

SWBGS Peripatetic Music Lessons Parents/Teacher Contract

Dear Parents and Carers,

I am delighted to hear that your child is interested in having peripatetic music lessons at Borlase.

We are able to offer pupils the opportunity to learn a variety of instruments, thereby enabling their participation in a number of musical ensembles and styles. Singing is also a popular activity at the school, with many pupils participating in our ensembles as choral singers and soloists.

This booklet is a LEGAL CONTRACT and should be kept in a safe place for future reference.

This Contract is between you as parents and your child's music teacher and is valid until your child leaves the school or at the end of a discontinuation period. It is vital that parents recognise that peripatetic teachers are self-employed and therefore rely for their livelihood on prompt payment and adherence to the Terms of the Contract.

If you ever need to contact your child's peripatetic music teacher, please contact them via parents@swbgs.com. I can also be contacted if you wish to speak to me about your child's lessons or the service that we offer.

Yours sincerely,

Mr S Miall

Assistant Headteacher; Director of Performing Arts & Music

PERIPATETIC MUSIC LESSONS AVAILABLE AT SWBGS

Violin/Viola/Piano	Mrs Minor Atabek
Woodwind/Cello/Piano	Mrs Sue Cossins
Piano; School accompanist	Miss L Cucic
Brass/Piano	Mr S Davie
Director: Borlase Jazz Bands, Youth Orchestra & Brass Ensemble	
Harpsichord/Organ	Mr Hugh Robson
Voice/Director Cambiata Boys' Choir	Mrs Gilly Ross
Electric/Acoustic/Classical Guitar	Mr D Shannon
Voice	Mr T Stafford-Allen
Violin/Viola	Mrs Marilyn Vanryne
Percussion	Mr M Vincent
Woodwind	Mrs E Walker
Accoustic/Classical Guitar	Mr M Willis

We will try to offer tuition in other instruments, should there be enough demand.

SCHOOL ENSEMBLES

Instrumental:

Concert Band
 Senior Strings
 Ensemble
 Symphony Orchestra
 Jazz Orchestra
 Youth Orchestra
 Jazz Band
 Brass Ensemble
 Saxophone Ensemble
 Flute Choir
 Rock Club
 Classical Guitar Club
 String Quartet
 Technical Theatre Club

Choral:

Cantorum (mixed voices, Y10-13)
 Gospel Choir (soprano/alto, Y10-13)
 Chapel Choir (soprano/alto, Y11-13)
Madriguys (tenor/bass, Y9-13)
 Barbershop (tenor/bass, Y11-13)
Youth Voices (mixed voices, Y7-9)
Forte e Fiero Girls' Choir (soprano/alto, Y7-9)
Cambiata Boys (treble, Y7-10)

This list gives a rough guide to the ensembles on offer at Borlase. The exact types of ensembles depend on the players at the school, and groups may be created by pupils or staff at any time. These groups perform in concerts throughout the year and there are opportunities for students to perform solos in our termly 'Chamber Concerts'. We also undertake one large scale musical production every year for senior and junior students alternately.

MUSIC CONTRACT

TERMS & CONDITIONS FOR INSTRUMENTAL & VOCAL TUITION

1. Fees / Payment

We ask our peripatetic music teachers to offer a minimum of 30 lessons over the year, and 26 for students in Y11 and Y13 (as they leave early for study leave).

Teachers will work at a rate of £46.00 per hour thus the cost of lessons for 2026/27 will be:

Individual lesson of 30 mins	Cost - £23	30 lessons = £690.00
-------------------------------------	-------------------	-----------------------------

Individual lesson of 20 mins	Cost - £15.50	30 lessons = £465.00
-------------------------------------	----------------------	-----------------------------

Invoices will be emailed to parents by the peripatetic music teacher for the beginning of each term showing the number of lessons to be offered, the length of lesson and cost. Payment should be made electronically to the peripatetic teacher's invoice within two weeks of the start of term.

There is no provision for adjusting invoices. Any lesson a peripatetic teacher misses, will be made up as soon as possible.

Any difficulties regarding payment should be reported to the teacher in writing. If no payment or explanation is received within two weeks a reminder will be sent by the teacher. **If after a further week nothing has been received lessons may be stopped; this is at the discretion of the teacher.**

Peripatetic teachers may also, as appropriate, send invoices for music examinations that they wish your child to enter, accompanist's fees, and for music and other appropriate expenses incurred on your child's behalf.

If you wish for the length of your child's lesson to change, please request this by writing to the peripatetic music teacher at the **start** of a term.

Fees will be subject to annual review by the school.

Parents who wish their child to have lessons but feel that their means are insufficient to support them are encouraged to write to **bursar@swbgs.com**, to apply for assistance. This assistance can only be made in exceptional circumstances. All enquiries will be treated with the utmost confidence.

2. Absence from Lessons

Teachers will endeavour to make up lessons missed by genuine, explained reasons as their schedule allows, but they are not obliged to do so. However, our experience is that our teachers are considerate to pupils experiencing such difficulties. This system based on goodwill is commonly operated in Bucks and Berks schools, and we find that in most circumstances such pupils will receive their full allocation of lessons.

