



MfSF LESSON MANAGEMENT PLAN

This document is intended to guide MfSF tutors and staff in the implementation and delivery of the MfSF scheme in schools post Covid-19. It should be considered in conjunction with the MfSF Risk Assessment for MfSF Lessons in Schools.

MfSF tutors should continue to following the [NHS advice](#) in terms of hygiene, and if you have a fever, cough or breathing difficulties or lose your sense of taste/smell (the defining symptoms of the virus), please cancel your teaching and notify MfSF Head Office. Observe the [current government guidelines](#) regarding self-isolation.

Please be vigilant about the following specific points:

- Hand hygiene for both you and pupils – wash hands with soap when you can, and carry hand sanitiser for the times when you cannot.
- Ask schools to support you in asking pupils to wash their hands before and after their lesson.
- Do not share/try any pupil's instrument, and do not allow pupils to play each others' instruments. Ideally, avoid touching any instrument except your own, and if touching is unavoidable, make sure that you use disposable gloves.
- Clean your instruments regularly.
- Disinfect mouthpieces every day.
- Carry a disinfectant spray so that you can keep your mouthpieces clean during the day.
- Observe the guidelines in the Risk Assessment regarding spacing between you and the pupils. If you think it might help, use floor markings – simple coloured pieces of paper positioned on the floor would suffice – or have the music stands in fixed positions.
- Do not position pupils opposite each other and do not face pupils while teaching.
- Where possible and practical, open doors and windows.
- Make sure that surfaces are cleaned between lessons.

Make sure that your pupils know to tell a member of staff if they feel unwell, and if you teach a pupil that you feel has any of the symptoms of Covid-19, stop the lesson and notify a member of staff. Schools will follow their own Risk

Assessments on what to do if a pupil displays symptoms of the virus, which may include isolation, ventilation and subsequent deep-cleaning.

We strongly advise the following:

- Keep communicating with your schools – if there are any changes ‘at school level’ it is important to know so that you can avoid unnecessary journeys or risk.
- Accept that everyone is getting used to a ‘new normal’ – if you feel that anything is being overlooked, or if you feel that more can be done to keep all parties safe, be confident in having open and polite conversations so that improvements can be made.
- Ask if schools have any additional infection control procedures or resources that might be available to you, such as clear screens. If they are happy for visiting music tutors to use them, take appropriate steps to use them hygienically.
- Teach outside if practical and possible!
- Be understanding if schools have to make last-minute adjustments to your timetable.
- Devote more teaching time to non-blowing activities. There are plenty of fun, educational and musically beneficial things that you can do in lessons that will limit the risk that blowing instruments bring.

MfSF Head Office will make instrument cleaning guidance available to parents, and copies of the Risk Assessment and Lesson Management Plan will be published to all schools and parents in September.

We anticipate that lessons will resume in the week beginning **Monday 21st September** to allow schools sufficient time to get used to having all pupils on site, and to the new procedures that will be in place. Lessons for pupils continuing via Zoom will also begin in this week. All tutors should complete 11 lessons in the Autumn Term, which ideally will take place in the following weeks:

Week Beginning:	
Autumn 1	Autumn 2
21 st September	2 nd November
28 th September	9 th November
5 th October	16 th November
12 th October	23 rd November
19 th October	30 th November
	7 th December

If your schools are having a two week October half term, or if you need to have another odd week off for any reason, you should be able to teach wb 14th December to complete the 11 lessons.

We understand that schools will continue to review their policies as term progresses, and we will react and respond according so that we can fully reassess our provision before October half term.