

## Guidelines for Self Employed Music Teachers at Dollar Academy

- As a self-employed Visiting Music Teacher providing tuition to pupils at Dollar Academy you are expected to behave in a professional manner and in keeping with the standards expected of all teaching and support staff. You will be expected to demonstrate due respect for pupils, to maintain confidentiality as appropriate, to be punctual for your lessons and to dress appropriately.
- You will be invited to offer instruction to our pupils as a result of an interview with the Director of Music and Assistant Director of Music. Before you have been confirmed as one of our recommended self-employed music instructors, you will be subject to the normal procedures of Criminal Record checks through Disclosure Scotland (PGV) and will be required to provide evidence this is in place. This will be organised through Dollar Academy. <https://www.mygov.scot/disclosure-types/>
- You will be required to complete a privacy agreement each session to comply with GDPR. This allows us to share relevant Dollar Academy information with you.
- Your arrangement to teach at Dollar Academy will normally be continued in succeeding sessions. Should there be any concerns regarding an aspect of your work, the Director of Music will discuss this with you and a relevant plan to resolve this will be put in place. Should the concern fail to be addressed you will be asked to relinquish your post.
- Discussions with the Director of Music and/or Music staff are welcomed at any point in the session regarding your work and the progress of your pupils.
- Your contract will be with the parents of each pupil whom you teach, although support will be provided by the Director of Music and the Music Administrator. Using your personal pre-agreed contract pro forma, the Music Administrator will issue a contract to the parents on your behalf stating the terms of instruction and notice period. It will be your responsibility to provide any updated contract pro forma to the Music Administrator each session.
- Your fee account should be organised directly with the parents as part of your contract with them.
- It is recommended that you give parents regular detailed and personal feedback regarding their child's tuition. Opportunities to meet with parents in school can be arranged should you wish to do so.

## **The Promotion of Music within Dollar Academy**

As a Visiting Music Teacher, you are welcomed to assist in the promotion of the wide range of activities organised by the Music Department and to become involved in the general musical life of the school beyond one-to-one instruction. This can be done by:

- Encouraging pupil involvement in groups, orchestras and choirs.
- Helping pupils prepare orchestral, choral and chamber music.
- Supporting the Friday Lunchtime Concert series and other Dollar Academy concerts and events.
- Attending the Instrumental Open Afternoon in Term 1.
- Arranging small presentations for pupils and/or parents on an individual basis or with other teachers.  
*These should be planned in consultation with the Director of Music.*

## **Applying to play a musical instrument at Dollar Academy**

The following information is provided to explain the department procedure followed by parents when they wish their child to learn a musical instrument.

Parents must apply for tuition by completing an Instrumental Lesson form which is processed by the Music Administrator who will initially acknowledge the application. The pupil's name is then added to the department database. Discussion will then take place between Director of Music and Music Administrator and an approved instrumental teacher will be approached to confirm allocation. The database will be updated by the Music Administrator. Priority will be given to certificate Music pupils and to those who already play the instrument, usually learning with an outside teacher. The Director of Music will consider the allocation of interested pupils, referring to instructor timetables, recent pupil allocation and withdrawals. This will be done in discussion with the Music Administrator who holds the relevant information. If there is no appropriate space available, the pupil will be placed on a waiting list.

When a new pupil is discussed with you and agreed, you will be given contact details and a note of any relevant musical history. The Music Administrator will then send out the offer of a place to the parents of the pupils, along with your personal contract and your privacy notice. Once this paperwork is completed and returned to you, you should notify the Music Administrator who will then issue a timetable and start date. You, as the new instructor, will be copied in to this correspondence. It is suggested that you then contact the parents of the pupil directly as soon as possible, to explain the pattern of tuition which will be followed including day(s) on which the lesson will take place

- Room in which the lesson will take place
- The rotation which will be followed (if any)
- The music or other equipment which should be hired or bought
- Any other practical arrangements which are deemed necessary.

# Instrumental Loan Agreement

Any pupil wishing to learn on a school instrument will need to complete a loan agreement form. This will be issued by the Music Administrator directly to the parent/ guardian and recorded on the Music database. The small cost involved will be paid directly to the school via the bursar's office and will go towards the cover of repairs and maintenance. (See appendix) In order to maintain accurate records instructors are asked to inform the Music Administrator when an instrument is issued, the inventory number of the instrument and the pupil name and class. It is the responsibility of the instructor in the first instance to ensure the instrument is returned should/when lessons stop. On return, the instructor should inform the Music Administrator who can update the inventory accordingly.