Whenever possible planned absences should be notified at least one week **in advance of the lesson**, preferably in writing, but in case of sudden illness a phone call to the school office will be sufficient. **Written notifications should be addressed to the peripatetic music teacher.** This notification will help the teacher in planning the days' lessons. Lessons missed due to sickness will be made up only if the teacher's timetable reasonably allows. **Please note that if the teacher is not notified on the day the lesson cannot be made up.**

The peripatetic teachers will be informed of the days in the calendar when the whole school is involved in special activities such as exam periods, sports day etc., and they will not come in; but trips arranged during the year which affect lessons should be reported in writing to the peripatetic teacher as soon as known, so that the teacher can plan to make up the missing lesson. Late notice of these trips may result in the lesson not being made up.

Y11/Y13 students are expected to continue attending peripatetic lessons during their mock examination weeks, as they are expected to attend subject lessons. This is also true for Y7-10 and Y12 end of year exam weeks. Peripatetic staff will have timetables for the examination periods and will schedule lessons around your son/daughter's particular exams. **It is the student's responsibility to notify their peripatetic music teacher, in advance, of when their exams are taking place.**

Genuine reasons for absence from music lessons include:

- i) Absence from school.
- ii) Injury which prevents playing or singing (although the teacher may be able to do theory or aural so pupils must check with them before absenting themselves).
- iii) Involvement in a school based activity e.g. A trip, where the teacher has been notified in advance.

Lessons missed for the following reasons will not be made up:

- i) Forgetting to attend.
- ii) Mis-reading the timetable.
- iii) Forgetting an instrument/music. (Teachers can always find useful things to do in lesson time e.g. Aural, theory).
- iv) If a student chooses to miss a peripatetic lesson during their mock examination/end of year exam weeks then this will count as a missed lesson, and therefore it will not be rescheduled.

Peripatetic lessons begin and end, in line with the school day, at 8.45am and 3.30pm. Students should not expect to receive lessons either side of these times. However, if a peripatetic teacher wishes to allow this in special cases then this will be permitted, but students must attend registration with their tutor at 8.40am.

Lessons missed by the teacher will be made up.

In the case of pupils displaying a pattern of missed lessons, parents will be informed by the teacher. Every effort will be made to discover the reasons behind non-attendance, but continued absence without explanation may result in lessons being discontinued.

It is vital that pupils study the timetable and ask their normal class teacher, well in advance, if they may be excused from their lesson. As well as showing good manners, it allows for changes to be made within the timetable if for some reason attendance at a class lesson is essential. e.g. National Curriculum Test, Science Practical etc.

3. Instruments

Parents interested in hiring or buying new instruments should always seek the advice of the individual music teacher concerned, at the beginning of the process if possible. In addition, the advice of the Director of Performing Arts & Music should be sought, as the school may, under certain educational criteria, be able to obtain discounts.

4. Reports

New students will receive a written report at the end of their first term of learning. After this, all pupils will receive a report at the end of the academic year (if applicable). This is likely to include information about progress, attitude in lessons, attendance and suggestions for possible improvements.

5. Starting / Stopping Lessons

Once an application form has been received by the school, lessons will commence at the first available opportunity. Normally this will be at the start of a term or half-term, depending on availability. In this instance, invoices will be adjusted accordingly.

Lessons will be provided, where available, until your child leaves the school or until the completion of the period of notice following receipt of your written notice of discontinuation. If you wish to discontinue your child's lessons, one full half-term's notice must be received in writing e.g. in order to stop lessons at Christmas, notice must have been received by October half-term.

New pupils are committed to one term's payment. Any parent who feels that they wish to discontinue lessons having read the report will have two weeks to inform the peripatetic music

teacher in writing of their decision. In this specific case, the half term's notice ruling will not apply. If no such response is forthcoming, the teacher will assume that the student is continuing lessons, and he/she will be invoiced accordingly.

The period of notice is deemed to have started when your notice to discontinue is received by the teacher. To ensure this, you should send your notice directly to the peripatetic music teacher.

Once your notice to discontinue has been received, the teacher will write back to you in confirmation, and to inform you of the stopping date of your child's lessons, and of any monies owing.

Unless a pupil confirms that they are to cease learning immediately, the teacher will assume that they will continue to take their lessons until the end of the period of notice. If the pupil ceases lessons, fees in lieu of notice will be payable. The teacher will pursue payment in all cases, and if required, this will be escalated to the school. Extreme cases of non-payment will be pursued through the Small Claims Court.

6. Suspending Lessons

Sometimes parents write to request that lessons are suspended for a given period of time. The teacher will consider every case, and it is at their discretion, but it may not always be possible to honour such a request, especially if there is a lot of demand for a particular instrument.

Please note that medical conditions such as an arm in plaster cast or the wearing of a brace do not necessarily preclude a child from being able to play their instrument. In such cases the opinion of the teacher must be sought before a decision is taken to suspend lessons.

7. Extra-Curricular Activities

Making music as part of an ensemble is an integral part of learning an instrument or singing, and because of this, it is hoped that pupils receiving lessons in school will take a full and active part in extra-curricular music.

8. Change of Teachers

In the event of a peripatetic teacher leaving Borlase with good notice, we will endeavour to replace them as soon as possible. The departing teacher will be asked to provide a full progress record and targets to ensure a smooth transition to the new teacher.

9. Problems

If you have any problems regarding the provision of instrumental or vocal tuition, please write to Mr Miall at the school via parents@swbgs.com.

INDEX

1.	Fees / Payment	page 3
2.	Absence from Lessons	page 4-5
3.	Instruments	page 5
4.	Reports	page 5
5.	Starting / Stopping Lessons	page 5-6
6.	Suspending Lessons	page 6
7.	Extra-Curricular Activities	page 6
8.	Change of Teachers	page 6
9.	Problems	page 6