



Further to the summary of my terms as printed on my Invoice, here is my Teaching Policy in full.

### **1. Timetables**

- 1.1 Lessons are arranged for the length of time requested, wherever possible. Where the full time cannot be allocated, as shorter time will be offered until the full time becomes available.
- 1.2 Continuing pupils receiving shorter time lesson are given priority over waiting list pupils, when new school timetables are arranged at the start of a new term / academic year.
- 1.3 Timetables are arranged termly in advance and shared with families. An automated email will also be sent 36 hours ahead of each lesson to ensure any changes or alterations to the timetable are communicated. Families can choose to unsubscribe from this automatic reminder, but the responsibility lies with pupils/parents to keep up to date with any term time timetable changes by checking the online calendar ([www.mymusicstaff.com](http://www.mymusicstaff.com)). Please see 1.6 and 1.7 for more information regarding pupil absence from lessons.
- 1.4 All pupils usually receive 30 lessons across the academic year, approximately 3 x 10 week blocks, however individual terms may include more or less than 10 lessons according to school events beyond my control.
- 1.5 Any lessons missed due to my (the teacher's) absence will be made up where possible, carried over to the next term or refunded if requested.
- 1.6 Any lessons missed due to a pupil absence (including forgetting to attend) cannot be refunded. Where notice of 48 hours or more can be given, lessons can be rescheduled.
- 1.7 For in-school lessons it remains the parent/carers responsibility to inform me of any planned absence (holidays, medical appointments, school trips or residential). It is not the school's responsibility to update me on school trips or events that might affect your child's lessons.

### **2. Lesson Times**

- 2.1 Pupils are timetabled for 20 minute or 30 minutes lessons, as requested by parents at the time of booking. Parents can email to request to increase or decrease lesson times, giving a minimum of half a term's notice. Increases cannot always be guaranteed, due to time availability.
- 2.2 Secondary aged students are expected to arrive in the music department, collect their instrument if required, and be ready for their lesson at the published lesson time.
- 2.3 Pupils receiving lessons in primary school are usually collected from their classroom. Year 6 pupils are encouraged to be aware of their lesson time and, where possible, arrive at this time for their lesson. Pupils in KS2 or below will not miss out on their lesson if they are unable to arrive independently.
- 2.4 All my lessons are scheduled in advance and can be viewed by personal logins via [www.mymusicstaff.com](http://www.mymusicstaff.com) Where I am running late due to my own time keeping, subsequent lessons may run slightly late to ensure full lessons are taught to all pupils. Where a KS3 or older pupil is late for their lesson I will not intentionally run over into the lesson time of the next pupil.
- 2.5 If a KS3 or older pupil fails to arrive in the first 10 minutes of their lesson I may be able to attempt to locate them, by talking initially to LVC Reception staff and then going to their classroom. Sometimes this means that a pupil arrives late for their lesson whilst I am out looking for them. The pupil is therefore responsible for taking out their instrument and using their lesson time to practise / warm up whilst waiting for my return. (If my flute and music is not in the room, the pupil should not wait alone).

### **3. Waiting Lists**

- 3.1 I will always endeavour to accommodate lesson requests into my timetable, or recommend another local teacher, as I do not believe 'Waiting Lists' are helpful to anyone!
- 3.2 On occasions it is necessary for a pupil to 'wait' for lessons: either through choice or personal circumstances. When this occurs I ensure a fair system is used, without bias.

## POLICY No.1

### Teaching Agreement Policy: Terms and Conditions

*Mrs Emma Mason BMus(Hons), PGCE (music), PG DipEd, MISM*

3.3 Requests for lessons are dealt with in strict priority: firstly existing pupils that I teach are allocated space on my timetable. Secondly pupils waiting for lesson are allocated according to the date on the Application Form submitted to me (either personally or via the school process)

3.4 Upon the start of a new academic year, continuing pupils will take priority on my timetable, followed by any pupils waiting for lessons from the previous year ahead of the new intake.

3.5 A pupil/family held on my waiting list may turn down a place when offered, once only. If an offer of a place is turned down for a second time they are moved to the 'bottom' of the waiting list, or removed (at the preference of the parent/carer)

3.6 Where payment is not received by existing pupils, in accordance with **4. Invoices** (see below) a pupil may lose his / her place on my timetable, and be required to join the end of my waiting list.

#### **4. Invoices**

4.1 Invoices are emailed in advance via [www.mymusicstaff.com](http://www.mymusicstaff.com) at the start of each term, with the Payment Date set for the second lesson of the term.

4.2 For school-based lessons a total of 30 lessons is usually taught across the academic year.

4.3 Where an overpayment occurs (eg due to a lesson being rescheduled due to teacher absence), the family account will show a credit that will be carried over into the new term, or refunded if requested,

4.4 Where a pupil gives notice to stop lessons part way through a year, an invoice or refund may be issued, as appropriate. Please see **5. Renewing or Cancelling Lessons**

4.5 Any requests for special arrangements (eg. paying in instalments) or problems with payment must be communicated before the Invoice Payment Date.

4.6 Failure to pay by the Payment Date may incur an additional £10 LATE fee, issued with the reminder for payment which must then be received within 5 days of notification. Lessons may be stopped until payment has been received, and during this time there is a risk of losing you / your child's place on my timetable.

#### **5. Renewing or Cancelling Lessons**

5.1 Renewal of lessons happens on a yearly basis in July, for all school-based lessons. This process is handled by each school's administration staff, who require a form to be completed and an admin fee to be paid to the school. (see point 5.3). For private lessons this renewal process is not required, and lessons are presumed to continue unless notice for terminating lessons has been given (see 5.2).

5.2 Notification of termination of lessons is required, in writing (email is fine), with a minimum of half term's notice. Lessons cannot automatically be transferred to other pupils or siblings. Where special arrangements are made this is purely at the discretion of myself, on an individual basis.

5.3 Renewal of lessons from one academic year to the next is presumed as part of our lesson agreement. Therefore, notification for termination of lessons is required by May half term if lessons are not being renewed for September.

If you have any questions regarding any of the above terms, please do ask at any time. I do not wish to make the process of arranging lessons any more daunting! However, these Terms and Conditions are to ensure transparency and protect the relationship of client-employer. I am registered as a Member of the Incorporated Society of Musicians, which provides my Public Liability insurance. I have full CRB checks and disclosures in place and renew my Safeguarding training annually. **By requesting and paying for lessons you are acknowledging that you have read, understood, and agreed to these terms, as described above.**  
Emma Mason