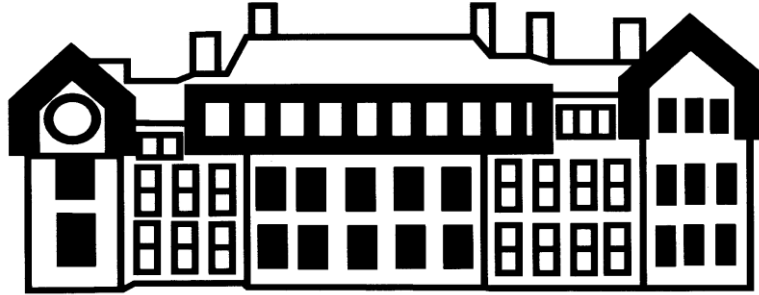


GORDON



SCHOOL

Peripatetic Instrumental Lessons Policy

Ratification date: March 2025

Review date: March 2028

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

Peripatetic Instrumental Lessons Policy

This policy should be read in conjunction with:

- Safeguarding Policy
- SEND Policy
- Equality Statement
- Inclusion Policy

1, Introduction and rationale

Gordon Primary School aims for high quality education across all areas of study, including its peripatetic music lessons. Every pupil from Year 3 has the opportunity to have extra-curricular instrumental lessons subject to the availability of a teacher.

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 develop the self-discipline and motivation required to practise a skill independently
- pupils gain spiritually, morally and socially and develop skills that can have a hugely positive impact on their wider education
- pupils will gain in confidence and be able to communicate more effectively
- pupils who receive peripatetic instrumental lessons have the opportunity to use their instrument in class music lessons where appropriate, to participate in the School Band when at the appropriate level, to join flute ensemble/guitar groups and perform in school concerts

2, Aims

This policy seeks to ensure that:

- all pupils have the opportunity to participate fully in peripatetic lessons (financed by parents or in some case by the school)
- pupils are supported in their development, for example: help selecting an instrument and how to make good progress
- pupils and parents are aware of the commitment that learning an instrument and taking exams requires, both during the school day and at home
- pupils, parents and teachers are clear about the expectations for pupils to contribute to the extra-curricular life of the school and the impact on their curriculum time
- we further underpin our commitment to safeguarding and *Keeping Children Safe in Education*

3. Peripatetic teaching staff

Gordon Primary School engages the services of self-employed, freelance instrumental teachers. All staff must have suitable experience in teaching; fulfil the school's safer recruitment checks (including enhanced DBS and references) and be approved by the Music Subject Leader and Headteacher. They will undergo annual safeguarding training and share certificates with school.

The peripatetic instrumental teachers must adhere to both the school's policies and 'Guidelines for Teachers' (Appendix A).

The Music Subject Leader liaises closely with all peripatetic instrumental teachers to monitor pupil progress and lesson organisation and parent communication.

Parents communicate directly with peripatetic staff about their child's progress or contact the Music Subject Leader if they have concerns.

4. Lessons

Instrumental tuition is provided on a weekly basis for a total of 30 lessons per year. Peripatetic teachers create their own timetables for the term.

Lessons take place throughout the school day during the week. Although timetables are organised, these are often flexible to account for school trips, illness and class requirements

It is the responsibility of the pupil/parent to check the time of their instrumental lessons each week and to arrive on time. Timetables will be displayed on the school lesson board, as well as being sent to parents directly, via email.

In the event of trips and major timetable / calendar changes, the parents should inform peripatetic staff with as much notice as possible. The Music Subject Leader will also share calendar updates regularly.

All members of staff at Gordon Primary School are aware of the pupils who will receive peripatetic tuition and grant permission for them to leave class at the appropriate time.

5. Fees

Music lessons will be charged at the rate set by the self-employed teacher, but this should remain agreed between the team of teachers to keep costs the same across all instruments. This will be made clear on the application form and is for blocks of 10 lessons (each term). These fees are adapted for lessons taught in groups or pairs. Peripatetic teachers should not start teaching a pupil until the relevant contract has been received. (see Appendix B).

Tutors will advise pupils and parents of the required tutor books or examination books and these should be purchased individually.

A notice period will apply in order to cease instrumental lessons, detailed on the contract (usually half a term).

6. Hiring an instrument

Peripatetic teachers can advise on where to hire or buy instruments.

School hired instruments are the parents' responsibility. This includes paying for any damage and/or general servicing costs. Parents should also make arrangements for hired instruments to be included on their general household insurance.

Peripatetic teachers will be responsible for keeping track of who has school instruments, including serial numbers, and recovering them after lessons cease.

7. Storage of instruments

Most instruments can be covered by household insurance policies: parents are advised to check this with their insurer. Parents are asked to ensure that their child's instrument is clearly labelled with their name. Instruments should be stored in the instrument cupboard in the music department when at school and are the responsibility of the individual child.

8. Attendance

Pupils must endeavour not to miss peripatetic lessons. They must leave their class in good time to attend their instrumental lesson. Younger pupils may need additional support from peripatetic staff to get to their lesson on time. If a pupil does not arrive within five minutes of the start time for their lesson, peripatetic staff should ring down to the year group corridor or go to the classroom to remind the pupil.

