

**MORAY COUNCIL**

**EDUCATION RESOURCES & COMMUNITIES**

**Music Instruction & Performance**

Instrumental Music Instruction Service Notes

1. The Music Instruction & Performance team makes provision for instruction in the playing of selected musical instruments during school hours. A limited number of instruments are available on loan without charge to pupils.
2. As a rule, group tuition will be given, with individual tuition only being considered in special circumstances i.e.
   1. where a child cannot be matched with children of a similar standard within the school.
   2. where a child is the only student receiving lessons in the school.
3. Instructors reserve the right to withdraw instruction, following discussion with the relevant head teacher and parent, from pupils who do not show sufficient interest or commitment to making the most of their instruction.
4. When transferring to another school every effort will be made to maintain continuity of teaching although this cannot be guaranteed.
5. All enquiries regarding music instruction should be directed to the Principal Teacher of Music Instruction & Performance or your child’s music instructor.
6. Parents wishing their child to discontinue lessons should notify their child’s music instructor in writing.
7. The right is reserved to amend the rules in accordance with changing conditions.



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Safeguarding Guidelines for Remote Live Video Lessons

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

* Remote live video lessons will be pre-scheduled using the calendar feature within Microsoft Teams via Glow. 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/Teams.
* 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. consider 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.

Instrumental music 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.



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Musical Instrument Loan Notes

On behalf of Moray Council’s Music Instruction & Performance team, the above instrument is loaned to your child for the purposes of instruction/participation.

**The conditions on which a musical instrument loan is granted are:**

1. You will be responsible for:

* the care and upkeep of the musical instrument,
* the care and upkeep of the case and accessories,
* returning it in good condition, allowing for normal wear and tear, to your child’s music instructor or the Principal Teacher of Music Instruction.

1. You will be responsible for making sure that your child takes reasonable care of the instrument, observing the instructions listed below.

* Normally the musical instrument may be used only in school orchestras directly controlled by the Music Instruction & Performance team, or in other ensembles with permission from your child’s music instructor.
* When the instrument is not in use it should be kept in its case and stored in a safe place.
* Instruments are delicate and should always be protected from knocks and falls.
* Instrument cases should not be opened during transport between home and school. Upon arrival at school the instrument should be stored safely until it is needed.
* The instrument should only be played by the child receiving instruction.
* Care should be taken after using the instrument: wind instruments should be dried, and bows of stringed instruments should be slackened off as instructed by the music instructor. In addition, any special instructions given by the instructor regarding the care of a particular instrument should be followed.
* Parents/carers are advised to insure instruments in case of loss or damage. Instruments can be insured for the appropriate value on your own house contents policy (personal possessions away from the home) or by a specialist instrument insurance company. For information relating to value or other details, please contact your child’s music instructor.

1. In the event of damage or defect to the instrument while on loan to you as parent/carer of the child, you will be responsible for reporting this immediately to your child’s music instructor. Where the damage has occurred by negligence on the part of your child or any other person using or handling the instrument you will be responsible for the cost of repair or replacement as certified by the Principal Teacher of Music Instruction & Performance.
2. Abuse of privileges on the loan agreement will result in the withdrawal of your child’s instrument and instruction.
3. Where the Music Instruction & Performance team instrument is no longer needed it should be returned to the music instructor without delay.