



St Lawrence College

Musical Instrument and Vocal Lessons in School

Information for Parents / Guardians / Carers

St Lawrence College is delighted to be able to offer opportunities for individual and group tuition for singers and instrumentalists from our team of expert Visiting Music Teachers (VMTs). For the purposes of clarity and information, we have detailed below various procedures and expectations which we ask parents and pupils to observe in enabling us and our VMTs to administer lessons efficiently and effectively.

**Please note that VMTs are normally self-employed and not on the payroll of SLC. However, all VMTs are interviewed and vetted by the school to ensure quality of teaching. The school's first priority is the safety of our pupils, and so all VMTs are required to undergo the same enhanced DBS checks and regular safeguarding training as employed staff.*

Applying for Lessons

- All applications for new lessons should be made via the Music Lessons Application Form to the respective Director of Music (DoM JS/SS). This Information Document and the Music Lessons Application Form can be downloaded from the school website on Parent Portal.
- It is important that Parents / Guardians / Carers include their contact details clearly on the form because the VMT will make direct contact to arrange initial lessons and payment details.
- Please note: whilst any pupil in JS or SS is eligible to receive instrumental / vocal tuition, admission to the Music Lesson programme for Pre-Prep age children is dependent on the pupil's suitability in consultation with the VMT; the class teacher and the DoM (JS).

Taster Term

- It is possible for pupils to have a no-obligation Taster Term of five lessons in a new instrumental or vocal study for which payment is expected in advance.
- Please note that there is no requirement for a notice period under this arrangement, but if a pupil terminates the lessons before the end of the series, then no refund can be made.

Regular Lessons

- Pupils can apply for Regular Lessons from the outset. This will usually be the case where pupils have received tuition in a previous school and wish to continue with one of our VMTs. Please note that Regular Lessons are subject to the standard notice period (see 'Notice of Cancellation of Lessons' below) from the outset.

Lesson Times

- Regular Lessons are assumed to occur on a weekly basis during term-time and the times for the next week are posted on Parent Portal on the preceding Friday and displayed in the following locations:
 - Junior School: in the Roberts Hall.
 - Senior School: on the Music Department noticeboard; on the Music display area in the corridor outside of the kitchen Servery; and in the House areas.
 - Some VMTs also communicate teaching schedules with parents directly.
- It is the responsibility of the Pupil / Parents to check lesson times each week and to make any necessary arrangements to notify VMTs or the DoM (JS/SS) of problems, or to organise a swap with another pupil in sufficient time prior to the lesson taking place.

Pupil Missing a Lesson

- If a pupil knows in advance that they will have to miss a VMT lesson, it is expected that at least two days' notice will be given to the VMT so that teaching schedules can be altered and where possible, an alternative time arranged.
- If less than two days' notice is given, and this concerns a Senior School pupil, then it is the responsibility of the Senior School pupil to swap a time with another person on the list.
- If a pupil misses a lesson it is at the discretion of the VMT as to whether the lesson is made up or the lesson is charged as that tutor would have been waiting at that time to deliver the lesson.

Late Arrival or Absence of VMT

- If the VMT is late in arriving for an agreed lesson time, the following procedures should be followed:
 - Senior School pupils should check the time sheet posted on the Music Department noticeboard, and then with the DoM or ADoM to see if there has been a message. It may be possible for the pupil to wait / practice in the Senior School Music Dept under the supervision of the DoM or ADoM until the VMT arrives. If the DoM or ADoM is not available then the pupil should return to their normal class without delay, and they should message the DoM at the earliest convenient moment to report the VMT absence.
 - In the Junior School, VMTs collect pupils direct from classes, so in the event of late-running or absence, pupils should not miss lessons.
- In the event of lateness or absence by the VMT, the teacher will make the necessary adjustments by arrangement between the pupil/parents and the VMT.

Notice of Cancellation of Lessons

- The notice period for Taster Term lessons is not required.
- The notice period for cancellation of Regular Lessons is half a term in advance in writing (or via email) to the VMT, copying-in the DoM (JS) or DoM (SS) as appropriate.

Email / Text / Social Media Contact

- Parents and respective VMTs will be responsible for all communications - and the secure processing of all personal data shared - between the parent and VMT.
- All electronic communication from VMTs regarding music lesson matters should be to Parents/Guardians/Carers, copying in the appropriate DoM where necessary.
- Under no circumstances should a pupil enter into direct communication with VMTs via email, text or social media.
- If a pupil needs to get in touch with a VMT between lessons or during a school holiday, then they should ask parents to relay a message or they can ask the relevant DoM to pass on a message.

Invoicing and Payment

- Regular lessons are invoiced for each term in advance by the VMT direct to the parents / guardians in time for the beginning of each term.
- Payment is made to the VMT directly by parent/guardian/carer, and settlement is expected by the first lesson of each new term.
- Invoicing should take account of differing term lengths, but parents/guardians/carers should ensure that they check invoices carefully and liaise with the VMT if there are any uncertainties or errors.
- Where a VMT is self-employed, SLC cannot accept any responsibility for any financial arrangement made between parents/guardians/carers and the VMT.
- Where payment is outstanding or in dispute, the VMT reserves the right to suspend lessons until payment is settled.

Music and Instrumental Accessories Orders

- Published music and musical instrument accessories (strings, reeds, valve oil etc) can be ordered for pupils via the Music Department.
- Orders are normally placed via the VMT with the DoM, and are usually received within two weeks.
- The cost of the book or other item (including any discount, and postage charge if applicable) is charged to the next school termly bill.

Examinations

- Pupils can be entered for graded music examinations either privately or *via* the School. Please note that any exam entry should be discussed between the pupil, parents and the VMT. Entries *via* the school are normally made by the VMT who will liaise with the DoM.
- Fees for any exam bookings handled by the school are paid on booking by the school, and are charged to the next termly bill.
- Pupils applying for examinations via school will be entered for sessions in the Thanet area unless requested otherwise.
- It is the responsibility of parents / guardians (or, in the case of boarders, the HSM in consultation with parents/guardians) to ensure that their child attends their music examination.

Instrumental Hire

- The school maintains a stock of wind, brass and string instruments, which are available to pupils in the early stages of their studies.
- Instruments can be borrowed for free in the Junior School. There is a termly hire charge of £30 in the Senior School.
- Purchase of any accessories such as reeds or strings is the responsibility of the user.
- The School undertakes to provide instruments which are in a good state of repair. It is the responsibility of the user to ensure that the instrument is well-cared-for and that any loss or repair is paid for. It is advised that instruments should be covered by an insurance policy.
- Please contact the relevant DoM for more information and availability.

Use of Practice Rooms

- Pupils are welcome to use practice rooms in the JS and SS with permission, but under no circumstances should food and drink be taken into these spaces because of potential damage to expensive equipment.
- The school reserves the right to withdraw access to these facilities and charge parents for any damage incurred by a pupil.

Confidential Pupil Information

- Because VMTs are self-employed, we do not share confidential information we hold on pupils with VMTs.
- Parents/Guardians/Carers should expressly share relevant information directly with VMTs. Where the College has been notified in writing by parents that parental consent has been given to share information, the school can then give guidance and support to VMTs if requested.

Contact Information

Director of Music (Junior School)

Ms Helen Caddick.

hec@slcuk.com

Bursar / Finance

finance@slcuk.com

Director of Music (Senior School)

Dr Jon Williams.

jrw@slcuk.com

Assistant Director of Music (Senior School)

Mrs Georgina Owen

glo@slcuk.com