



LUKE PICKETT

COMMUNICATION POLICY

Issued: July 2019

Review Date: July 2021

Working with Schools

Luke Pickett will:

- Make time to chat with school staff, either face-to-face or via email. A friendly atmosphere is mutually beneficial and contributes to a better learning environment for pupils.
- As far as possible, be flexible and co-operate with all reasonable requests.
- Trust and respect the professional status of colleagues in schools and out-of-school organisation and understand all the factors that impact on the organisation on a daily basis.
- Never compare schools or make statements that denigrate schools.
- Allow time at the beginning of each term for discussion with the head of department or music co-ordinator to find out any requirements the school might have.
- Follow the policies and procedures of the school or out-of-school organisation.
- Raise any issues with the music coordinator or Headteacher as soon as possible

In return, Luke Pickett will expect schools and out-of-school organisations to communicate effectively and adhere to the terms and conditions of the contracts held.

Working with Parents

Luke Pickett will:

- Adhere to the policies and procedures of Luke Pickett, the Incorporated Society of Musicians (ISM) and of the relevant school or out-of-school organisation.
- Respect the shared responsibility that must exist between the school, the parents and Luke Pickett for the musical and general education of pupils.
- Establish a friendly and co-operative relationship with parents, which respects their right to enquiry, consultation and information with regard to the musical and general development of their children.
- Never knowingly distort or misrepresent the facts concerning a child's musical development.
- Keep clear, accurate and up-to-date records of pupil attendance, instrument allocation and pupils' progress.
- Practise Diaries will not be provided as a matter of course. Luke Pickett will provide regular lesson notes through MyMusicStaff (see below); however if pupils and parents wish to provide a notebook to allow for communication of practise at home, this would be welcomed.

- Luke Pickett will not usually issue an annual report for instrumental pupils as regular lesson notes will be provided. Reports are not issued for pupils in First Access programs. Reports for Curriculum teaching will be produced in conjunction with the school.

Communication with Pupils and E-Safety

Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.

General Points:

This policy should be read in conjunction with the Data Protection policy.

Personal contact details will not be given to pupils, or parents/carers, including personal e-mail, home or mobile telephone numbers or home address, unless the need to do so is agreed in writing with the school, and parents/carers. Schools should also follow this procedure.

A pupil's mobile phone number will not be held on Luke Pickett's mobile phone. Pupils will not be included on Luke Pickett's personal social networking sites. Photos of pupils may be included on Luke Pickett's professional social networking sites, website or other media outlet, for the purposes of celebration or marketing, but only with prior consent from parents/carers.

Luke Pickett will not share any personal information with a child or young person. Nor will he request, or respond to, any personal information given by the child/young person, other than that which might be appropriate as part of his professional role. Luke Pickett will ensure that all communications are transparent and open to scrutiny.

Luke Pickett will also be circumspect in his communications with children/young people so as to avoid any possible misinterpretation of his motives or any behaviour which could be construed as grooming.

E-mail or text communications between an adult and a child or young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based web sites.

Mobile telephones

Mobile telephones will be set to silent during lessons so there is no possibility that they can interrupt the session.

Calls, texts, emails etc. should not be taken or looked at during lessons. Although smart phone resources (metronome, tuner, pitch shifting, backings etc.) are very useful, Luke Pickett will always be sure not to give the impression that he is using his telephone for anything other than educational use in lessons.

Video/pictures of pupils will only be taken for something specific (e.g. performances, or for educational reasons such as looking at embouchure position). In these cases the media will be deleted as soon as it becomes obsolete – usually the same day.

Personal contact details, including mobile telephone number, will not be given to pupils. Pupils' mobile phone numbers will not be held on Luke Pickett's mobile phone

Email

Luke Pickett's personal email addresses will not be used in relation to any teaching work.

Luke Pickett's business email address will not be used for private purposes.

All schools, out-of-school organisations, parents (and pupils if necessary), should use the following email address: luke@lukepickettmusic.co.uk

Communications should be with parents/carers as the first point of contact but if email communication is necessary with pupils it should be strictly professional in tone and content and copied to parents.

Examples of suitable communications would include:

- Confirmation or change to lesson time
- Reminder of ensemble rehearsal
- Details of a resource such as a book to purchase
- Link to a suitable resource (ensuring that such a link is completely safe)
- Details of exam time and location

Where possible, a pupil's school email address will be used for communication as that will add a layer of safety and record keeping.

Luke Pickett uses an online system for invoicing and tracking pupil progress. This is a website called www.mymusicstaff.com. This system is used alongside emails for communicating, particularly regarding invoices and lesson notes.

Online communications and Social Media

Luke Pickett is aware of the potential risks of using social networking sites. Luke Pickett is aware of the importance of considering the material posted, ensuring profiles are secured. Luke Pickett is aware that publishing unsuitable material may affect his professional status.

It is not considered appropriate for Luke Pickett to engage in personal online communications with children and young people, parents or carers.

Luke Pickett will not publish specific and detailed private thoughts about any pupil, parent/carer, school, or out-of-school organisation, especially those that may be considered threatening, hurtful or defamatory.

Review

This policy will be reviewed biennially.

Signed: 

Date: July 2019

Mr Luke Pickett
Peripatetic Teacher

