



## Brentwood School

### Terms and Conditions for Instrumental Lessons with Visiting Music Teachers

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These are the corresponding terms and conditions made between parents and Visiting Music Teachers. The School acts only as a facilitator in order to assign pupils to teachers and provide facilities for lessons. By signing the relevant google form, you are agreeing to uphold these terms and conditions with the relevant peripatetic staff. By acceptance of these terms and conditions, parents are also giving consent for their personal details to be shared with the relevant Visiting Music Teacher.

#### 1. Payment of Fees

The Visiting Music Teachers set their own fees, however, we expect that most lessons will be broadly consistent with the rate set by the ISM currently equivalent to £32 per 40 minute lesson (based on a minimum of 30 lessons per academic year).

However, as specialist peripatetic music teachers are self-employed and work across a number of schools, they reserve the right to set their own fee structure which they review annually. Notice of new fee structures will be provided by Visiting Music Teachers to parents in the Trinity term.

Fees are charged in advance directly by the Visiting Music Teacher to the parent and the Visiting Music Teacher will contact parents with details of how payments should be made. Late payment may result in the Visiting Music Teacher requesting that your child be withdrawn from specialist lessons until the fees are received in full.

In the event of absence or a school trip, it is the responsibility of the parent to inform the Visiting Music Teacher, with at least twenty-four hours' notice, who will make every effort to reschedule although this cannot be guaranteed. All missed lessons will be billed for, unless there are extenuating circumstances discussed and agreed with the Visiting Music Teacher. Lessons may be rescheduled in extreme circumstances but these do not include illness, injury, detentions or adverse weather conditions. If the Visiting Music Teacher is absent then the lessons will either be refunded, re-scheduled or credited to the next term's Invoice. It is the responsibility of the parent, not the child, to communicate absence with the Visiting Music Teacher. All Visiting Music Teachers are provided with an official school email address (as a regular visitor to the School site) and this is the prescribed method of communication (see section 3 for further details).

**In accordance with our Safeguarding Policy there should be no contact between the Pupil and the Visiting Music Teacher via mobile phones, this includes text messages.**

## **2. Timetabling**

Lessons are timetabled on a rotational basis during school hours at forty-minute intervals (therefore parts of different academic lessons will be used each week) and arranged between pupils and Visiting Music Teachers one week in advance, usually at the end of each lesson. Thereafter any requests for changes should be made via the Visiting Music Teacher's official school email account.

The vast majority of all Music lessons take place during school hours, lunchtimes are used in strict rotation, and it is rare for lessons to take place after school (since this is when orchestral and band rehearsals are scheduled).

## **3. Communication**

Unsupervised communications between pupils and Visiting Music Teachers is not permitted (in accordance with safeguarding procedures) and as the arrangements and contracts are between parents and Visiting Music Teachers, parents must be fully informed at all times. For this reason, Visiting Music Teachers must not respond to pupil contact via mobile phones. Should your child have any difficulty attending a particular lesson parents can make contact with the Visiting Music Teacher via their official school email account.

If the Visiting Music Teacher needs to get any messages during the school day to the pupil, these should be channelled via the Music Department: [paadministrator@brentwood.essex.sch.uk](mailto:paadministrator@brentwood.essex.sch.uk)

## **4. Notice of Terminating Lessons**

Should your child wish to stop or temporarily break from their lessons, a full term's notice must be given in writing and received by the Visiting Music Teacher. This must be received no later than the end of the first full week of the term at the end of which lessons are to cease. This notice period is also required if you do not intend to continue your child's music lessons through study leave periods.

If you do not require lessons to continue into the following academic year, notice must be received in the first week of the prior Trinity term. Notice given during the summer break is not sufficient. In failing to meet the terms of notice above, a term's fees will be payable in lieu of notice. Equally, the Visiting Music Teacher will give a term's notice if for any reason they are unable to continue lessons.

## **5. Music Examinations**

The School benefits from being an Associated Board Exam Centre, and pupils are prepared for examinations of this Board. These take place on a termly basis.

## **6. Security**

Instruments worth collectively several thousand pounds are brought into school daily. We will do our best to safeguard these, but the School accepts no responsibility for loss of, or damage to, instruments. We strongly advise parents to take out separate insurance for instruments.

The following common-sense rules should be noted:

- a) Instruments must be stored during the School day in the cupboards provided in the Music Department, and not in corridors, changing rooms, classrooms or bag racks.
- b) All instruments and cases/bags must be clearly marked with the owner's name and address. We advise that cases be lockable, or have a padlock fitted.
- c) Instruments must not be left at school overnight.

## **7. Practising at Home**

This is a vital part of the learning process, and needs time set aside for it. Visiting Music Teachers will advise on the most appropriate programme for each pupil. A little and often is invariably preferable to a last-minute panic the night before a lesson. However, well-planned practising at home in-between lessons or rehearsals will give greater satisfaction all-round, and inevitably speed progress.

We hope that your child will enjoy their music lessons at Brentwood School, and may become fully involved in the musical life of this thriving Department.

## 8. List of Visiting Music Teachers

### Visiting Music Teachers (listed alphabetically)

Teacher	Qualification	Instrument
Pam Ambrose	LLCM CTABRSM	Clarinet and Saxophone
Sam Barber	BMus (Hons)	Organ and Trombone
Oliver Carey	BMus (Hons) MA (Perf)	Brass
Rory Cartmell	BMus (Hons) MMus Dip ABRSM	Trombone, Tuba and Euphonium
Marc Cecil	BA (Hons)	Drums and Latin Percussion
Rob Downing	BMus Hons GSMD	Oboe and Bassoon
Cathy Edkins	BA (Hons) LTCL Dip LCM	Singing
Sharon Goodey	BA (Hons) ALCM LTCL	Piano
Caroline Hall	BA (Hons)	Harp, Piano and Theory
Suzanne Loze	AGSM	Violin and Viola
Jack Marks	ARSM BMus (Hons)	Piano
Daniel Parker	BA (Hons)	Guitar and Bass
Jonathan Parkin	BA (Hons)	Singing
Matthew Ridley	BMus (Hons)	Double Bass (Improvisation and Jazz)
Stephen Rumsey	BA Hons	Horn, Trumpet and Trombone
Jamie Sorabji	BSc Hons	Piano
Lesley Street	BMus (Hons) LRAM ARCM	Double Bass
Kathy Underhill	BMus (Hons) ARCM	Piano

Anne Waddington	BA Hons LRAM	Cello
Carolyn Wheadon	BA (Hons)	Flute
Julia Wilson-James	Dip RAM	Singing and Piano
Simon Winters	MA (Oxon) FRCO LTCL	Piano, Organ, Recorder and Theory