

## **Protocol for sending audio recordings-Music Peripatetic Lessons**

We are really missing hearing the progress you are making on your chosen instruments and as a result, after half term, we would like to give you the option to start sending us audio recordings of the work you have been doing at home. You may have been practicing a complete song or working on a small section but we would love to hear it. In order for us to do this, we need to make sure this is done in a safe and effective way therefore; the protocol below will need to be followed for this to be successful.

1. All recordings you make should be audio. We will not be able to look at visual recordings (no video just sound please).
2. The recording should only include the student. Please do not make any recordings with other members of your family as this is a supportive measure to help our students make progress in their chosen instrument.
3. Please do not make recordings of you speaking. The focus needs to be on the performance aspects of the recordings. If you have any questions to accompany the recordings, these can be sent with the audio file.
4. Once the audio file has been recorded, please attach it to an email, sent from your school email address, to your peripatetic music teacher and copy in Mrs Potter. The relevant email addresses are listed below.
5. Your peripatetic teachers will listen to your recording and provide feedback to your school email address within 2 working days.
6. If inappropriate recordings are sent to the peripatetic staff, the relevant senior staff from school will be informed.
7. Recordings will be kept between the student and the member of staff and will not be shared in any way.
8. All recordings will be stored securely until the peripatetic music lessons can safely resume. At this point, all recordings will be deleted.

### **Email Addresses**

Mrs Potter (Head of Music) [e.potter@alsophigh.org.uk](mailto:e.potter@alsophigh.org.uk)

Ms Dawson (Singing) [j.dawson@alsophigh.org.uk](mailto:j.dawson@alsophigh.org.uk)

Ms Cavanagh (Drums, Bass & Guitar) [m.cavanagh@alsophigh.org.uk](mailto:m.cavanagh@alsophigh.org.uk)

Mrs Kelley (Keyboards) [a.kelley@alsophigh.org.uk](mailto:a.kelley@alsophigh.org.uk)

Mr Kelley (Drums & Guitar) [c.kelley@alsophigh.org.uk](mailto:c.kelley@alsophigh.org.uk)

**We can't wait to hear what you have all been working on.**