copy of our online lesson guidance for pupils and parents including our safeguarding advice. By completing the enclosed form you are agreeing to abide by this guidance.

Unfortunately, at the current time we are unable to loan instruments.

If you agree to these terms and would like to go ahead with lessons, please read the guidance on the following pages and then complete and return the form on the final page to mapas@scll.co.uk.

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Student and Parent Guide to Online Learning with MAPAS

Learning online is a good way to help learners continue to enjoy the many benefits of music education when it is not possible to attend school. Although it is not the same as face to face music activities or lessons, it is still very effective for learning, and maintaining a virtual musical community.

To help make lessons safe and enjoyable, **a parent or carer should be present when the student is taking part in the online lesson.** Just as in a school or other face-to-face lesson, learners are asked to:

- Dress appropriately.
- Follow the teacher's instructions.
- Ask the teacher before leaving the session (e.g. to go to the toilet).
- Not take phone calls, message others, or use devices that aren't requested by the teacher for learning.
- Not having other browsers or apps open during the online lesson to reduce the risk of inappropriate content being visible to other learners.
- Not take screenshots or record video of sessions (as in schools, written permissions are needed to take photos or video of children and young people).

How to get the most out of a lesson - setting up a space for learning

The space should be somewhere:

- With room to play your instrument, and to set up your laptop/PC/phone.
- Where you can focus, and that isn't noisy (e.g. not with a washing machine on, or a TV, or other people coming and going).
- **In the presence** of a parent, carer, or responsible adult (to help sort out practical difficulties, or if the internet connection drops, or if the learner is uncomfortable about anything).
- That isn't an inappropriate place that you wouldn't invite teachers and other students into (like a bedroom).

If the learner (or you) have any concerns....

A parent/carer or responsible adult should be **present** during the online lesson. Students will be told that if they have any concerns before, during, or after a lesson they should ask the parent/carer for help. This could include for example:

- Technical issues with the computer or internet connection.
- Practical issues, such as arranging the appropriate space to play their instrument.

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- Other issues, such as not being comfortable with what is happening in a lesson.
- Tuning of, or problems with the instrument.

The parent/carer should be aware that the reporting of any safeguarding concerns can be put in writing to mapas@scll.co.uk and they will be dealt with promptly.

If the teacher has any concerns....

If the teacher feels the student hasn't followed the kinds of behaviour expected in a school environment, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the teacher will stop the session for the learner. The MAPAS tutor will inform the Head of Service, Richard Milton, and then the Head of Service will contact the parent or carer later to explain, and to help resolve any issues.

Resources

If the MAPAS tutor would like their student to learn from a specific resource they will email the resource on to you, or let you know if there is a particular book that they recommend you to purchase.

In conclusion

Support from a parent or guardian in setting up the lesson is often needed. And being **present** is important for safety as well as for practical help. Your presence helps teachers make sure everything is OK and ready to go at the start, and allows you to know at the end of each session about plans for practice and the next lesson.

The level of involvement of the adult during the lesson will depend on the age of the student. Younger children may need a person in the room to help keep them focused and safe, particularly if it's a new activity. In cases where it is not possible for a parent to be present, or not conducive to a productive learning environment, we would ask that you put your preference in writing to the tutor who will forward your email to the MAPAS office for their records.

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Standard Form of Agreement for MAPAS Online Lessons

Full name of student		
School (if under 18)		
Date of Birth of pupil (if under 18)		
Instrument		
Lesson Length (Please tick)	15 minutes (£7.50 per lesson)	30 minutes (£15.00 per lesson)
	45 minutes (£22.50 per lesson)	1 hour (£30.00 per lesson)

Contact Details: (If under 18, parent/carer details)

Name	
Contact Telephone number	
Email address Please make sure this is an email address you check regularly as it will be our main form of contact with you	

Please provide details of any special medical or educational needs _____

(This information will be used to help plan and structure the lessons)

ACCEPTANCE: To be signed by the student or by the parent/carer if the pupil is aged under 18. I hereby accept the offer of tuition as detailed above in accordance with the conditions above, which I agree to be bound by

Signature _____ Date _____

Payment for these lessons is by credit or debit card and will be taken over the phone in arrears on a monthly basis. By setting up these lessons you are confirming that you agree to pay for the lessons at a later date.

Please return this completed form directly to mapas@scll.co.uk via email and we will then confirm the details of the MAPAS tutor who will make arrangements for the first online lesson with you.

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