



Music guidance – Peripatetic lessons

At Westbury House School, we want to encourage as many children as possible to learn a musical instrument or take up singing lessons. Therefore, Mr Kargl has identified a number of highly competent, professional musicians who are prepared to offer one-to-one teaching to our pupils.

Although this is a private arrangement between parents and peripatetic staff, the school is responsible for monitoring the quality of lessons and ensuring that pupils are receiving what they are paying for. This falls within the remit of the Head of Music, Mr Kargl.

Instrumental lessons are given at school during term time and last for 30 minutes each. Term lengths vary. The day and time for the lesson will be chosen by the Head of Music and the teacher and advised in advance. The teacher will rotate the time of the lesson as necessary and desirable to accommodate requirements of the school schedule. If school trips fall on the day of the scheduled lesson, lessons will be rearranged accordingly. All peripatetic teachers are informed of planned school trips in advance. Timetables are displayed at school. We would also reassure parents that all peripatetic staff have DBS checks and are required to complete all of our safeguarding training regarding Keeping Children Safe in Education September 2016, health and safety training and fire awareness training.

Our peripatetic teachers are highly trained professionals who set aside time to teach in our schools, accommodating the number of pupils who request lessons. To do this, they turn down other opportunities of work. While our peripatetic instrument teachers are self-employed, it is important that they are given a reasonable period of notice if there are to be any alterations to ensure that the conditions under which they work at our school do not penalize them financially.

Fees for the lessons for the projected term and any additional costs (e.g. exam fees, music etc.) will be invoiced at the beginning of each term. Fees are reviewed annually, and any changes will be notified a term in advance.

Payment should be made direct to the teacher within 14 days of the invoice. Lessons may be suspended if payment is not received.

If the pupil misses a lesson due to illness, they will forego the lesson. The teacher can try to rearrange this lesson if possible, however this will be at the teacher's discretion. Should there be any school-approved planned absences, we ask that you notify the peripatetic teacher with at least a week's notice, in order for the lesson to be rearranged accordingly.

If the teacher is absent without prior warning, either the lesson will be made up or carried forward at the discretion of the teacher.

If a child decides to take up an instrument, he or she is obliged to continue for a term as a minimum commitment. If, during the first half term, parents decide to discontinue instrument lessons, the peripatetic teacher and Head of Music must be informed, in writing, by the last day of the half term before the holiday starts. For example, if a child

wishes to discontinue lessons at Christmas, written notice must be given to the instrument teacher no later than the last day of the half term in October. This period of half a term's notice is only for the first term in which a child takes up an instrument.

Once the first half term has passed, parents must give the peripatetic teacher a full term's notice in writing if they wish their child to discontinue instrument lessons e.g. to finish lessons at the end of the summer term, notice must be received by the last day of the spring term. If notice hasn't been received by then, the whole of the next term's fees remains payable.

Any concerns regarding lessons should initially be directed to the teacher, if possible, who will take steps to remedy the situation. The Head of Music is always available to discuss any issues or concerns, and to offer any advice should it be required.

Reviewed March 2019