

# **Ensemble/Group Online Digital and Face to Face Rehearsals Spring Term 2021**

## **Guidance for Parents, Carers and Young Musicians Terms and Conditions**

Rehearsing and learning online is a way to help young musicians continue to enjoy the many benefits of making music together when it is not possible to have face-to-face rehearsals. Although it is not the same as face-to-face music rehearsals, it can still be effective for learning and maintaining a virtual musical community.

This guide sets out what is needed to make online digital music rehearsals a fun and safe way to continue a musical education and will look at:

- How Severn Arts will invite parents, carers and young musicians to the rehearsal
- How to get set up - devices, apps, and internet connection
- How to get the most out of a rehearsal - setting a space aside for the rehearsal and having instruments ready
- How to stay safe online - and how to treat the rehearsal in the same way that you would normally
- What we expect of parents, carers and young musicians
- Terms and Conditions

### **Inviting parents/carers/young musicians to rehearsals**

- Severn Arts will be using Zoom for the online digital music rehearsals.
- Severn Arts will send an email via the parents/carers email address supplied on the application form giving a Zoom link to access the rehearsal.
- The email will specify the day and time for the rehearsal.
- A Zoom account is not required to attend a rehearsal.
- The contact email address/phone number on the Severn Arts database can be used in case of IT difficulties during the rehearsal.

\*Please note a Severn Arts conductor/tutor will always use their Severn Arts email address.

The conductor/tutor will use a register to record attendance and log the date and time of each rehearsal (just as happens in face-to-face rehearsals).



## How to get set up

### Equipment

You will need a PC, Mac, tablet or a smartphone. Whichever it is, it will need to have a built-in camera, or a webcam attached. It will also need to have a built-in microphone and speaker, or for better quality a pair of headphones that have a built-in mic (as often used for phones).

### Joining an online Zoom meeting

Please click on the link that will be sent to you via email.

#### For example:

Please find below the invite to tomorrow evenings online WYJO rehearsal.

Join Zoom Meeting

<https://us02web.zoom.us/j/88487291112?pwd=K2dqUE4zRGhmWDhZSDRkd293OVJIUT09>

Meeting ID: 884 8729 1112

Passcode: 859682

### Internet connection

Internet connection is everything! For most people the internet connection should be fine for good quality video and audio. It is worth testing this with friends or family before starting the first rehearsal. If it seems slow there are several things you can try:

- ❓ Move your PC/device closer to the router (if you're far away the wi-fi signal isn't as strong).
- ❓ Use a network cable to connect your computer to the router
- ❓ Try a Powerline Adapter
- ❓ Check that other people in the house aren't using the internet at the same time (e.g., streaming video or TV)
- ❓ Test the speed of the internet connection, for example, here: <https://www.speedtest.net>
- ❓ If there is a temporary problem with your line, you can contact your service provider to ask them to check for faults on the line

Not everyone has a fast broadband internet connection, or good mobile data signal. This can result in lower video quality, but generally the sound will be prioritised so you should be able to hear the conductor/tutor.



For those who don't have a fast-enough internet connection for live online digital rehearsals, Severn Arts will be able to provide resources, and support young musicians' practice at home by other means such as email. But for many young musicians', live online digital rehearsals will be the best way forward.

## How to get the most out of a rehearsal

### Setting up a space for learning

Although homes may not have much "spare space" and may have other people around, it is helpful to think about where the young musician is going to be and get things set up before each rehearsal. This should make it easier and safer to enjoy the rehearsal. Being set up and ready on time means you can make the most of the online rehearsal.

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)
- Within earshot of a parent, carer, or responsible adult (to help sort out practical difficulties, or if the internet connection drops, or if the young musician is uncomfortable about anything)
- That isn't an inappropriate place that you wouldn't invite conductors/tutors and other students into (like a bedroom)

**Please be ready for rehearsals.** Have all resources (music/pencil/rubber) required for the rehearsal ready beforehand and set up your music stand, instrument and laptop/PC/phone in plenty of time. Musicians always need to adequate time for warming up and tuning.

## Staying safe online

### Treating the rehearsal in the same way you would normally

There are some other things to think about as rehearsals will be taking place in the informal space of people's homes rather than in the more "professional" setting of a school etc. It is important for the learning experience and for the young musician's safety that the same behaviour is expected in an online rehearsal that would be expected at a normal face-to-face rehearsal.

### Responsible behaviour and dress

To help make rehearsals safe and enjoyable, a parent or carer should be within earshot of the young musician taking part in the online rehearsal. Just as in face-to-face rehearsals, learners are asked to:

- ❓ Dress appropriately (e.g. not wearing pyjamas). Young musicians are courteously asked to wear clothing that would normally be worn in public.
- ❓ Follow the conductors/tutor's instructions.
- ❓ Ask the conductor/tutor before leaving the session (e.g. to go to the toilet)
- ❓ Not take phone calls, message others, or use devices that are not requested by the conductor/tutor for learning.
- ❓ Not have other browsers or apps open during the online rehearsal to reduce the risk of inappropriate content being visible to others.
- ❓ 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).

Young musicians, parents/carers are reminded that for the duration of the rehearsal the space in your home where the rehearsal takes place is public and will be visible via your camera and audible via your microphone to other young musicians, parents/carers and Severn Arts conductors/tutors. Therefore, please make sure:

- ❓ That you try and have a neutral background that doesn't show any personal information (e.g., screens with social media profiles), or personal items (e.g., laundry drying)
- ❓ Doesn't have anything that might offend others (e.g., posters with inappropriate language)
- ❓ That there isn't a TV on and screen showing content in the background

Also please ensure that you/your young musician:

- ❓ Keeps their microphone muted when asked to
- ❓ Does not to private message other participating young musicians during a rehearsal (for example via text message or social media)
- ❓ Keeps their video camera switched on throughout the session
- ❓ Has their name and instrument correctly entered in the profile before joining the rehearsal
- ❓ Does not share the rehearsal invite via the internet

**Please note:** Expectations of young musicians' behaviour are the same as those for a face-to-face rehearsal. Severn Arts conductors/tutors are authorised to remove any young musician from a rehearsal who is not meeting acceptable behaviour standards.

### **Quality assurance and safeguarding**

Severn Arts will monitor/observe online digital rehearsals for the purposes of quality assurance and safeguarding. We can replicate our current 'safeguarding' protocol of observing a rehearsal by joining the rehearsal via Zoom.



Conductors/tutors delivering the rehearsal should advise the young musicians at the start of the rehearsal that someone may just 'pop in' to the rehearsal and who that would be.

### **Responding to young musician concerns**

A parent/carer or responsible adult should be within earshot of the young musician during the online rehearsal. Young musicians will be told that if they have any concerns before, during, or after a rehearsal 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
- ? Other issues, such as not being comfortable with what is happening in a rehearsal
- ? Tuning of, or problems with the instrument

The parent/carer should be aware that the reporting of any safeguarding concerns is the same as under Severn Arts Safeguarding Children Policy (just as it would be in face-to-face rehearsals). Any concerns can be addressed to Severn Arts Designated Safeguarding Leads (Our Designated Safeguarding lead is Debbie Fawcett [d.fawcett@severnarts.org.uk](mailto:d.fawcett@severnarts.org.uk) and the Deputy Safeguarding Lead is Ian Hattersley [i.hattersley@severnarts.org.uk](mailto:i.hattersley@severnarts.org.uk)).

### **Conductor/tutor response to concerns**

If the conductor/tutor feels the young musician hasn't followed the kind of behaviour expected in a face-to-face rehearsal, in spite of prompting, or is concerned about something (inappropriate dress or language, for example), the conductor/tutor will stop the rehearsal for that young musician, and then contact the parent or carer later to explain, and to help resolve any issues.

## **What we require and expect of parents or carers, and their involvement in rehearsals**

Having the support of a parent/carer is one of the key factors in young people's musical development. And it is only natural that they may want to be involved and see what is happening in the rehearsal too.

Support from a parent or carer in setting up the online rehearsals is often needed. Being within earshot is important for safety as well as for practical help.