If there are any issues regarding pupils missing a curriculum lesson, staff, parents and pupils should discuss the matter with the instrumental teacher and Music Subject Leader. There are options for lessons to happen before school, at break and at lunchtimes if requested.

If a pupil has a compulsory school event, it may be possible to find an alternative instrumental lesson time if adequate notice (no less than three working days) is given to the peripatetic teacher allowing them to inform other students of the timetable change. Although the Music Subject Leader will inform peripatetic teachers of events in the school calendar, wherever possible. Parents are responsible for telling instrumental teachers about school trips that will affect music lessons.

Absences:

- Peripatetic teachers' registers will help to keep a record of any absences.
- Parents should inform the peripatetic teacher directly of any upcoming pupil absence.
- Lessons that are missed without prior notice, or lessons that are missed due to the child not being in school will, unfortunately, be forfeit.
- 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.
- An absence on the part of a peripatetic teacher will count as a lesson owed.
- Absences of peripatetic teachers will be communicated to parents via emails and to the school via the Music Subject Leader and school office.

9. Monitoring progress

Peripatetic teachers contact parents with updates on progress regularly. Most do this through a notebook/folder/email. Entrance for an examination is also a good indicator of progress. Examiners' feedback can be constructive and useful to both parent and teacher. It is expected that pupils will make good progress if they practice regularly at home as well as attending regular lessons.

General Guidance for Peripatetic Staff

Peripatetic teachers should have an induction meeting with the Music Subject Leader before they begin teaching. They will be provided with relevant policies and a copy of the Gordon Staff Handbook.

Keeping a register:

Staff must keep a weekly register. Reasons for this include Health & Safety as well as dispute resolution. This must be shared with the Music Subject Leader each term.

Drawing up a timetable:

Peripatetic staff have access to the school timetable at the start of each term and can draw up a timetable for the full term. Care should be taken to avoid clashes with school events, where possible. The Music Subject Leader will be available to support peripatetic staff with this. Once the timetable is published, staff should endeavour to stick to it as far as possible. Selecting pupils on an 'ad hoc' basis regularly is not appropriate. Timetables should be displayed on the music department board and shared with parents. Please add teaching days to calendar on wall in music department.

Safeguarding:

- Peripatetic staff are required to have an enhanced DBS at all times and are responsible for keeping these renewed and shared with the Business manager in the school office.
- Peripatetic staff are required to share safeguarding training certificates with Music Subject Leader and School Business Manager annually and are responsible for knowing when these expire or require updating.
- Peripatetic staff must sign in on the screen in reception and have their badge on them at all times when on the school site.
- Peripatetic staff must adhere to the school's safeguarding and other associated policies. Policies can be accessed via the school website. Any safeguarding concerns should be reported to the Music Subject Leader immediately in person. If the Music Subject Leader is off site, then these should be reported to the Designated Safeguarding Lead or one of the Safeguarding Deputies. Posters listing safeguarding leads are on display by the school office. MASH details are on the 'Child Protection and Safeguarding' board by the photocopiers in the PPA room.
- It is school policy that no mobile phones are used around pupils. Parents will have been sent the contract that explains that self-employed peripatetic staff may use them to play backing tracks or to use a metronome or look up the next book to purchase etc. No photographs or filming of lessons must take place without prior parental and Music Subject Leader agreement in writing in advance from parents in line with 2.3(4) of the Mobile Phone Policy. This will also agree the length of time that photos or videos are stored for and a date by which these will be deleted from the device.
- Wherever possible instrumental lessons take place when another Gordon staff member or music teacher is also teaching in the music department. SLT do regular learning walks to the music department to support safeguarding checks.

- The environment is organised to enable staff to teach with minimal disruption. Noise is reduced through the closing of doors; however, the glass windows provide an unobscured view of the rooms and should never be blocked or covered.
- Consent must always be sought before physically supporting pupils with holding instruments or posture when playing e.g. repositioning hands across the keys of a flute. This should be used as a last resort where verbal explanations are given and demonstrations have been unsuccessful.
- If first aid is required during an instrumental lesson, the teacher should use the phone in the music department to ring the school office.

Examinations:

Consent from parents should be sought before entering a child for an exam. The cost of the exam and the cost of any piano accompaniment should be made clear to the parents. When the date of the examination comes through, it must also be made clear to parents that it is their responsibility to arrange transport to the examination centre. When a pupil passes an exam, the Music Subject Leader, should be made aware.

Pupil Recruitment:

The Music Subject Leader will advertise instrumental lessons in class music sessions, in the school newsletter and via parentmail. Instrumental teachers will also be invited to come and give instrument demonstrations if they want to promote lessons.

General Advice:

This policy is not a contract of employment, nor should any employment contract be implied from any of the guidance contained in this document. Each peripatetic music teacher is responsible for their own taxation and NICs or other liabilities as self-employed staff.

The Music Subject Leader will support peripatetic staff, parents and pupils where possible, when issues arise. We recommend open lines of communication and discussion around issues before they become escalated.

