



# Let's get music making!

## TERMS AND CONDITIONS OF INSTRUMENTAL MUSIC LESSONS, COORDINATED BY DASP MUSIC 2018-19

### Arrangement of lessons

Following receipt of an application, if it is within the first 4 weeks of the half term, it will normally be possible to arrange lessons to start in the following half term. We will endeavor to meet your group-size requirements, but this may not always be possible. The instrumental music staff may need flexibility during the academic year to alter group sizes for the following reasons: 1. Individual pupils' progress within the group. 2. Commencement/termination of lessons by pupils. Any alteration of these group sizes, for whatever reason, will only take place at the beginning of each half term. You will be consulted either by telephone or in writing prior to any changes taking place. Occasionally, it may be necessary to swap teachers around part way through the year. This would only occur at the start of a half term, and we would try to ensure that any change of teacher went as smoothly as possible.

### Payment for lessons:

All DASP Music teachers do their own billing. The contract for the lessons is between you and the DASP Music teacher. The rates for lessons are as stated on our website. The distribution of bills, and collection of monies owed, is the responsibility of the individual teacher. The teachers will aim to teach 30-34 lessons over the course of the year. Bills will be issued in advance (usually termly) at the start of each term. Some teachers may offer an option to pay by Standing Order, however this is subject to negotiation between you and the DASP Music teacher. Failure to pay promptly will result in the possibility of your son/daughter's instrumental peripatetic music lessons being withdrawn.

### Attendance:

**It is the student's responsibility to attend their arranged lessons.** Instrumental music staff cannot be expected to deal with absence, although the school Music Coordinator will be notified by the instrumental teaching staff for persistent absence and will deal with the matter accordingly. **The DASP Music teachers will not be able to provide refunds when the teacher is available and the student is absent for whatever reason (including holidays, sickness, lateness or forgetfulness).** In exceptional circumstances (for example school trips and examinations) with at least one week's written notice given directly to the teacher, the teacher may try to provide the lesson at another time. However, this may not always be possible. If a student is not allowed to leave an academic lesson at the last minute, and without notice, then the school will need to pay for the lesson.

### Notice period for stopping lessons:

If your son/daughter wishes to discontinue lessons for any reason, please be aware that the DASP Music Office requires **NOTICE IN WRITING** as per the dates listed below. If you do not let us know by these dates lessons will automatically continue and you will be charged accordingly.

<b>Notification to be received by letter or e-mail to DASP Music by:</b>	<b>Discontinuation of lessons to take effect not before:</b>
29 October 2018 7 January 2019 25 February 2019 23 April 2019 3 June 2019	21 December 2018 15 February 2019 5 April 2019 24 May 2019 23 July 2019

### DASP Music Teachers

All staff are self-employed, DBS checked, have attended regular safe-guarding training and have Public Liability Insurance. DASP Music exists simply to coordinate tuition in schools.

### Students in Examination Years:

Students in years 11 and 13 will automatically have their lessons terminated at the end of the first half of the Summer Term unless their parents wish them to continue (if so please put this in writing to the DASP Music Office). Students who have mock exams should re-arrange their instrumental lessons directly with their music teacher.



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## **Staff Obligations:**

It is expected that staff will:

- Organise an up-to-date rotating timetable and make alterations if necessary. Display this timetable in good time, allowing students to see when their lesson is going to be.
- Encourage and motivate students to learn, practise and improve.
- Reward students for good work using the schools commendation system.
- Teach music notation and aural training.
- Write a report for students once a year.
- Communicate with parents via a practice notebook or by email/phone regularly.
- Prepare students for performance assessments at GCSE and A level.
- Enter students for external instrumental examinations if appropriate.
- Keep a weekly lesson register, to be submitted half-terminally to the DASP Music Office via School Offices.
- Accompany their students on the piano where applicable.
- Staff will aim to teach 30-34 lessons per academic year. Staff may, if appropriate, arrange for a performance opportunity or workshop for students in lieu of a lesson (e.g. a concert instead of the last lesson of the term, or a workshop when timetabling becomes tricky during the exam season).

## **Student Obligations:**

It is expected that students will

- Check noticeboards for lesson timetables.
- Attend their lessons on time.
- Bring their sheet music/books to lessons.
- Bring their notebook to lessons and refer to it during the week.
- Bring their instrument to lessons.
- Regularly practise their instrument at home in preparation for their lessons.

## **Parents Obligations:**

It is expected that parents will

- Pay bills promptly
- Inform the teacher in writing one week in advance if their son / daughter is going to be on a trip, or otherwise unavailable for their lesson.
- Encourage their son/daughter on their instrument.
- Purchase any sheet music or books that are required.
- Remind their son/daughter of their lessons.
- Read lesson notebooks weekly to ensure good communication with the teacher.
- Do their best to provide a quiet environment where their son / daughter can practise.

## **Examination Entries:**

Students may be entered for external instrumental exams by the school each term at the recommendation of their teacher – this is handled by the DASP Music Office. An accompanist can be provided for a small cost, for one rehearsal, plus the exam itself. There may also be aural sessions provided.

## **Financial Support:**

If you need financial assistance, please see our website for details of help that may be available to you.

## **Notebooks:**

DASP Music Notebooks will be available at a cost of £2 from your son / daughter's instrumental teacher. Every child learning an instrument should have a notebook.