

Whole Class Tuition Guidance Post COVID-19

The health and safety of all school students, staff and Inspiring Music tutors is paramount to our work in partnership with schools. To ensure that all health and safety precautions are in place we have created this document, in response to the latest update from the Government on 2nd July 2020 [Guidance for Full Opening - Schools](#). We hope that this will allow schools to understand how to help reduce the risks when pupils are playing instruments or singing.

Inspiring Music will ensure that the following measures will be taken before the first lesson is delivered:

- All instruments provided to schools will have been professionally cleaned externally (internally where appropriate) before distribution to schools, ready for children to use.
- Each instrument will have an Inspiring Music coloured tag attached to the instrument case or instrument (apart from samba instruments) meaning they can be assigned to individual pupils (further guidance can be found below)
- The space used for lessons should be large enough to keep social distancing to 2 meters in all directions whilst singing or playing a brass or woodwind instrument and 1 meter in all directions for handheld instruments. Whilst singing or playing pupils should face away from other pupils, as much as possible.
- The space used for lessons should be adequately ventilated by keeping internal and external doors open. Opening as many windows as possible is strongly advised.

Inspiring Music will ensure that the following measures are consistently taken (unless Government guidance changes):

- Instrumental and singing lessons should limit the group sizes to no more than 15 pupils to ensure social distancing. To help ensure pupils can engage with the session effectively the positioning of pupils should be side-to-side. This will allow them to be able to see the tutor and the resources tutors may use to teach.
- Pupils will need to keep and maintain social distancing to 3 meters in all directions whilst singing or playing a brass or woodwind instrument and 1 meter in all directions for handheld instruments. Whilst singing or playing, pupils should face away from other pupils, as much as possible.
- To accommodate this Inspiring Music will split the teaching of classes to 2 x 30-minute sessions for 15 pupils.
- Inspiring Music have provided each school receiving Whole Class Tuition with a Risk Assessment, helping to mitigate the risks involved.
- Lessons will not use activities which require hand holding or touching pupil's own face.
- It is imperative that **no instrument is shared** between pupils (even when instruments are taken home), school staff or Inspiring Music tutors. Inspiring Music will ensure that they provide enough instruments for all pupils.

School Partners will ensure that the following measures are consistently taken (unless Government guidance changes):

- Provide a large teaching space (school halls would be the most ideal) to ensure that Government social distancing guidelines are adhered to.
 - It is advised that pupils bring their own seats to the hall, reducing the risk of infection.
- Schools will provide Inspiring Music with their Risk Assessments, in line with Government guidance.

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- School staff to support with the social distancing of students.
- All instruments will need to be assigned to an individual pupil (apart from Samba instruments) placing a white sticky label on to the Inspiring Music coloured tags, which will already be attached to the instrument case or instrument. We request that schools ensure this happens before the first session. Ocarinas and recorders are allocated by a number, because it is not possible to attach a tag, meaning each pupil will need allocating an individual instrument. Pupils will be instructed to put their ocarina or recorder in their own tray at the end of each session, unless they are taking it home, where it should be placed in their bag. A master list of instruments allocated to the pupils will be kept by the school and Inspiring Music tutor.
 - If a tag falls off an instrument, it must be reattached. If the tag becomes broken, each school will be provided with spares.
- Ensure that larger instruments (e.g. trumpet and ukulele) kept on school site are locked away securely to avoid cross contamination from children accessing the instrument.
- Ensure students have access to soap and water to maintain good hand hygiene, if possible, students should wash their hands before their music lessons.

Inspiring Music Tutors will understand and adhere to the following guidance:

- Tutors timetables will be designed to ensure that they only visit 1 school per day, helping reduce the potential spread of infection between schools.
- Tutors will wash their hands on arrival to each school and use hand sanitiser between each lesson
- Tutors will ensure that social distancing is adhered to for the duration of the visit at each school.
- Inspiring Music will provide all of their tutors delivering whole class tuition with a [freestanding protective plastic screen](#) for PPE, which they will place in front of themselves whilst teaching. This will act as a two-way barrier reducing the risk of the spread of infection. This will be cleaned with anti-viral spray at the end of each session.
- Tutors should only touch a pupil's instrument if there is a problem with it e.g. tuning a ukulele. If handling of the instrument is required, teachers must do the following for each instrument they need to touch:
 - Wash their hands or use hand sanitising gel before touching the instrument
 - Resolve problem with instrument
 - Wash their hands again or use hand sanitising gel.

Instruments

The learning and playing of each instrument Inspiring Music provide whole class tuition for has been carefully considered. Strategies to reduce the risk for each can be found below, so please read the relevant instrument information for your school. To confirm the category of each instrument, please use the following table.

Brass and Woodwind	Handheld
Trumpet	Djembes
HyTech Trumpet	Samba percussion (various different types of instruments)
Cornet	Ukulele
pBone	Guitar
Recorder	iPads
Ocarina	
jSax	
Clarinet	

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Handheld Instruments

- It is important that ukuleles and guitars are in tune when playing them. Therefore, tuning should be done before the lesson starts, with an online video being made available to support pupils and classroom teachers. If pupils choose to take their instrument home (and have returned the instrument hire form), they will be encouraged to tune the instrument independently at home.
- Samba lessons involve pupils learning and understanding a range of different samba instruments throughout the term. Pupils should only use 1 instrument per session and clean it themselves using anti-bacterial wipes at the end of each lesson. Schools receiving Samba provisions will be provided with a specific and detailed guidance document.

Brass and Woodwind Instruments

- Part of learning a woodwind or brass instrument requires pupils to blow air or buzz their lips as they learn to make a sound on the instrument. To reduce the risk of infection brass and woodwind tutors will instruct pupils to blow or buzz directly into their hand. To support pupil's ability to play these instruments online videos will be made available, so pupils can practise the required techniques safely at home (assuming they have completed the instrument hire form).
- Every pupil should ensure they have a throw away paper towel to capture water which potentially escapes from their instrument. This should only be handled by the individual and thrown away into a bin immediately after each session.
- A common issue with trumpet and cornets is that valves become sticky, making it difficult for pupils to play. Therefore, they have been fully serviced (internally and externally) by a brass repairing specialist to ensure that valves move freely, without becoming stuck. In September, the Inspiring Music Resource Manager will ensure that all trumpets and cornets will have new valve oil applied, further ensuring the valves remain working.
 - The actions above, will hopefully reduce the common issue of sticky valves to a minimum. However, online videos will be provided to schools, supporting how valves can be easily fixed.
 - If problems persist with an instrument, the Inspiring Music tutor will follow the guidance about touching another instrument.
 - If an instrument cannot be fixed, a spare cleaned instrument can be provided by Inspiring Music, at the earliest opportunity.
- To help reduce the risk of aerosol transmission, ocarinas and recorder should be aimed towards the floor. Tutors will teach pupils how to hold the instrument correctly with the correct posture and an online video will support this further.
- To help reduce the risk of aerosol transmission, trumpets should have a clean adult sock placed over the bell of each instrument, acting as a face mask for the trumpet. We kindly ask that parents provide their children with 1 adult sock that can be cleaned at home after each session. An online video will support class teachers and pupils about how these should be placed on the instrument. It is advised that the sock is washed, using a washing machine, at home by pupils each week.
- To help reduce the risk of aerosol transmission, pBones should have the provided cloth cap (supplied by Inspiring Music) placed over the bell of each instrument, acting as a face mask for the pBone. An online video will support class teachers and pupils about how these should be placed on the instrument. It is advised that this cap is washed, using a washing machine, at home by pupils each week.