



L I S A L A S H E S
SCHOOL *of* MUSIC
IN ASSOCIATION WITH PTS TRAINING ACADEMY

DAILY RUNNING ORDER – CHECK LIST
SCHEME OF WORKS

DAILY WORK SHEET

Tutors working hours 9am till - 4.30pm

Pupil learning hours 10am till 3pm

Lunch Break 1 x 45-minute

Short Break 1 x 15-minute

Working Day 5 x 45-minute lessons

Onsite/The Platform 5 hours

Daily Task Sheet	NOTES / TASKS	ASSIGNED TO:	Links /additional info
<p>TASKS: MORNING BRIEFING</p> <p>OFFICE 9am till 9.30am</p> <p>Go through timetables of the day's lessons</p>	<p>MORNING BRIEFING TUTORS</p> <p>Printed timetables with lessons plan handed out to all tutors</p> <p>Go through the timetable of the day - any changes - any amendments to rooms.</p> <p>Set break times and lunch on phones to ensure timings of the school are adhered to</p> <p>Any visitors or VIP's expected throughout the day</p>	<p>Jax/Office</p> <p>LEAD TUTOR</p> <p>LEAD TUTOR</p>	<p><i>Link sheet for master docs</i></p>

<p>TASKS: SCHOOL SETUP</p> <p>9:30am - 10am</p>	<p>VENUE SETUP FOR SCHOOL DELIVERY</p> <p>SET ALARMS ON PHONES /BREAKTIMES/LUNCHS <i>PRIORITY</i> for smooth running of the lessons and timetable</p> <p>Staggered breaktimes and lunches for tutors – must be at least 1 tutor on duty throughout the day so pupils are never left unattended</p> <p>Check any safeguarding issues and restrictions on any students in free time</p> <ul style="list-style-type: none"> - Are pupil allowed off the premises - If pupil in not in for register within 30 minutes of the lessons start calls to guardians or schools. - Incidents to be written in a handbook and filed and locked away in the office - Documentation filled out where appropriate letting guardians know if any safeguarding issues occurred whilst the pupil is the in the school’s care and has been handed over by the guardian <p>Timetables in clear view so pupils can access throughout the day to keep times and running orders Place on the walls/entrance to rooms being used for the day</p> <p>Head teacher to discuss any new policies or exams to be completed and</p> <p>Check with operations manager the setup of the room Equipment and USB’s to be issued</p> <p>Any disabilities need addressing to change the equipment plan accordingly.</p>	<p>Operations manager</p> <p>Support Tutors</p> <p>Lead Tutors</p> <p>Delegate to team member if in lessons</p> <p>Lead Tutor Operations</p> <p>ALL TUTORS</p>	
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	<p>Workbooks ready for learners to take into morning announcements</p> <p>QR codes to be scanned am and after lunchbreak Use national absent and attendance codes - (all codes on page 11)</p> <p>Check workbooks are being completed daily Address this before the first lesson of the day if not already completed</p> <p>If using the IXL education platform - make sure the laptops are signed in ready for the pupils and in working order. IXL - Maths & English online education platform</p> <p>Students Workbooks to be filled in after each lesson If pupils are not being compliant, do a 1 to 1 lesson and act as a scribe if required. Access pupil and update the care plan.</p> <p>Access the online subscription area to direct pupils to the videos which will be covered throughout the day for additional study at home.</p>		
<p>Task: BRITISH VALUES</p> <p>10am start 15 minutes</p> <p>10:15am finish</p>	<p>MORNING ANNOUNCEMENTS</p> <p>Welcome the learners into the main room</p> <p>Go through any rules and regulations not being adhered to if any</p> <p>Go through the disciplinary policy regarding breaking the school rules - sanctions and why it's important to follow rules by talking through</p> <p>Discuss British Values in morning announcements:</p> <ul style="list-style-type: none"> - Democracy 	<p>LEAD TUTOR</p> <p>SUPPORT TUTORS</p>	<p>British Values (Gov legislation)</p> <p>British Values write up documentation after morning announcements</p> <p>https://lisa-my.sharepoint.com/:w:/p/lisa_rose-wyatt/EdczWp-</p>

