



Our ref: DR/VCL

7th September 2018

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Headteacher: Martin Farmer BEd (Hons) NPQH

Dear Parent/Carer

Re: Contract for Instrumental Music Lessons

Your son/daughter has expressed an interest in learning/continuing to play an instrument at Queen Elizabeth High School. As you may be aware, the school does not employ instrumental teachers. Instead, the Faculty of Arts and Creative Technology provide a pool of self-employed accredited teachers.

Accredited Teachers are assessed through a selection process to ensure that they have the suitable qualifications, experience, playing ability and teaching skills to teach here at QEHS. Under this scheme, all instrumental teaching is quality assured and each peripatetic member of staff will have a cleared DBS check.

As well as the quality of teaching provided, there is a high expectancy of students to dedicate an appropriate amount of time towards practise in between their lessons to ensure continual progress is being made. If insufficient practise is taking place or a severe lack of progress is being made, then the peripatetic member of staff may want to contact home. If there continues to be a lack of interest from the student, then the member of staff will be well within their right to discontinue lessons. There is a high demand of students wanting lessons who are usually put on a waiting list. These students will instead be offered the next available slot.

All peripatetic staff will decide on the music to be studied according to their specialist instrument. This is to the benefit of the student so that correct skill sets and techniques are being exploited.

To promote student independence, an element of organisation is involved in students checking their lesson times in advance. Timetables are put up at least 24 hours in advance for students to check. There is *some* leniency in re-arranging lessons due to assessments/practical subject clashes. However, lessons are rotated each week so that students' subject lessons are not compromised and re-arranging lessons *should not* become a habit.

By signing the contract, you are agreeing to the following terms:

- All lessons are payable half-termly in advance by cash, cheque or BACS
- If payment has not been received by the third lesson, lessons will be ceased until payment has been made
- Lessons missed by staff illness/unavailability for work will be made up or credited to the next term
- Peripatetic staff *will not* fetch students from their subject lessons if they have forgotten their instrumental lesson time

- Lessons missed by the student will not be made up but will still be charged for. Students will be excused from this if they are unwell and contact is made directly with the appropriate peripatetic member of staff
- All students, including those on the 'Pupil Premium' register, must ensure that their instrumental lessons are impacting positively on their progress across the school and that any work missed is caught up
- A half terms' notice must be given in writing if your child wishes to discontinue lessons.

If you have any issues or concerns with the lesson, then myself and the peripatetic member of staff involved will be pleased to discuss your child's progress at a mutually convenient time.

Yours sincerely

Mr D Racic
Head of Faculty
Arts and Creative Technology



Contract for Instrumental Music Lessons

I/we hereby agree to the following terms:

- All lessons are payable half-termly in advance by cash, cheque or BACS
- If payment has not been made by the third lesson, lessons will be ceased until payment has been made
- I understand that lessons missed by staff illness/unavailability for work will be made up or credited to the next term
- Peripatetic staff *will not* fetch my child from their subject lessons if they have forgotten their instrumental lesson time
- Lessons missed by my child will not be made up but will still be charged for. I understand that students will be excused from this if they are unwell and contact is made directly with the appropriate peripatetic member of staff
- I understand that my child must ensure that their instrumental lessons are impacting positively on their progress across the school and that any work missed is caught up
- I will give a half terms' notice in writing if my child wishes to discontinue lessons

Student Name:

Signed:
Parent/Carer

Date: