

## **TBGS**

### **Guidance and Procedures for the Provision of Peripatetic Instrumental and Singing Lessons.**

'The Teacher' refers to a peripatetic instrumental or singing teacher.

'The Student' refers to the student receiving instrumental or singing lessons.

'The Parent/Guardian' refers to the parent or guardian of the student receiving instrumental or singing lessons.

By applying for instrumental lessons via the TBGS Peripatetic teachers the Student and Parent/Guardian agree to abide by the guidance and procedures laid out in this document.

### **PROVISION OF LESSONS AT TBGS**

- TBGS will endeavour to provide opportunities for students to learn a wide range of musical instruments during school hours.
- Instrumental and Singing lessons are provided by individual Teachers and not by the TBGS Music Department.
- Peripatetic Instrumental or Singing Music Teachers are self-employed teachers, working under the auspices of the TBGS Music Department.
- All Teachers must be approved by the school and department before operating at TBGS. References and safer recruitment checks are taken before approval.
- One teacher only of each instrument/discipline operates through TBGS, with the following exceptions:
  - Instruments/disciplines where demand is too great for one teacher to fulfil within their available time.
  - Where students joining the school continue with a pre-existing teacher, by arrangement with the Music Department.

### **TERMS OF PROVISION**

- Parents/Guardians of students taking instrumental or singing lessons undertake a contract with The Teacher for the provision of education in an instrument or instruments. This contract is between The Teacher and The Parent/Guardian only.
- The terms of this contract are at The Teacher's discretion.
- The Teacher will make the Parent/Guardian aware of the terms of the contract before the commencement of lessons.
- The cost per hour/lesson is at the discretion of The Teacher
- The terms of payment are at the discretion of The Teacher
- The school expects The Teacher to offer reasonable terms of payment and costs.
- The School expects the Parent/Guardian to stick to the terms of payment, settling invoices in a timely manner.
- The Teacher will agree a cancellation notice period with the Parent/Guardian before the commencement of lessons.
- The cancellation period applies to The Teacher and to the Parent/Guardian.
- The school expects the Parent/Guardian to pay the agreed notice on cancellation of lessons by either party for any reason.
- The School expects The Teacher to provide the agreed notice period on cancellation of lessons by either party for any reason.

## **MISSED LESSONS**

Students miss lessons for a number of reasons. Teachers care about the musical progress of their students and will usually do their best to re-arrange missed lessons regardless of the reason. The points below cover the School's expectations rather than Teachers' normal working practices and are at the Teacher's discretion:

### **STUDENT ILLNESS**

- The School expects the Parent/Guardian to give reasonable notice if a student misses a lesson through illness.
  - Reasonable notice on the first day of a student's illness would be a phone call or text message to the instrumental teacher before 8:50 on the first day of illness.
  - Where possible please give more notice than this.
- Whilst The Teacher will do their best to provide an alternative lesson time on the student's return to school this may not always be possible.
- Where no notice is given there is no requirement for teacher to re-arrange or refund the cost of the lesson.

### **SCHOOL EVENTS**

- The Parent/Guardian or Student should give as much notice as possible when a student will miss a lesson because of a school trip or event (which might include an exam or assessment).
- Where at least three working days notice is given, The Teacher will offer an alternative lesson time or date.
- Where less than three working days notice is given, there is no requirement for The Teacher to rearrange or refund the cost of a lesson.

### **STUDENT FORGETFULNESS.**

- Sometimes students simply forget to attend their lessons. In this case, there is no requirement for The Teacher to rearrange or refund the cost of a lesson.

### **TEACHER ILLNESS.**

- The Teacher will contact the Head of Music before 8:00am if they are ill or otherwise unable to attend school on a day they would normally teach.
- The Head of Music will inform reception and put a notice on the Timetable notice board to inform students of Teacher illness. They will also put a note on the School Bulletin.
- The Teacher will contact Students or the Parent/Guardian by text or email by 8:30 am on the morning of the first day of their illness, giving more notice if they can.
- When the Teacher is unavoidably delayed or prevented from attending a lesson after 8:30am they will inform Reception.
- The Teacher will rearrange missed lessons or, where this is impossible, provide a refund for the cost of the lesson.
  - The Teacher may provide the refund in the form of a credit against future lessons.

