



Brentwood School

Terms and Conditions for Instrumental Lessons with Visiting Music Teachers (KS1/KS2)

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| Document Owner: | Director of Music Prep School |
| Relevant to: | Parents/Carers of Prep School Pupils |
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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 will set their own fees, however, we expect that most lessons will be broadly consistent with the rate set by the ISM currently equivalent to £29.75 per 35 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.

Please note, where applicable and based on the age of the child, the lesson time includes the Visiting Music Teacher safely collecting and returning your child to and from lessons and activities.

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 Late payment may result in the Visiting Music Teacher requesting that your child be withdrawn from specialist lessons until the fees are received in full.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 with the Visiting Music Teacher. Lessons may be rescheduled in extreme circumstances but these do not include illness, 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

Year one and KS2 music lessons are timetabled on a rotational basis during school hours at 35-minute intervals (therefore parts of different academic lessons will be used each week) and arranged by the Visiting Music Teacher at least one week in advance. We are sometimes able to offer lessons before and after school on this rotational basis.

Parents should be in regular communication with the Visiting Music Teacher regarding arrangement of lesson times.

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

It is the parent's responsibility to make sure their child is aware of lesson times and any agreed changes.

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.

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 each term; final dates for entry are published in the School Calendar.

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 areas specifically designated for instrument storage or, by consultation with the child's class teacher, in an agreed storage area of the child's classroom.
- 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 should 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 accelerates progress. Each pupil will be provided with a Brentwood School practice diary for the teacher to input practice instructions and also to allow for communication between the teacher and the pupil's parent.

We hope that your child will enjoy their music lessons at Brentwood School, and 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 |
|-----------------|----------------------------|----------------------------------|
| Hannah Ambrose | BA (Hons), MA | Singing |
| Clare Benson | BMus (Hons) ALCM | Piano |
| Oliver Carey | BMus (Hons) MA (Perf) | Trumpet and Piano |
| Rory Cartmell | BMus (Hons) MMus Dip ABRSM | Trombone, Tuba and Euphonium |
| Marc Cecil | BA (Hons) | Drums |
| Rob Downing | BMus Hons GSMD | Oboe, Bassoon and Piano |
| Caroline Hall | BA (Hons) | Piano |
| Jack Marks | ARSM BMus (Hons) | Piano |
| Daniel Parker | BA (Hons) | Classical Guitar |
| Stephen Rumsey | BA (Hons) | Horn, Trumpet, Trombone and Tuba |
| Lesley Street | BMus (Hons) LRAM ARCM | Double Bass and Piano |
| Angelo Tsocos | MMus, BMus (Hons) | Piano |
| Anne Waddington | BA Hons LRAM | Cello |
| Carolyn Wheadon | BA (Hons) | Flute |
| Julie Walker | GMus CT ABRSM | Violin and Viola |
| Matthew Wallace | MMus, BA Hons | Piano |