

Waldegrave School Visiting Music Teacher Agreement

Part I: An agreement between parents and pupils, visiting music teachers, and Waldegrave School

Organisation of Lessons

- Individual music lessons are 30 minutes in duration. Pupils receive 30 individual music lessons each academic year*.
- Individual music lessons take place throughout the school day. Pupils' lesson times are rotated fairly to avoid missing the same academic lesson each week. For pupils in the Sixth Form, lessons are scheduled during free periods.
- Lesson times are published in advance on the music department noticeboard and online. It is the responsibility of the pupil to check their lesson time each week and to attend punctually.
- Lessons are timetabled to avoid public exams and offsite activities. It is the responsibility of the pupil to inform the music department of these times. Lessons will not, however, be rescheduled for any other reason. When a pupil is onsite they must attend their music lesson.
- The distribution of lessons across the school year will be uneven, reflecting the school calendar: pupils will receive a greater number of lessons in the Autumn and Spring terms, and fewer lessons in the Summer term.**
- Pupils in Years 11 and 13 will need to give notice if they do not wish to continue with lessons in the Summer term. If they are continuing with lessons it is the pupil's responsibility to provide their teacher with a list of suitable times at which they are available to receive lessons during study leave.

Tuition Fees 2021-22

- In 2021-22 individual music lesson fees are **£205 per term** of 10 lessons (£20.50 per 30-minute lesson, plus £13 termly administration charge) payable termly in advance. Lesson fees will be paid directly to the individual music teacher. The administration fee will be paid to the school through Parentpay.
- Parents will receive an invoice within the first week of each term which must be paid within the first two weeks of each term. Late payment will incur a late payment penalty fee of £20.50 and, in the case of non-payment, teachers may discontinue lessons and/or take legal action to reclaim fees.

* Pupils beginning lessons part-way through the term will only be charged for the lessons they receive.

** Whilst the distribution of lessons across the school year will be uneven (reflecting the school calendar), for consistency, lesson fees will be charged in equal, termly instalments (equating to 10 lessons per term).

Individual music lesson fees are reviewed annually, and may increase in September each year by no more than 3%.

Beginning Lessons

- It is normally possible for pupils to begin individual music lessons 2 – 4 weeks after submitting an enrolment form.
- Occasionally it is necessary to operate waiting lists for some instruments. Please submit enrolment forms as soon as possible.
- Parents will be sent the date and time of the first lesson, along with the name of the teacher. Thereafter, it is the pupil's responsibility to check the time of their lesson each week.

Absence from Lessons

- In the event of a pupils' absence, the individual music lesson will not be rescheduled.
- Individual music lessons will be scheduled to avoid public exams and times at which pupils are educated off site (including school trips). It is the responsibility of the pupil to inform the Music Department of these times no less than 48 hours in advance of the lesson. In these cases, where possible, the lesson will be rescheduled.
- In all other cases, pupils are expected to attend their individual music lessons at the scheduled time.
- In the event of three consecutive absences, parents will be informed.

Discontinuing Lessons

- Pupils may discontinue individual music lessons at the end of a school term.
- **Should a pupil wish to discontinue lessons, written notice must be given at least one term (10 lessons) in advance.**

Practice

- It is expected that pupils will practise for a minimum of four, 20-30 minute sessions per week. A pupil is likely to progress on their instrument only if they are willing to make this minimum commitment to practice.

- Pupils may use the school's music practice rooms at break time, lunchtime and after school with the permission of music staff.
- The teacher may give notice to discontinue a pupil's lessons if the pupil's commitment to practice does not meet the minimum requirement, and individual music lessons are, therefore, not worthwhile for the pupil.

Ensembles

- As part of their instrumental tuition, pupils who learn to play an orchestral or band instrument (including all those receiving pupil premium funding) should participate in a school ensemble, attending a weekly rehearsal during break time, lunchtime or after school.
- For a few instruments, it is necessary to reach a minimum standard before joining an ensemble.
- Tuition which takes place during ensemble rehearsals is funded by the school, and is free of charge to parents. It is strongly recommended that pupils take up this excellent opportunity.

Musical Instrument Storage

- When in school, all musical instruments should be stored in the Music Department instrument store on the shelves provided, the code for which is given to pupils who play musical instruments.
- Each pupil should label their instrument clearly with their name, to avoid loss and damage.

Part 2: An agreement between visiting music teachers and Waldegrave School

Employment Status

- Visiting music teachers at Waldegrave School are self-employed. They enter into a contract with the parents of each pupil.
- Tuition fees are paid directly to visiting music teachers by the parents of pupils.

Safeguarding

- Waldegrave School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
- Before beginning work at the school, visiting music teachers are required to complete an Application and Safeguarding Information Form, declaring all convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions and criminal investigations as required by Section 4(4) of the Rehabilitation of Offenders Act 1974.
- Before beginning work at the school, visiting music teachers are required to undertake an enhanced Disclosure and Barring (criminal record) check, administered by the school.
- Satisfactory references must be received from two referees before the visiting music teacher may begin work at the school.
- Visiting music teachers are required to complete safeguarding training, which will include reading and understanding Waldegrave School's safeguarding policy and responding to questions concerning the safeguarding of children.

Insurance

- Whilst on the premises, both you and the pupils will be covered by the School's Public Liability cover in respect of any accidents attributable to the negligence of the School.
- It is, however, essential that you hold your own public liability insurance to cover you against the possibility of any claim made by a pupil against you personally and any damage to our premises.

