



IMMACULATE HEART COLLEGE

Through Mary to Jesus: "The Way, the Truth and the Life"

John 14:6

Peripatetic Music Tuition Policy

PROCEDURE	Peripatetic Music Tuition Policy
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1. Rationale

Immaculate Heart College recognises the value of music in our students' lives. Students from Pre-Kindergarten to Year 8 have structured music lessons as part of their weekly timetable, while Year 9 and 10 students can take Music as an elective.

For students who want more, IHC welcomes peripatetic teachers who take individual lessons in piano, flute, violin, viola, clarinet, cello, saxophone, guitar and drums.

2. Policy Statement

This policy seeks to ensure that students have the opportunity to participate in co-curricular music lessons with peripatetic teachers; and that students and parents/carers are aware of the commitment that is required, both during the lessons and at home.

3. Definitions

Peripatetic – visiting teachers who often work in more than one school.

4. Scope

This policy applies to all Primary and Secondary students attending Immaculate Heart College.

5. Responsibilities

It is the responsibility of the peripatetic teacher to:

- Liaise with the IHC Music Coordinator re timetables, rooms etc.
- Conduct their business as per the expectations of an IHC staff member (see Staff Code of Conduct).
- Have a current Working with Children Check (original to be sighted and a copy left on file).

It is the responsibility of the IHC Music Coordinator to:

- Provide information and support as necessary and in a timely manner.

Timetable and Lesson Bookings

Peripatetic teachers will notify parents of lesson times. All staff at IHC are aware that pupils receive music tuition and grant permission for them to leave class lessons at the appropriate time.

Timetables are organised centrally, and lesson times can only be booked or amended by the peripatetic teacher.

Attendance and Absence

Students must endeavour not to miss lessons. They must leave their class in good time to attend their instrumental or vocal lesson.



If there are any issues regarding students missing a curriculum lesson, staff or parents should discuss the matter with the Music Coordinator in the first instance. If a student has an important curriculum lesson which, for example, may contain assessed work, it may be possible to alter a peripatetic lesson time if:

- Adequate notice is given to inform other students of the timetable change. **It is not possible to request a lesson time change on the day of a lesson.**
- In changing the timetable there is not a knock-on effect created, so that other students are taken out of the same lesson which they were taken out of recently.
- If a parent chooses for their child to miss a peripatetic music lesson so as not to miss a subject lesson or school activity perhaps as a one off, this lesson will be forfeit and should be notified to the music teacher beforehand and in writing.

Absence

Any information regarding absences of any kind can be communicated directly to the peripatetic music teacher by phone/email/text. It is the parents' responsibility to notify the peripatetic teacher of any planned absences including school trips and sports fixtures.

- Lessons that are missed without prior notice, including sports fixtures, or lessons that are missed due to the children not being in school, will unfortunately be forfeit.
- Where peripatetic teachers are informed of an absence more than 24 hours in advance, that lesson will not be forfeit and will be owed or carried over to the following term. Insufficient notice (less than 24 hours) may result in the lesson being forfeit.
- An absence on the part of a peripatetic teacher will count as a lesson owed. These are usually made up at the end of a term or may be carried over to the following term and will appear on the next invoice as an extra free lesson, or a free lesson owed.

Fees

- **Each peripatetic teacher sets their own fees** and is responsible for the collection of all monies.
- Please note that the fees are for tuition as a whole and not just the lessons. The fees cover all the costs incurred in a term and these are still incurred if a student misses a lesson. If the teacher is present for work, they should be paid. If the teacher is absent then the lesson will be made up, or carried forward, or refunded where this is not possible. Tuition includes preparing lesson materials (other than pupils' own tuition books), professional memberships, conferences, training, lesson plans, additional support, and administration.
- Peripatetic teachers will invoice parents according to the number of teaching weeks in the term. The term's fees will be paid at the start of the term and there will be no tuition until fees are paid. If there are reasonable grounds for any refund (taking into consideration points outlined in this policy) the teacher will make arrangements with the parents/carers directly, for this to happen.

Covid 19 Adjustments

All peripatetic teachers will follow the government and College guidelines regarding music tuition in schools.



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Peripatetic Music Tuition Policy Reply Slip and Enrolment Form

To acknowledge the terms of this policy, all parents are required to sign this form and return to the school office at the start of term.

I have read and understood the IHC Peripatetic Music Tuition Policy and I am fully aware of all sections relating to giving notice; the need to inform peripatetic teachers of lessons that are likely to be missed; and all processes concerning the payment of fees.

I agree that my email address can be shared with the relevant peripatetic teacher(s).

I agree to the payment of fess and have read and understand the terms and conditions of the Peripatetic Music Tuition Policy. ALL FEES are expected to be paid in advance per term and are non-refundable.

Instrumental Options:

- Cello
- Clarinet – Year 3 onwards
- Drums
- Flute – Year 3 onwards
- Guitar
- Organ
- Piano
- Saxophone – Year 3 onwards
- Violin
- Viola

PLEASE PRINT

Student's name: _____ Current year level: _____

Instrument: _____ Peripatetic teacher: _____

Parent's/Carer's name: _____ Parent contact number: _____

Email address: _____

Signature: _____ Date _____

If you are currently learning an instrument, please state the instrument and tutor:

Students are required to commit to a full term's tuition.

Student signature: _____ Date: _____