## TIMETABLE.

- It is standard practice for students to miss part of a curriculum lesson for their instrumental music lesson. Experience has shown that the majority of students are able to quickly catch up on missed learning.
- The school expects The Teacher to provide a fortnightly rotated timetable so that students do not miss all or part of the same timetabled curriculum lesson in consecutive fortnights with the following exception:
  - Where The Teacher does not have enough pupils to create a rotation. In this instance, arrangements for timetabling should be made in consultation with the Head of Department.
- The number of lessons missed per half term will vary depending upon a subject's timetable allocation and the size of The Teacher's cohort.
- Lessons for Sixth Form Students should take part during Free Periods or Break/Lunch where possible.
- Non-rotating lesson times are available before and after school and at Break/Lunchtime for the following student groups only, in order of priority:
  1. Year 11 and 13
  2. Year 10 and 12
  3. Students with a SEN(D) whose needs require a regular time slot.
- In order to facilitate a wide rotation, non-rotating lessons will not be offered to any other student except by arrangement with the Head of Department.
- Within this remit, the timetable is at the discretion of The Teacher. Parents/Guardians and students are requested to understand that writing a rotating timetable is a complicated procedure and to accept Teacher's decisions.
- If The Student or Parent/Guardian is concerned that the Student is missing a subject too regularly they should discuss this with The Teacher.
  - If their concern continues they should contact the Head of Department who will liaise with the The Teacher and the Subject Teacher to resolve the matter.
- If a Subject Teacher is concerned that a student is missing their lesson too often they should contact the Head of Music in the first instance before discussing it with The Student or the Parent/Guardian.

## SAFEGUARDING

- All Instrumental and Singing Teachers are expected to comply with school safeguarding policy which is available here:
- All Instrumental and Singing Teachers receive safeguarding induction training.
- All Instrumental and Singing Teachers must provide an up to date Enhanced DBS check before starting to teach at TBGS
- Students are expected to sign out at reception before their lesson and sign back in when their lesson is over, including at break or lunch except where their instrumental or singing lesson has no overlap with a curriculum lesson.
- The Teacher is expected to check that students are signing in and out.

## **ACADEMIC PROGRESS**

- The Teacher is responsible for the musical academic progress of The Student.
- The Teacher is responsible for entering The Student into external musical instrument or singing examinations where this is appropriate for the student.
  - On occasion this may be done in consultation with the Head of Department.
- Instrumental Music Teachers are observed by the Head of Music on a rotating basis.

## **DISPUTES**

- Disputes over instrumental music lessons are a matter between The Parent/Guardian and The Teacher.
- All disputes should be settled by The Parent/Guardian and Teacher.
- Where a dispute concerns failure to comply with this policy or any part of it:
  - The Teacher and Parent/Guardian should attempt to resolve the dispute between themselves.
  - Only after repeated attempts to resolve the dispute should The Teacher or Parent/Guardian approach the Head of Music.
  - The Head of Music will only act as an arbitrator between The Student and Parent/Guardian and will act in line with the policies herein.

## **TEACHER ATTENDANCE AT SCHOOL**

- Teachers are issued with a blue Teacher lanyard and ID card by the School.
- Teachers must submit their timetables to the Head of Music at the start of each term.
- The Head of Music will inform Attendance of the times that The Teacher will be on site on a regular basis.
- Teachers should inform the school via the Head of Music if a timetable change affects their regular times of attendance.
- If The Teacher is in school outside of their regular times of attendance they must sign in and out at reception.

## **APPENDIX**

### Funding for Instrumental Music Lessons

TBGS is committed to allowing access to instrumental lesson to all of its students.

There are a limited number of bursaries available to enable boys to receive instrumental lessons who otherwise would not be able to afford them. Details are available from the School Bursar. Funding for instrumental hire is also available through Edukit.