	<ul style="list-style-type: none"> - Individual Liberty - Rule of Law - Respect and Tolerance <p>Find current affairs news for morning announcements</p> <p>Set up calendar to import</p> <p><i>Tutors time to shine!</i></p> <p>Discuss the weekend events/shows played</p> <p>Tunes in the charts/new releases</p> <p>Inspire the learners to be who they want to be with real time information.</p>		<p>qSQVDghV4MN0_VrMBkZ_jX6s tD-H70wiXXQVGHg?e=S3UXgj</p> <p>https://lisa-my.sharepoint.com/:w:/p/lisa-rose-wyatt/EdczWp-qSQVDghV4MN0_VrMBkZ_jX6s-tD-H70wiXXQVGHg?e=QsiIIS</p> <p>TV system for any footage or creative content to share with pupils</p>
<p>Task: LESSON 1</p> <p>10:15am to 11:00am</p>	<p>Lessons 1 starts – 10:15 – 11:00</p> <p>45 minutes</p> <p>Lesson 1 finishes - 11:00</p>		
<p>Task: Breaktime</p>	<p>Breaktime – 11:00</p> <p>15 minutes</p> <p>Break finishes – 11:15</p>		

Task: Lesson 2	Lesson 2 starts – 11:15 45 minutes Lesson 2 finishes – 12:00		
Task: Lesson 3	Lesson 3 starts – 12:00 45 minutes Lesson 3 finishes 12:45		
Task: Lunchtime	Lunchtime starts – 12:45 45 minutes Lunchtime finishes – 13:30		
Task: Lesson 4	Lesson 4 starts 13:30 45 minutes Lesson 4 finishes 14.:15		
Task: Lesson 5	Lesson 5 starts – 14:15 45 minutes Lesson finishes 15:00		

Task:	15:00 – 16:00		
Enrichment	Music		
Pastoral Care	Martial Arts		
	Gaming (contact games company to test new consoles and give feedback)		
TASK:	Capture daily information by ways of pictures, videos, feel good stories and case studies to create a newsletter for the school's education platform	HEAD TUTOR	www.eduspot.com
Evidence captures			
Newsletter/interviews from the school	Fortnightly newsletter sent over to Night-time Industries Association Michael Kill CEO michael@ntia.co.uk	MARKETING/JAX	<i>Ask all tutors to upload content of the day into the Google Drive if captured on their phone, delete after to safeguard the pupils</i>
Big Brother style in the studio room	LEAD TUTOR At least 1 lesson a day filmed on the main camera Uploaded to Content Bucket	LEAD TUTOR]	ONLINE SUBSCRIPTION AREA - HOMEWORK - E-LEARNING
Acts as a learner journey and personal reflection evidence	Videos uploaded to VIMEO Schools online video storage 2TB storage subscription	No table of contents entries found.	<i>TUTOR CHAT</i> https://www.facebook.com/messages/t/2243040155724293

<p>TASK: SOM Productions and projects uploaded to private area</p>	<p><i>SOUNDCLOUD : new productions</i></p> <p>Username: LisalashesSOM@gmail.com Password: LLSOM2019 Profile name: Lisa Lashes School of Music URL: https://soundcloud.com/lisalashesschoolofmusic</p>	<p>LEAD TUTOR</p> <p>Music production tutor to upload all songs</p>	<p>When tracks are mastered Title Track</p> <p>Upload to Soundcloud</p>
<p>Task: Functional Skills</p>	<p>Functional Skills lessons: Check on exam resits Check on results Check on certificates for students who have passed exams</p> <p>Update lead tutor on the day's session Handover notes for following session:</p> <p>Write a Scheme of Works for the FS sessions or IXL platform Check exams have been booked and paperwork in place with traineeships</p> <p>ALL PAPERWORK DOUBLE CHECKED BEFORE SUBMITTING</p>	<p>HEAD TUTOR</p> <p>FS TUTOR</p> <p>LEAD TUTOR</p>	

<p>Task: Register marked</p> <p>Late learners</p>	<p>Assign tutor to tick the register - hardback copy Upload to online register Trigger email to send to parents and guardians</p> <p>Call/Text any learners not arrived Or call caseworker if applicable</p> <p>Upload a text message service on school's education platform</p>	<p>LEAD TUTOR To delegate</p>	<p>Upload to school pod Create template email</p> <p>All information stored in school pod, so no sensitive information is stored on phones or computers</p>
<p>Task: Student Workbook</p>	<p>Collect student workbooks at the end of the day Check the workbook has been completed</p> <p>As much writing content as possible for evidence of the lessons</p> <p>Be vigilant for any signs or drawings which could raise concern Check the workbook to see if any pupils need additional attention for their reading and writing skills (add to care plan - EHCP)</p>	<p>LEAD TUTOR</p>	<p>EHCP POLICY LLSOM - EHCP Policy (Nov2019)</p>
<p>Task Homework</p>	<p>Direct learners to the online tutorial area to follow videos and refresh over lessons from the day's delivery Check pupils have:</p> <ul style="list-style-type: none"> - Logins - Username - Passwords 	<p>LEAD TUTOR</p> <p>Robbie Lewis Issues IT/Backoffice logins</p> <p>Iain IT/</p>	<p>ONLINE SUBSCRIPTION AREA - HOMEWORK - E-LEARNING</p>

