

Martin High School

*Inspiring all to dream more, learn more,
do more and become more*



PERIPATETIC INSTRUMENTAL LESSONS POLICY

Policy Reviewed by: Head Teacher and
Policy Agreed at: Full Governor meeting 22nd September 2016
Review Date:

Signed: (Head Teacher) Date:

Signed: (Chair of governors) Date:

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1. Introduction

Every pupil has the right to receive extra-curricular instrumental and vocal lessons subject to the availability of a teacher, in accordance with the whole school policy on equal opportunities. There are many benefits of such lessons including:-

- Pupils benefit academically in that the skills and knowledge gained from a peripatetic lesson may benefit their curriculum work
- Pupils gain spiritually, morally and socially, especially if they attend one of the extra-curricular groups run by the music department
- Pupils who receive peripatetic lessons have the opportunity to participate in a wealth of extra-curricular music activities

2. Aims of the Policy

This policy seeks to ensure that:-

- All pupils have the opportunity to fully participate in instrumental lessons
- Pupils are supported in selecting the appropriate instrument that they wish to learn
- Pupils and parents are aware of the commitment that learning an instrument requires, both during the school day and at home

3. Peripatetic teaching staff

The Head of Music liaises with all peripatetic instrumental teachers. All are well experienced, fully qualified and DBS checked.

Piano	Emma Burns
Singing	Emma Burns
Guitar and Bass Guitar	Mark Chamberlain
Drums and Percussion	Damon Clarridge
Violin	Claire Grocock
Woodwind	Christine Taylor
Brass	William Mee
Keyboard	Len Baker
Ensemble Tuition	Mark Chamberlain

4. When lessons take place

Instrumental lessons take place throughout the school day, throughout the week. It is the responsibility of each pupil to check the time of their instrumental lessons. Timetables are displayed on the music department notice board and in other relevant areas around the school such as outside practice rooms. A copy may also be sent home for reference. All staff at MHS are aware that pupils receive instrumental tuition and grant permission for them to leave timetabled lessons at the appropriate time.

5. Fees

Peripatetic lessons cost £10.50 per 20 minute lesson. For GCSE music students, peripatetic lesson fees are partially subsidised by the school and cost £8.20 for a 30 minute lesson. Occasionally pupils are taught in pairs or small groups, especially when they are beginners of a similar ability. Parents will be invoiced prior to each term for the next batch of lessons. This fee must be paid to the financial department in full before lessons can commence. Parents may also pay in half-term instalments. The school will pursue any outstanding payments owed by parents until all debt is cleared.

6. Procedure for terminating lessons

If a student decides to stop their lessons, a letter from parents is required (addressed to Mr Herbert). Please note that one term's notice is required if your child wishes to stop receiving instrumental lessons. If lessons must be terminated part way through a term, the full fee is still applicable. The school will pursue any outstanding payments owed by parents until all debt is cleared.

7. Attendance

Pupils must endeavour not to miss lessons. They must leave their class in good time to attend their instrumental or vocal lesson. If there are any issues regarding pupils missing a curriculum lesson, staff, parents and pupils should discuss the matter with the Head of music in the first instance. If a student has an important curriculum lesson which, for example, may contain assessed work, it may be possible to alter peripatetic lesson times if:-

- Adequate notice is given to inform other students of the timetable change
- In changing the timetable, there is not a detrimental knock-on effect to many other students.

8. Absences

- Any information regarding absences of any kind can be communicated directly to the teacher by phone/email/text (text is permissible for short notices such as absences or through the school office, who will pass the information on when the teacher arrives. A message on the morning of the absence itself is perfectly acceptable.
- Lessons that are missed without prior notice, or lessons that are missed due to the children not being in school for example, trips or fixtures (again without prior notice) will unfortunately be forfeit. This does include illness.
- If a pupil (or parent) informs the peripatetic teacher of a planned absence on the morning of a sports fixture, they will endeavour to teach the child before midday. Where peripatetic teachers are informed of an absence in advance, that lesson will not be forfeit and will be owed, or carried over to the following term.
- Naturally, an absence on the part of a peripatetic teacher will count as a lesson owed. These are usually carried over to the following term, and will appear on the next invoice as an extra free lesson, or a free lesson owed.
- Absences of peripatetic teachers will be communicated to pupils via registers.

- If a student misses 3 lessons without legitimate reason, parents/guardians will be contacted by the school. Their child may also be removed from the timetable.

9. Storage of instruments

Most instruments are covered by most household insurance policies. Martin High School is unable to accept liability for any loss or damage to instruments whilst in school. Please ensure your child's instrument is clearly labelled with their name. Instruments should be left at the appropriate place in the music department and should be taken home at the end of each day.

10. Advice on practice

Pupils are expected to practice between 10 and 20 minutes a day. Regular practice is very important. It is far better to do a little most nights, than to do half an hour the night before a lesson. The Music Department is able to provide a practice diary for students to use.

11. Monitoring progress

Pupils will be given a formal annual report in the summer reporting process. Entrance for an examination is also a good indicator of progress. Examiners' feedback can be constructive and useful to both parent and teacher.

12. Examinations

Pupils may be entered for ABRSM, Rock School and Trinity examinations at the teacher's discretion. Teachers will select the most appropriate level of difficulty of examination. It is important to remember that there is a cost element to examinations. Parents must also bear in mind that it is their responsibility to arrange transport to and from the examination centre.

13. Guidance for Peripatetic staff

Keeping a register:

Staff must keep a weekly register. Reasons for this include Health & Safety as well as dispute resolution. The Head of Music also monitors attendance, as well as how many pupils are studying an instrument at any one time.

Rewarding Students:

Thorough practice and/or good preparation for lessons should be rewarded. Excellent effort in lessons should also be rewarded. As a rough guide, an A Award might be given once a term. You may ask the Head of Department to reward a student on your behalf.

Reports:

Written reports are issued once a year in the summer term. These should be word processed onto a specific template available from the Music Department.

Absences:

In the event of any long unforeseen absences which are not due to illness (freelance work, musical tours, etc.), peripatetic tutors are required to help provide a suitably qualified professional to deputise on their behalf.

Tasks within the Music Department:

Peripatetic tutors are accountable to the Head of Department where reasonable requests are made in relation to their students' progress through music at school. This will usually include simple tasks such as accompanying their students in performances at school events or for grade exams, and assisting with GCSE coursework preparation. Tutors may also be asked about the possibility of coaching ensembles alongside their individual lessons.

Safeguarding:

Tutors must ensure that their DBS Certification is updated as required, and that they are aware of the school's child protection policies.

14. Equality of access

All students are entitled to participate in instrumental tuition regardless of their age, gender, ethnicity or ability. !

15. Review of Policy

This policy is reviewed annually by the Head of Music.