



HIGH SCHOOL & COLLEGE

Dear parent /carer,

Wigan Music Service has asked us to forward information to you about the availability of 'Remote Instrumental Lessons' which are being offered by some of the service's freelance music tutors. A list of colleagues who are offering this service is attached to this email. If you child's instrumental teacher is listed, they would be happy to set up a temporary private arrangement with you for 'remote instrumental lessons'.

It is important that you understand that the Music Service instrumental teachers are freelance (self-employed). Wigan Music Service is simply offering to pass on your contact details to the teacher in order that you can establish a TEMPORARY private arrangement for online instrumental lessons during the COVID-19 situation. When things return to normal there is a mutual understanding between all parties that the teaching will move back into the Wigan Music Service system. Attached to this email is a consent form which makes clear the relationship between parents, self-employed teacher and music service which also makes clear important GDPR and Safeguarding considerations.

If you wish for us to notify your child's teacher that you would like to be contacted directly by email to set up lessons, please complete and sign the attached form and email it to [l.peacock@wigan.gov.uk](mailto:l.peacock@wigan.gov.uk)

You will need to:

1. Print off the form
2. Complete it and sign it (a typed name is not good enough to give consent)
3. Scan / photograph your form
4. Email the form to [l.peacock@wigan.gov.uk](mailto:l.peacock@wigan.gov.uk)
5. When your 'Parent Agreement form' is received, your contact email will be forwarded to your child's instrumental teacher who will then contact you to confirm whether they have availability to teach your child.
6. During this time of school closures, no queries should be directed to either school or Wigan Music Service; you will be entering into a private arrangement and all communication will need to be between you as parent and the instrumental teacher.

Signing the form will give us your explicit consent to share your parental email address with your child's teacher for this purpose. It also explains that the teacher is under no obligation to contact you to arrange a lesson and that any arrangements made will be entirely 'private'. After this initial introduction, there will be no further involvement in the private tuition arrangements and this is laid out in detail in the consent agreement document.

I hope that this will be a useful way to arrange some continuity for pupils.

## Parental Consent

### Temporary Private Remote Instrumental Lessons (via skype / zoom etc.) Introductions via Wigan Music Service

- 1) I understand that as an emergency measure in light of the COVID-19 global crisis, Wigan Music Service is advertising on behalf of its freelance instrumental teachers, the availability of PRIVATE 'virtual' lessons to its instrumental pupils. The service has published a list of teachers (names and instruments only) who are offering this service. The intention is that parents will have the option to be in direct contact with their child's regular instrumental teacher to arrange TEMPORARY remote private lessons.
- 2) I understand that signing this form will give explicit signed consent for Wigan Music Service to share my email address with a single named instrumental teacher. This will be my child's regular music service instrumental tutor. I understand that my email address will be forwarded to my child's teacher in order that (should they choose to do so), the teacher can liaise directly with me to set up lessons on their own terms.

Instrumental teachers are not employees of Wigan Council. They are genuinely self-employed. I understand that it will be entirely at the discretion of the instrumental teacher as to whether or not they choose to follow up on the request.

- 3) I understand that other than forwarding my parental email address to the private instrumental teacher there will be no further responsibility taken by Wigan Music Service for the quality of tuition or safeguarding of children in these online interactions. It is for individual parents to accept full personal responsibility to satisfy themselves that the DBS / safeguarding / general professionalism/ GDPR policies of the private teacher are acceptable. I understand that, going forward, these lessons will be entirely private between me as parent and the private freelance tutor. In these temporary private arrangements, Wigan Music Service absolves itself of all responsibility for either party. The service will be providing an introduction only and the transaction (£) for the lessons will be set up directly between the two parties. It will be for the private teacher to set their own rates and agree how, when and amount in terms of the transaction.
- 4) BOTH PARTIES ARE VERY STRONGLY ADVISED TO MAKE A CONDITION OF THESE REMOTE LESSONS TAKING PLACE THAT ONLY A PARENTAL EMAIL ADDRESS SHOULD EVER BE DISCLOSED AND THAT A PARENT SHOULD BE PRESENT IN THE REMOTE LESSONS IN THE SAME ROOM AS THE CHILD.
- 5) I acknowledge that NEITHER PARTY has the 'protection' of a corporate IT system / monitoring / surveillance / policy and that both must be diligent and risk-averse in this entire matter.
- 6) I acknowledge that I will be temporarily entering into a private arrangement with the freelance private teacher for the provision of remote instrumental lessons which will be entirely separate from the usual terms of engagement with Wigan Music Service.
- 7) **I acknowledge that this is a huge matter of trust and that when normal service resumes, both parties (parents / freelance tutor) agree to bring this teaching back into the Music Service system.**

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Name of my child's instrumental teacher: \_\_\_\_\_

Instrument: \_\_\_\_\_

Pupil name: \_\_\_\_\_ Please state initial and surname only (e.g F.Bloggs)

Parent email address: \_\_\_\_\_

I give explicit consent for Wigan Music Service to forward my parental email address and the initial and surname of my child to the instrumental teacher named above. Other than establishing this means of direct communication between teacher and parent, there will be no further involvement or communication from Wigan Music Service.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_ Date: \_\_\_\_\_

Please print and sign. Then, scan / photograph and finally email to [l.peacock@wigan.gov.uk](mailto:l.peacock@wigan.gov.uk)  
(we need your signed consent)