Task: Workbooks	<p>Collect Workbooks</p> <p>Check Reflection sheets filled in Make note on workbooks of any lessons not filled in</p> <p>Check reflection sheet completed to use evidence towards the learner journey</p>	LEAD TUTOR	Write a note on each workbook which needs additional help
Task: 3.00pm Pupils finish Pack away school	<p>Equipment packed away under the instructions of operations manager (add resource sheet – packing away equipment)</p>	<p>Operations manager ALL Support tutors</p>	Pack equipment to specified brief in the operations folder
3:00pm - 4:30pm	<p>Discuss the days findings at the school:</p> <ul style="list-style-type: none"> - Any changes - Any improvements - Any safeguarding issues - Any Disciplinary's issued - Relevant paperwork filled out and fill - Any Inspirational stories of the day? - -Fill in pupils care plan for evidence <p>Upload pics, videos, music to:</p> <ul style="list-style-type: none"> - Content bucket - Title ALL content which is uploaded - Upload to Vimeo if good content <p>Go through timetables for the following week Check timetables to accommodate lesson plans</p>	<p>Head Tutor Deputy Head</p>	Add to care plan

	Any holidays to book in		
4.30pm School finishes	Venue is cleared of all rubbish Locked and secured Alarms switched on Keys handed back to the Venue and signed so no overnight storage		
National codes for monitoring attendance. These codes must be used at all times	<ul style="list-style-type: none"> - Code P - Present at school for 1st registration - Code B – Off Site activity - Code C – Leave of absence given prior notice - Code D – Dual Registration (attends 2 schools or FE) - Code H – Holiday - Code I – Illness - Code J – Interview with prospective employers - Code L – Late arrival (after 10.30am) - Code M – Medical - Code N – Reason for absence not known - Code O – Absent without authorisation - Code P – Participating in a sporting activity - Code V – Visit or trip - Code W – Work Experience - Code U – Absent - Code X – Not required to be in school - Code Y – unable to attend due to exceptional circumstances - Code Z – Pupil not on register - Code # - planned school closure (holidays) 		

	<p>Emergency contact numbers for the school are available on the school's website alongside details on how to get in touch with the tutors through a central email base so all calls are logged.</p> <p>Info@lialashesschoolofmusic.com</p> <p>emails directed to 4 tutors to assist with a swift reply and all contact is logged through the website</p>		
	<p>The LLSOM website is fully compliant in the way we store information and by way of an audit through 'User Experience' software meeting all necessary standards to comply with the privacy policy</p> <p>Audits take place every 6 months to optimize the way the school is operating and enhancing the online experience for visitors by improving the visual aspects, usability, accessibility ensuring the site is user friendly and intuitive to use.</p> <p>We have a 5-tiered management level to all sensitive content we hold and 2 factor identification login for all folders.</p> <p>Sensitive content is sent and received through EGRESS and how the school communicates with the police and local authorities when taking referrals. We have a no download policy in place for documents sent his way to keep them safe</p> <p>The schools' passwords are on a secure platform called PASSCAMP which updates passwords every 10 minutes behind the scenes. Any breach of a password can be changed in seconds to safeguard all content and sensitive information the school holds.</p>		

	<p>OFFICE365</p> <p>Education platform runs the back-office area with full compliance of government standards and ongoing steps to ensure the websites engine is up to date and fully secured which meets the obligations required and keeps all data safe.</p> <p>GDPR procedures are in place at the school with landing pages asking people to 'opt in' before collecting any data and/or adding to the school's newsletter for monthly emails.</p> <p>All SOM emails are in place, all content saved on 2 x servers in the UK and monitored by Robbie Lewis – who is contactable 24 hours for IT.</p>		
	<p>SOCIAL MEDIA POLICY</p> <p>We have a strict social media policy in place as we are aware of the safeguarding issues surrounding vulnerable children. Our tutors are under no circumstances to reach out to any of the pupils or students on course, especially while they are on program.</p> <p>Procedures are being put in place by means of a lone worker agreement. If outside contact is being made, we will risk assess the situation as most of the pupil tutor correspondence will be for music and studio.</p>	ALL TUTORS	