



Liverpool College
Music Department



Learn an instrument at Liverpool College

2020-21

What can I learn?

- Singing (any style)
- Piano/Keyboard
- Organ (Grade 5 piano must have been achieved prior to starting)

- Flute
- Clarinet
- Saxophone

- Drums
- Percussion

- Trumpet
- Cornet
- Trombone

- Guitar
- Bass Guitar

- Violin
- Viola
- Cello
- Double Bass

When do lessons take place?

- During the school day – either in lesson time or before/after school by arrangement with your teacher.
- When lessons take place during the school day, pupils are placed on a rotation to ensure the same academic lesson is not missed each week.
- For 6th Form pupils, lessons are timetabled during free periods whenever possible.

Who will teach me?

- At Liverpool College we have an excellent and highly skilled team of visiting peripatetic teachers. Students may learn by studying for ABRSM/Trinity/Rock School Graded examinations, or purely for the joy of playing. We have numerous choirs and instrumental ensembles for you to join and put your skills to good use!

How much does it cost?

- Lessons cost £16 per half hour session.
- Lessons must be paid for on or before the first lesson, and for the full half-term ahead. This is to help our Peripatetic staff plan their teaching.
- Prices for shorter or shared lessons in the Pre–Prep and Prep may vary and should be negotiated with the instrumental teacher directly.

What do I do if I need to miss a lesson?

- Please inform your teacher at least 48 hours in advance via the contact information they share with you – this will help them greatly with their planning.
- If absence is not reported in advance, the teacher reserves the right to charge for that particular lesson, as they may have travelled in specially to teach you.
- Refunds for extended illness are available and at the discretion of the teacher.

Do I need to do anything else?

- Yes! It is expected that you will join one of our choirs, the orchestra, start a band or take part in our public events and concert programme – only then will you really build your musicianship!

What do I do if I want to stop lessons or change instrument?

- If you wish to cease your instrumental lessons, at least 6 weeks notice must be given. You must email your teacher to let them know.
- If you would like to change, speak to your teacher to let them know, give 6 weeks notice as above, then speak to a member of the Music staff to arrange to start learning a different instrument.

How do I apply?

- Please read the contract on the following pages and email the details on the form on the last page to:
 - Mr Bishop – dbishop@liverpoolcollege.org.uk (Senior phase)
 - Miss Clark – eclark@liverpoolcollege.org.uk (Primary phase)

We look forward to seeing you take an active role in our Music Department.

Good luck!

The Contract

- This legally-binding contract exists between you and your instrumental teacher. A copy is provided on the following page.
- Please read it and ensure you are happy with the terms prior to emailing the detail on the 'new starter' form.

Bringing Instruments into School

- It is the responsibility of the individual pupil to ensure the safety of their instrument(s) while on the school campus. Liverpool College or the instrumental/vocal teacher cannot take responsibility for lost or damaged instruments.



Liverpool College

Peripatetic Contract – Online lessons

Objective

Business Terms & Conditions for(Insert Teacher Name), visiting teacher to Liverpool College Music Department.

1. Agreement

I AGREE:-

I, the undersigned request that my son/daughter(Insert Name) has private music lessons on the(Insert instrument choice) with the above named teacher at Liverpool College.

1. That a charge will be made for lessons at the rate of **£16.00** for a **30-minute lesson**, this charge is in-line with the recommended ISM rate for experienced teachers. These charges will be reviewed annually.
2. That a charge will be made for lessons at the agreed upon rate of.....(Insert Cost) for shared lessons or lessons shorter than 30 minutes.
3. **Fees are payable half termly, in advance.** A cheque for the appropriate amount made payable to.....(Inset Name) will be brought to school by my child on their first lesson of the term, or paid by bank transfer to.....(Teacher Ac. No.).....(Sort Code).
4. That a charge will be made should my child fail to attend a lesson. In cases of long term illness a refund may be made at the discretion of the visiting music teacher.
5. **That an additional charge of £16.00 will be made if payment is not received within 14 days of the dated invoice.**
6. I understand that no charge will be made should the visiting music teacher not be able to give the lesson for any reason.
7. **To give the visiting music teacher 6 weeks notice in writing of my intention to withdraw my child from private music tuition, or in lieu of such notice, pay half a term's fees.**
8. That the Director of Music of Liverpool College has the authority to suspend any child from taking lessons should she/he consider they are no longer beneficial to the child.
9. That, with the exception of pupils taking public examinations, my child's lessons will be timetabled on a rota system. The pupil will be expected to adhere to the times set by their teacher. It is the pupil's responsibility to ascertain the time of their lesson each week.
10. I will give the instrumental teacher **48 hours notice** if my child is scheduled to attend a sports fixture or other activity which would clash with their lesson.
11. I will keep the instrumental teacher updated with any changes of contact details.
12. I and my child will adhere to the information overleaf regarding safeguarding, space and equipment.



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2. Safeguarding

- 2.1 Lessons must not be recorded by either party unless there is a prior agreement for this. If recordings are made, they must not be shared with third parties or uploaded to social media.
- 2.2 The online teaching platform must not be used by the parties for any other purpose than teaching, e.g. sharing photos or general messaging.
- 2.3 Where possible the Pupil must limit their profile within the online teaching app, using settings and preferences to maximise privacy. The Teacher will commit to doing the same.
- 2.4 All communications regarding missed or cancelled lessons must be between the Guardian and Teacher. Under no circumstances should the Pupil contact the Teacher directly
- 2.5 For the purposes of confidentiality and privacy, all communications between the Guardian and Teacher should be via email. [Communication by telephone should only take place where necessary due to urgency e.g. unavoidable last-minute cancellations].
- 2.6 Any defamatory, offensive or illegal material aired online by the Pupil, or inappropriate behaviour by the Pupil, will result in the immediate termination of the lesson. What constitutes such behaviour will be determined in the reasonable opinion of the Teacher. In this instance, the Teacher reserves the right to withdraw entirely from this agreement with immediate effect. Fees paid will not be refunded.
- 2.7 Both the Teacher and Pupil must dress appropriately for the online lesson.
- 2.8 Both Teacher and Pupil should present against a neat and tidy background when using video.

3. Space and equipment

- 3.1 Liverpool College will provide suitable space and appropriate technology to enable online learning to be provided.
- 3.2 Neither the school or the Teacher is responsible for the loan of any equipment (e.g. instruments) or materials (e.g. sheet music) unless agreed in advance.
- 3.3 Any technical issues during a lesson should be referred to the College ICT team.
ITHelpdesk@liverpoolcollege.org.uk
0151 724 4000
- 3.4 Materials supplied electronically by the Teacher remain the Intellectual Property of the Teacher.
- 3.5 The Teacher is not liable for any technical faults, failures or damages of equipment used by the pupil and will not be required to make up any lost teaching time caused by such faults, failures or damages.



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Signature of Parent/Guardian **SAMPLE – PLEASE DO NOT FILL THIS IN** **Date** **SAMPLE**

Home Address **SAMPLE – PLEASE DO NOT FILL THIS IN**

Contact No **SAMPLE** **Email** **SAMPLE**

Signature of Music Teacher **SAMPLE – PLEASE DO NOT FILL THIS IN** **Date** **SAMPLE**

(Please sign & return to the Music Dept.)

Learn an instrument at Liverpool College

New starter form overleaf

Please complete, detach and return to the Music Dept.

Instrumental/Vocal Lessons – New Starter Form

Full name
Year group & Tutor	Year..... House
Parent/Guardian name
Email
Contact Telephone No.
My Son/Daughter would like to start playing:
Has your Son/Daughter had any previous experience? (Please list grades etc.)