## Tuition Procedure

As a VMT at Dollar Academy you will be allocated a teaching space with a piano, heating and lighting. (and internet access where possible) This room will be available to you each week and you may leave music, resources and instruments here. We ask that you leave the room tidied and ready for the next instructor to use.

Lessons should take place within term time. These dates can be found on the school website each session.

[Term Dates - Dollar Academy](#)

You will be given an access band to the department which will allow you to enter and leave the school Monday to Friday from 7am to 6pm.

Music lessons take place within the Gibson Building however in liaison with the Director of Music and Music Administrator you may book the auditorium or assembly hall for specific performances, recordings and events.

In the event of a fire you should make your way to the front of the Playfair building by the pillars. You should report to the Director of Music or Mr Brown who will then register your attendance. If you are teaching a pupil you should take them with you and direct them to their class on the Junior triangle/ Heyworth path.

Because of the nature of your work and the complexity of the school timetable, it will be necessary for your work to be allocated centrally. You, of course, have the right to let us know when you will and will not be available.

At Dollar Academy lessons are arranged on a rota system Where a child learns more than one instrument, the school will try to avoid 2 lessons on the same day. The Music Administrator will update the school information system (ISAMS) to highlight pupils receiving instruction for all Dollar staff to access.

The Music Administrator will format your timetable in discussion with you.

It is the policy of the school that pupils must be allowed to leave subject lessons to attend instrumental lessons. Pupils are asked to approach subject teachers in advance of their lesson time to inform them they have a lesson. Instrumental lessons should take priority and any subject teacher who has planned an

assessment or activity that they deem imperative for learning should have given the pupil at least one week's notice. This gives the pupil time to change their instrumental lesson. If you encounter problems in this regard, please consult with the Director of Music.

You will receive regular communication informing you of school events which may disrupt your timetable. Pupils are advised to give you a minimum of one week's notice should a clash arise.

The department has an Instrumental Instruction **Music Tuition Record Book** for each pupil, which is an official document that you may use as a regular means of communication with pupil and parent. The book allows you to record the date and time of the next lesson, the work to be completed and an indication of the standard of work achieved during the lesson. There is space for parents and/or pupils to record comments and keep a note of practice completed. Please remind parents that it is expected that pupils will practice regularly, preferably daily.

- It is imperative that you keep an accurate attendance record for each pupil.
- You should publish any changes to your printed timetable at least one week in advance to allow pupils to notify subject teachers as appropriate.
- It is your responsibility to ensure that you are available for the full 30 minutes of each lesson.
- If you miss a lesson as a result of absence you should make up the lesson at a mutually agreeable time or refund the cost of the missed lesson.
- If a pupil misses a lesson, it is advised that you follow this up with the parent at your earliest convenience.
- A second missed lesson should likewise be followed up and reported to the Director of Music or Music Administrator.
- Payment for missed lessons should be discussed with the parent and detailed in your contract.

## Communication with Parents

It is good practice to maintain consistent communication with parents of pupils whom you are teaching by:

- Making early contact in the case of absence
- Making regular contact
- Making contact when you are concerned by an obvious lack of practice or loss of interest
- Encouraging parents to occasionally attend their child's lesson
- Make use of the Music Tuition Record Book to note progress and targets

## **Instrumental Parent Evening**

A parent evening can provide you with a very valuable means of communicating your philosophy and expectations and of engaging the active support of parents. These are not obligatory for Visiting Music Instructors but good practice.

- Meetings can take the format of allocated slots on a day and at a time convenient to you.
- Parents may be invited into the department to attend a lesson within term time, with feedback and discussion taking place within the lesson.
- The department can organise a Parent Evening week with slots taking place after school on a day the you are in the department teaching.

If you wish to organise any of the above, please discuss with the Director of Music who can then publish dates in the whole school parent calendar on the school website.

## **Instrumental Reports**

As a self-employed Visiting Music Teacher, you are at liberty to make your own arrangement with each of your pupils' parents regarding reporting.

If you wish to produce a written report you may make use of the Dollar Academy report template and convention information sheet that has been used previously.

## **Instrumental Open Afternoon**

An instrumental Open afternoon will take place early in Term 1 in the auditorium. It is an opportunity for current and prospective parents and pupils to meet visiting instructors. It is also an opportunity for you to promote your business. The event takes place on a Friday afternoon from 3 – 5.30pm and music suppliers and repairers are invited to attend, promoting their sales, instrument hire, music, etc. Instrumental instructors can meet and greet parents and identify potential new pupils. There are opportunities for current pupil and instrumental instructor performances.