Gordon School firmly believes in celebrating progress and talent in music and values the role that peripatetic teaching plays in this, especially feeding into our extra-curricular programmes, such as the school band, concerts and assemblies.

Appendix A – Guidelines for Teachers

Notes - Supply Teachers – Key Stage 2

Welcome to Gordon Primary School and thank you for your help. We hope you will have an enjoyable time with us. Here is some information which should help you.

Key people to talk to:
 Charlie Fabian (Deputy Headteacher)
 Andrea Olding (KS2 Leader)
 Parallel class teacher
 Classroom TAs (there may not always be a TA in the classroom)

Times:
 The morning session begins at 8.55am. You need to collect the class from the playground.
 Morning playtime: 10.30am to 10.45am. You need to escort the class to the playground.
 KS2 Lunch: 12:15pm to 1.00pm
 The day finishes at 3.15pm. You need to escort the children to the playground and wait for parents/child minders to collect their child.

Staffroom:
 The staffroom is located on the first floor opposite the Headteacher's office and next to the Deputy Head's office. Tea and coffee are available. Please contribute 20p per cup. All crockery, cutlery and chairs are for communal use. There are fridges, microwaves, a toaster and an oven for you to use.

Accidents / illness:
 All support staff are first aid trained. A green first aid box is attached to the wall in the classroom.

Medical needs:
 Information about children's medical needs is located by the First Aid box.

Special Needs:
 Information about children with special needs can be found in the SEND folder in the classroom. If you would like to discuss individual children, please see Hannah Cuesta, Inclusion Manager.

Toilets:
 There are children's toilets near the classroom. We discourage children from using the toilets during lesson times whenever possible. If a child does need to go, they should go alone.
 Adult toilets are located on the first floor by the staffroom.

Safeguarding:
 Jason Taylor (Headteacher) is the Designated Safeguarding Lead, Charlie Fabian (Deputy Headteacher), Hannah Cuesta (Inclusion Manager), Lotti Newlove and Chloe May are the Deputy Safeguarding Leads. Please share any concerns with the Safeguarding Leads or any other member of staff.

Behaviour:
 There are six main rules:
 We are gentle.
 We are kind.
 We listen.
 We are honest.
 We try our best.
 We look after property.
 We reward good behaviour with house points and one can be awarded at a time.

Notes - Supply Teachers – Key Stage 2

If a pupil does not follow instructions we take the following steps:

- a recorded warning is given (see Weekly Behaviour Record – on a clipboard in the classroom)
- five minutes away from the group
- rest of the session away from the group
- fifteen minutes withdrawal to another class or ten minutes playtime detention
- withdrawal for the remainder of the morning or afternoon / parents contacted / Senior Leadership Team informed

Assemblies:
 Information about assemblies is on the white board in the staffroom. You will need to accompany the children to the assembly.

Policies:
 There is a folder of key policies, including Safeguarding, Behaviour & Discipline and Anti-Bully in the staffroom.

Photocopier:
 There is photocopier by the staffroom. Use the one on the left as it does not require passcodes.

Internet / computers:
 You can use a guest log-in to access the computers in the classroom. The user name is: supply. The password is: Teachert4. Please refrain from using the internet for personal reasons, even on your own device. There is internet access in the classroom via the interactive screen.

Mobile Phones:
 Adults must not have mobile phones or any other devices which take photographs with them whilst they are with children.

Fire Exits:
 Information about evacuation procedures and exit routes is on the wall by the classroom door.

Additional Support:
 If you need any additional support or advice please speak to a member of staff.

Gordon Primary School Second Floor

Appendix B – Exemplar Instrumental Lesson Contract and Instrument Hire

INSTRUMENTAL LESSON CONTRACT

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Instrumental lessons are an arrangement between parent and instrumental teacher.

LESSONS

Teachers will contact you directly around lessons, timetables and payment.

There will be a minimum of 30 lessons per year

A number of instruments are available for hire from the school for which a fee is payable, and which should be insured by the parent/guardian.

It will be assumed that pupils will be continue to have lessons from one year to the next unless parents notify tutors, in writing, giving half a terms notice.

If a pupil wishes to discontinue lessons, notice must be given to the instrumental tutor, in writing, by half term to take effect from the end of that term.

Failure to follow this procedure will result in a half term's fee being charged in lieu of notice.

You are responsible for letting the teacher know in advance of any lessons that cannot be attended due to visits, absence, school trips etc.

Grade exams do not take place on the premises. These are organised by the tutor and it is the responsibility of the parents to take their children to the exam venue.

The tutor reserves the right to discontinue lessons. Notice will be given to the parents.

Please note: Teachers may use laptop, ipad or mobile phones in lessons to send parent emails, to use metronome to keep time, and to play backing tracks or music examples to students.

PAYMENTS

Payment for lessons should be made at the beginning of each half term upon receipt of an invoice.

Fees will not be refunded for non-attendance under the following circumstances:

For the first week of child being absent due to illness.

Lessons missed due to the child forgetting their instrument

Holidays taken by the child during the school term

School journeys/trips unless notice is given by the parent to the tutor in advance.

I confirm that I have read and agree with the lesson contract.