

## TERMS and CONDITIONS for SERVICES TO SCHOOLS INSTRUMENTAL / CURRICULUM / CLASS MUSIC TUITION

### Applicable Services

Slough Music Service provides a range of services to schools including peripatetic instrumental lessons, after-school clubs, class (curriculum) teaching, strategic support and teacher training.

Terms and conditions for these services are shown below. These apply to services shown as 'Instrumental Tuition', 'Whole Class Instrumental Lessons' and 'Curriculum/Class Tuition' on your paperwork (there are separate T&C's for other services).

Slough Music Service recognises a three term academic year, comprised of six half terms.

### Service Standards

**Safeguarding:** Please see [www.sloughmusicservice.co.uk/docs/policies/safeguarding.pdf](http://www.sloughmusicservice.co.uk/docs/policies/safeguarding.pdf) for a copy of our safeguarding policy which confirms the checks we carry out on our staff. This satisfies the OFSTED requirement for visiting staff in schools.

Slough Music Service will:

- Ensure all staff satisfy the required safeguarding checks
- Carry out quality assurance visits
- Liaise between school and teacher where required, including dealing with grievances and complaints
- Invoice termly for this provision, and monitor renewal of agreements
- Maintain a register of attendance
- Ensure pupils are entered for relevant exams, performances and festival where appropriate
- Where the service provides ongoing tuition for small groups of instrumentalists, complete annual reports on pupil progress.

Slough Music Service will not:

- Deal directly with parents on any matter
- Promote or administer the activity within school, though we will offer our teachers to give demonstration/recruitment assemblies etc (which may be charged for)
- Enter into financial arrangements with parents

Teacher sickness/unavailability:

- In the event of the unavailability of our teacher (sickness etc) we will endeavour to find a replacement but this cannot be guaranteed, especially at short notice. Missed lessons will be made up later in the term or in the following term where possible. Where teacher absence results in a shortfall of sessions in the term, a pro rata refund will be made.

## School's Responsibilities

The school is responsible for:

- Arranging pupils attendance
- Providing suitable accommodation and instruments (if required and not already arranged with SMS). Accommodation must meet adequate and appropriate health & safety and safeguarding recommendations
- Providing pupil level data to support the recording and monitoring of pupils and their progress
- Supervising children before and after the session when the parent/carer is not present
- Promoting and publicising the service to pupils and parents/carers
- Communicating with parents/carers
- Financial commitments between school and parents/carers
- Administering any charging arrangements between the school and parents
- Notifying SMS of days where teaching cannot take place. Cancellations notified less than 7 days in advance will count as one of the allocation of sessions (and be charged for).
- Giving due notice if you wish to terminate this agreement (see period of agreement below).
- Maintaining instruments loaned as part of this service and repairing/replacing lost or damaged instruments. There is a separate instrument hire agreement which includes full details of this obligation

**It is up to individual schools whether or not they pass on charges to their pupils. Please note however that legislation prevents schools from making a profit on services funded through music standards fund. Schools should ensure that received income does not exceed our charges**

## Period of agreement

This agreement is ongoing, year on year, until cancelled. Minimum period is one term.

Notice periods for terminating this agreement are:

- 1<sup>st</sup> November to cease at the end of the Autumn Term
- 1<sup>st</sup> March to cease at the end of the Spring Term
- 1<sup>st</sup> June to cease at the end of the Summer Term

If notice of termination has not been received by this date, we will assume you wish to continue with this service for the following term and teachers will be booked accordingly

## Cost of Service

Our current charge for 2016 / 2017 academic period is £44 per hour per teacher.

- Charges will not be made where the teacher does not offer a lesson (eg sickness, SMS CPD days etc)
- Teacher time will be charged where the school/organisation cancels lessons giving less than 7 days notice, or fails to meet the 'schools' responsibilities' referred to above

**Notice of cancellation of a lesson should be sent via email to [music.service@beechwood.slough.sch.uk](mailto:music.service@beechwood.slough.sch.uk)**

- We normally teach a minimum of 30 weeks per year. Where this is different, it will be shown in the activity description on your SLA. Cancelled lessons must be made up if the annual total will fall below 30, or the shortfall will be charged for.
- The minimum duration of a single visit to a school is one hour
- Where the school request breaks between sessions, the time will be charged at the same hourly rate.
- Changes to fees will be advertised one half term in advance
- Invoices will be sent termly.