

# Keeping students safe



A summary for parents and carers to show the measures we are taking to keep your children safe during the Covid-19 pandemic

## Introduction

This document is designed to brief parents on the steps that Kent Music is taking to ensure that our activities are as safe as possible. In putting our guidance together, we have referred to the following documents produced by the government:

- [The Department for Education \*Guidance for full opening: schools\*](#)
- [The Department for Education \*Protective measures for holiday and after-school clubs and other out-of-school settings during the coronavirus \(COVID-19\) outbreak\*](#)

We have also referred to guidance and advice issued by [Music Mark](#) which is a membership organisation and subject association for music education in the UK.

## Teaching in Schools

Before teaching in a school, Kent Music will agree with the school that they are comfortable for our teachers to teach in the school. We will then issue our guidance document on one-to-one and small group teaching to the school and ask the school to sign it, adding any additional requirements needed by the school.

Our guidance document covers all health and safety procedures related to teaching music during Covid-19, written following government and industry guidance, and is an agreement for all parties to abide by safety procedures.

Once the document has been signed our teachers will be able to attend the school.

Before a Kent Music teacher can teach in a school, we require them to complete a health questionnaire and they must not attend a school if they or someone in their household exhibits Covid-19 symptoms.

On arrival at the school, we expect teachers to receive a briefing from the school so that they are appraised of the school's requirements and procedures. When in the school our teachers are expected to do the following:

- Wash their hands regularly, including before and after lessons. We are issuing all of our teachers with hand sanitiser.
- Maintain a distance of at least 2 metres from students at all times and, if possible, more for brass and woodwind instruments.

- Clean surfaces between lessons. This includes music stands, tables, chairs, desks, door handles, switches and plugs that are used before, during and after the lesson. We are issuing them with wipes so that they can do this.
- Not to share instruments or components such as mouthpieces and reeds or music with students.
- Keep their personal possessions together in the teaching room and away from students.
- Follow the school's rules on moving around the school.
- Not access school facilities other than the teaching room and staff toilets.

During the pandemic we are adding five minutes to each lesson to allow the teacher to ventilate the room and clean before the next student.

We expect schools to do the following:

- Provide a well-ventilated room with plenty of room for social distancing.
- Provide music stands for students and teachers.
- Provide a bin in the room so that anti-bacterial wipes can be disposed of safely.
- Ensure that students have somewhere to wait before lessons.

## Out-of-school ensembles

For our out-of-school ensembles such as our county ensembles and choirs we are using the guidance for teaching in schools and added the following:

- Parents are not allowed into the rehearsal space
- Students are required to sign in so that there is a phone list in case it is required by Track & Trace
- Students will be briefed by the course manager at the start of the day.
- Hand sanitisers will be available at the venue.
- Each student will be given a marked-out place to sit which includes a bin bag for disposing of rubbish.
- Refreshments will not be available at the rehearsals and so students must bring their own food and drink.
- Students must not share instruments or components such as reeds, mouthpieces, pull-throughs, pencils and so forth.
- Students must keep all belongings with them in their marked-out space.



## What's expected of students

While our teachers and the schools we work with are doing everything we can to ensure a safe learning environment, we must ask our students to be responsible as well.

This means that we will be asking students to ensure that:

- They wash their hands before and after lessons.
- They follow their school's guidelines for moving around it.
- They have everything they need for their lesson – their teacher will not be able to provide extra kit (e.g., reeds, mouthpieces, pull-throughs, pencils) for them.
- They stay at least 2m away from their teacher
- They listen carefully to instructions from their teacher
- They do not attend a lesson if they are unwell or have been close to someone who may have been exposed to Covid-19

### What if my child is told to self-isolate?

You should inform your teacher and the Kent Music Customer Services team as soon as possible.

Your teacher will offer you an online lesson as an alternative. If you cannot attend this alternative lesson, then the lesson will be marked as absent, and will not be credited.

### What happens if my child's school year group or school bubble is made to isolate?

If you or your child's year group or school bubble has been made to isolate and cannot attend a face-to-face lesson, an alternative online lesson will be offered, or a credit for a face-to-face lesson will be added to your account.

### What happens if my child's teacher is ill or having to isolate?

If your child's teacher is ill or isolating and cannot attend a face-to-face lesson, an online lesson will be offered. If you do not wish to have the online lesson, a lesson credit will be added to your account.



## Questions and Contact

We would like to thank you in advance for complying with our guidelines. We know that they can sometimes be difficult or frustrating to follow, but by working together we can get back to making music as soon as possible.

If you have any further questions or wish to get in touch, we have put together some resources for you below:

### Customer Services:

Working hours Monday – Thursday 08:30 – 17:00, Friday 08:30 – 16:30

Telephone: 01622 691212

Email: [customerservices@kent-music.com](mailto:customerservices@kent-music.com)

### Kent Music's Covid-19 Information page:

<https://www.kent-music.com/news/kent-music-and-covid-19-coronavirus/>

### SpeedAdmin:

All details of student lessons, as well as communication with your teacher, invoicing and more can be accessed through your SpeedAdmin account:

<https://ukkent.speedadmin.dk/registration#/>