Enrolment of Pupils

- Parents will complete an enrolment form online or on paper, agreeing to the terms and conditions of individual music lessons (above).
- On receipt of a completed enrolment form, the school will enrol each pupil to begin lessons as soon as possible.
- The Music Department will agree with each visiting music teacher the maximum number of pupil places in that teacher's timetable.
- New Year 7 and Year 12 pupils will be encouraged to enrol in music lessons and allocated to a teacher as soon as possible.
- Once allocated to a teacher, the parent of each pupil will sign a contract between the visiting music teacher (named in the contract) and the parent, agreeing to the terms and conditions above. The contract will be issued by the school.
- At the beginning of each academic year, and when new pupils enrol, the school will provide each visiting music teacher with the details of his/her pupils, including parent contact details.
- Unallocated pupils will be added to the waiting list for their chosen instrument and allocated to a teacher when a place becomes available.

Invoicing

- In the first week of each term, the Music Department will invoice parents of current instrumental/singing pupils for 10 lessons per term (30 lessons per year) plus administration fee.
- Within the first two weeks of each term, parents must pay lesson fees directly to the visiting music teacher, and administration fees to the school through Parentpay.
- Within the first three weeks of each term, visiting music teachers will inform the Music Department of any unpaid fees.
- In the fourth week of each term, the music department will issue non-payers with a late payment warning and penalty charge of £20.
- Following these measures, on request, the Music Department will provide Visiting Music Teachers with the contact details of non-payers, allowing teachers to pursue payment. Teachers may, at any time, discontinue the lessons of pupils whose parents have broken the agreement, or pursue legal action against them.
- Visiting Music Teachers dissatisfied with the outcome of this process should bring their complaint to the Director of Music.
- Although the distribution of lessons across the school year will be uneven (reflecting the school calendar), for consistency, parents will be invoiced for an equal number of lessons (10) each term.
- If a pupil begins individual music lessons mid-term, the pupil's first invoice will be reduced (reflecting the number of teaching weeks passed since the beginning of term).

Additional Funding

- Funding available for those in receipt of pupil premium or bursary funding and parents/carers should apply through the school. If this is approved then the amount allocated will be deducted from the invoice given to parents/carers.

Hours of Work

- The visiting music teacher will agree regular days and hours of work with the school through the Music Department. This will help the school to provide teaching rooms for all visiting music teachers regularly and fairly.
- Should the visiting music teacher wish to make planned changes to these days of work, he/she will normally give at least two weeks' notice, allowing rooms to be allocated, lessons to be timetabled and pupils to receive notice in good time (not applicable in cases of illness or other emergency changes).
- The school will accommodate each request depending upon the availability of teaching rooms.

Timetabling

- The Music Department will timetable individual music lessons to take place throughout the school day. Pupils' lesson times are rotated fairly to avoid missing the same academic lesson each week. For pupils in the Sixth Form, lessons are scheduled during free periods.
- Lessons are timetabled to avoid public exams and offsite activities. It is the responsibility of the pupil to inform the music department of these times. Lessons will not be rescheduled for any other reason. When a pupil is on site they must attend their music lesson.
- Visiting music teachers will plan their teaching to deliver a greater number of lessons in the Autumn Term than in the Spring or Summer terms, avoiding public exams.
- Visiting music teachers will plan the tuition of pupils in Years 11 and 13 to deliver the majority of individual music lessons before study leave begins in May. At times, pupils may receive two lessons per week to accommodate this. Any remaining lessons will be scheduled only if the pupil provides his teacher with a list of suitable times at which he is available to receive lessons during study leave.

Attendance Registers

- The visiting music teacher will complete an attendance register for each lesson taught.
- The Music Department will monitor pupils' attendance and inform parents if their attendance is poor.
- Other timetabling and attendance information may also be communicated between the visiting music teacher and music department through the register.

The wider role of the visiting music teacher in the Department

- The majority of pupils at Waldegrave are taught in classes of 28. As pupils' principal source of one-to-one musical tuition and influence, visiting music teachers are in a unique position to encourage and persuade pupils to engage with the musical life of the school.
- In lessons, visiting music teachers will encourage pupils to join ensembles, asking them: 'to which ensemble(s) do you belong?' and 'have you attended your ensemble rehearsal(s) this week?' They will encourage pupils to take up solo performance opportunities, including soloist recitals, competitions, class concerts and practical exams.
- The visiting music teacher will recognise that the more a pupil participates as a musician, the faster the progress, and the less likely they are to give up the instrument. By participating, younger pupils will be 'carried' by older role models, to whom the younger pupils will then aspire.

Reports

- Each year, in the Summer term, the Music Department will circulate a report template to visiting music teachers.
- The visiting music teacher will provide the Music Department with an annual report on each of his/her students.
- Each report must comment on: 1) areas of progress and achievement 2) areas for improvement and how to improve 3) attitude to lessons and practice.
- These reports will be sent to parents by the Music Department.

Discontinuing Lessons

- Pupils may discontinue individual music lessons at the end of a school term.
- Should a pupil wish to discontinue lessons, parents must give written notice at least one term in advance.
- Pupils in Year 11 and 13 wishing to discontinue/suspend lessons due to study leave will continue lessons until the end of the Spring term. Visiting music teachers will record on the register any lessons received above 20, and these will be invoiced at the beginning of the Summer Term.

Notice Period

- Visiting music teachers are asked to give half a term's notice of their intention to leave the school.