You will receive information at the end of the Summer term along with an invitation to participate.

## Fees, Billing Procedures and Accounts

- Payment format should be agreed as part of your contract with parents. There should be no pupil involvement.
- If you opt for email, it is strongly advised that you attach a send a read request.
- As a self-employed Visiting Music Teacher at Dollar Academy you set your own lesson fee.
- As a self-employed Visiting Music Teacher, you will be required to pay a Facility Fee which covers the cost of room hire and administrative assistance. You will be asked to submit an account once a term, to the Music Administrator for each lesson timetabled. (See appendix.)
- Please note that in the case of non-payment of fees by the appropriate date, the school cannot intervene, and it may be necessary for you to take parents to a small claims' court. The Musicians' Union and The Incorporated Society of Musicians offer practical support in this area. We recommend that no more than 4 lessons be given before payment is received and that parents should be informed that tuition will be suspended until payment has been received.
- Please note you should never, under any circumstances, discuss the payment of fees with a pupil.
- It is recommended that to cease tuition you must receive written notice from the parent. A notice period should be included in your contract.
- There are circumstances in which the relationship between a teacher and a pupil might break down through no fault on either side. If parents express concern about a child's relationship with an instrumental teacher, we would expect them to discuss the matter with the instrumental teacher first. If the matter is not resolved contact the Director of Music to consider next steps. In some situations, it may be beneficial to meet with the parents, the Visiting Teacher and the Director of Music. If after discussion difficulties cannot be resolved it may be necessary for the Director of Music to advise a change of instructor or for the pupil to stop tuition.
- If you are unhappy about any particular pupil and feel that a change of teacher might be appropriate you should discuss the problem with the pupil's parents and keep the Director of Music informed.
- If a pupil whom you are teaching will not practise and shows no interest in involving themselves in groups or orchestras, you have the right to withdraw tuition. Again, discussion should first take place with the pupil, their parents and the Director of Music.

## Participation out with the Lesson

As part of the instrumental instruction process, please encourage pupils who are learning, to join an appropriate group when you consider them ready to do so. If in your professional judgement you believe that it is not in an individual child's interests to do so, please address your concerns with the Director of Music.

<b>Activity</b>	<b>Time</b>
Prep Orchestra	Monday Lunchtime
Prep Choir	Thursday Lunchtime
Junior Orchestra	Thursday Lunchtime
Junior Choir	Thursday after school
Form I and II Orchestra	Tuesday after school
Form I and II Choir	Thursday after school
Form I and II String Orchestra	Tuesday 4.30pm
Form I Wind Ensemble	Tuesday 4.30pm
First Orchestra (Forms III – VI)	Monday after school
Senior String Ensemble (Forms III – VI)	Monday Lunchtime
Senior Wind Band (Forms III – VI )	Monday Lunchtime
Mixed Voice Choir (Forms III – VI)	Wednesday after school
Chamber Choir	Tuesday and Wednesday lunchtimes
DAJO1	Tuesday and Friday lunchtime
Dollar Jazzlets ( Form I – II )	Thursday lunchtime
Theory Club	Tuesday Lunchtime
Theory Club	Wednesday Lunchtime
Flute Choir	Wednesday Lunchtime
Saxophone Ensemble	Wednesday Lunchtime

## Friday Lunchtime Concerts

Visiting Music Instructors are encouraged to put pupils forward for Friday lunchtime concerts. These are short concerts that take place throughout the year in the auditorium at 12.50 - 1.15pm. They are often timed to provide valuable preparation for pupils undertaking SQA examinations, class assessments, ABRSM and Trinity exams and those participating in Young Musician of the Year. Some concerts feature performances by pupils who otherwise would not play publicly as they are not members of an ensemble or choir. They can be used to motivate your pupils as well as building their self-esteem and confidence.

Please see the Music Administrator for application forms.

## **Associated Board and Trinity Exams**

Dollar Academy is recognised as a presenting centre for both Trinity and ABRSM exams. We opt for the November and June diet as these fit best with whole school and department commitments for pupils and staff. Where possible, private visits will take place on Saturdays at Dollar Academy to alleviate demands on Music Staff.

If you wish to enter a pupil, forms are available from the Music Administrator. These should be returned promptly, after which payment will be set up through the school PARENTPAY system. You will not be required to deal directly with any money. Once payment has been made the Music Administrator will enter the pupil. Please note the school cannot enter a pupil without payment being made first.

Aural classes will be provided within the department **where possible** as well as accompanists.

**Louise Timney**

**Director of Music**

**August 2023**