Parents/carers of younger musicians are most certainly expected to be present at the start and finish of rehearsals. This helps conductors/tutors make sure everything is alright and ready to go at the start, and so parents/carers know at the end of each rehearsal about plans for practice and the next rehearsal.



It is important that the rehearsals start and finish on time and do not overrun. Please therefore ensure that the environment is set up in plenty of time with all IT and resources ready and on hand to start the rehearsal promptly. Instruments can be warmed up/tuned up for instance beforehand to help the rehearsal begin promptly.

The level of involvement of the adult during the lesson will depend on the age of the young musician. Younger musicians may need a person in the room for the duration of the rehearsal to help keep them focused and safe, particularly if it is a new activity. But too much parental involvement can also be distracting or cause shyness with older musicians. In general, it is recommended that after the first few online rehearsals, the parent/carer is within earshot but not "in the rehearsal", particularly with older musicians' wherever possible.

#### **We recommend:**

- ❑ For young musicians aged 12 and under, an adult should be present in the room for the duration of the rehearsal.
- ❑ For young musicians aged 13 - 15 an adult should be present for the start and end of the rehearsal and be on hand if necessary, but not necessarily in the room.
- ❑ For musicians aged 16 - 18, rehearsals can be unaccompanied.

## **Terms and Conditions for Spring Term 2021 Online Digital Rehearsals**

These terms and conditions form the basis of a contract between Severn Arts and parents/carers.

Parents/carers are subject to and agree to these terms and conditions. Severn Arts reserves the right to vary these terms and conditions at any time and without notice.

Fees (where applicable) are payable online at the time of application. The ensemble/group application will not be complete until rehearsal fees are paid upfront and in full.

- For the spring term Music Centre membership costs: £25.00
- For the spring term Intermediate/Youth membership costs: £30.00

There will be 10 rehearsals during the spring term, starting week beginning 11<sup>th</sup> January.

Week 1 - 11/01/21

Week 2 - 18/01/21

Week 3 - 25/01/21

Week 4 - 01/02/21

Week 5 - 08/02/21



Half term

Week 6 - 22/02/21  
Week 7 - 01/03/21  
Week 8 - 08/03/21  
Week 9 - 15/03/21  
Week 10 - 22/03/21

Pupils wishing to join more than one group will only be charged for one membership, based on the highest membership fee.

For the spring term 2021, music centre groups will meet for around 45 minutes per week and intermediate/youth groups will meet for around 1 hour per week.

In some circumstances it may be necessary to amalgamate ensembles or groups to ensure that students have a full and diverse musical experience.

Where an ensemble or group is not viable due to insufficient numbers membership of an alternative ensemble/group will be offered. This may mean that the rehearsal day/time of the new ensemble/group will be different to the original ensemble/group requested.

Current government guidance allows a maximum of 15 players to rehearse together face to face at one time. This coupled with venue availability means we cannot provide face to face rehearsals for all our ensembles every week. Our plan therefore is to rotate players wishing to return to face to face rehearsals giving them the opportunity to do so at least every two weeks. As our online rehearsals are continuing on a weekly basis when a player is not taking part in a face to face rehearsals, they can join the online rehearsal.

Full guidance regarding making rehearsals Covid-19 secure will be emailed to parents/carers before the first rehearsals in the New Year.

Music centre groups are open to all competent beginners through to individuals playing up to grade 3 level.

Young musicians who are playing at grade 4 and above can apply to join a Worcestershire intermediate ensemble. Our youth level ensembles are for young musicians playing at Grade 6 level and above.

Severn Arts is not responsible for reminding parents/carers of upcoming rehearsal day/times.

Students should be ready for their rehearsal to start promptly at the agreed time.



If a rehearsal cannot be attended or is missed by students, parents/carers will still be charged.

Fees will not be refunded for any outstanding rehearsals due to cancellation/non-attendance of rehearsals part way through the term.

## Questions or queries

Severn Arts very much looks forward to continuing with you on your musical journey. If you have any questions or queries, please do not hesitate to contact Severn Arts [info@severnarts.org.uk](mailto:info@severnarts.org.uk)

For details of how Severn Arts manages and protects personal data please refer to [Privacy Policy](#)