

Guidance for Parents

CLYM Out of school Music sessions through ArtForms using Google Classrooms

During the session

- You are responsible for opening and closing the link to the live session.
- Be present in the room at the start and end of the lesson and remain within earshot.
- Be aware that any comments you make can be seen or heard by others.
- Make sure your language (and the language of anyone else in the house) is appropriate if they can be heard on the video.

Preparing for the Session

- The student will need: their instrument, a laptop, phone or tablet, a music stand, the music they are working on, a pencil.
- Information about lessons will be sent to the email address you have previously supplied to ArtForms
- If you have a question for the leader, you should email them at their leedsadultlearning email address
- Make sure there is suitable space to work without distractions.
- Please contact your leader in the first instance if there are problems accessing the work or you have technical problems.
- Make sure sessions take place in a suitable space and keep the door open. This should **not** be a bedroom or bathroom.
- Prepare the space and ensure that the required equipment is ready so the session can start on time.
- Ensure that the student and any other people who may be in view of the camera are wearing appropriate clothing.
- If you are helping to set up the video, ensure it is at the correct height, (keep the device at eye level to avoid neck strain) and the background is appropriate.

Keeping students safe online during sessions

- If you or your child sees anything upsetting or inappropriate online during a lesson, the parent/carer should report it to artforms_safeguarding@leedsadultlearning.ac.uk
- Do not share any passwords or other sensitive information.
- Students should only communicate through ArtForms approved platforms, principally Google Classrooms
- Online resources may be required for the lesson or referred to during the lesson – these will be found on YouTube or via a link provided to the ArtForms Google Drive
- Do not share or redistribute any content.
- Do not allow a session to take place if the student is unwell – please inform the tutor by email.
- Do not share the Leader's email address.
- Set age-appropriate restrictions on the devices used.
- If you would like advice on digital learning and keeping your family safe visit <https://parentinfo.org> or <https://www.childnet.com/parents-and-carers/parent-and-carer-toolkit>.