

PARK SCHOOL - POLICY FOR PERIPATETIC STAFF

This document sets out the relationship between peripatetic staff and the school.

1. INTRODUCTION

- 1.1 Peripatetic staff are individuals who are self-employed - they invoice their own pupils. This document is intended to help clarify the school/peripatetic teacher relationship. The Headteacher and Head of Music are responsible for the overall music provision in the school whilst the Head of Music and the School Office are responsible for the day-to-day management of the peripatetic staff. Peripatetic staff are required to adhere to all school safeguarding policies and procedures and must ensure the safety and welfare of all pupils at all times while on school premises.

2. BOOKING OF LESSONS

- 2.1 Letters are sent to parents during the summer term explaining the availability and process for booking peripatetic music lessons for the academic year. Once parents/guardians sign their child up, the school creates a timetable for each peripatetic teacher based around the school lesson timetable, sports and visits. This will be sent to the peripatetic teacher to agree alongside a list of children who have signed up. Once this has been confirmed, the school will share the relevant parent/guardian contact details. Children can express their interest in music lessons throughout the year by contacting the School Office. All lessons take place in designated areas within the school, ensuring pupils are supervised and safeguarded at all times.

3. TIMETABLES

- 3.1 Lessons may **only** take place at the times and on the days agreed by the School via the Head of Music. Lessons may only be booked within agreed weeks for each term, which will be included in the timetable shared by the School Office. The school will always try to offer ten weeks of lessons in each term. Lessons **may not** be rescheduled without prior agreement with the Head of Music via the School Office. If peripatetic staff attempt to reschedule lessons without first agreeing this with the school, we may not be able to accommodate the lesson at the rescheduled time due to timetable and room restraints.

4. PERIPATETIC TEACHER SICKNESS

- 4.1 In the event of illness, peripatetic staff should advise the School via the School Office (telephone 01202 396640) of any absence, ideally before 8.30am. Peripatetic staff should also email the Head of Music to inform them if they are unable to teach. Lessons should be rearranged in consultation with the Head of Music as soon as possible for a mutually convenient time and the School Office should be informed of any rearrangements. In the case of prolonged absence, the peripatetic teacher should consult with the school regarding arrangements that may need to be made. If the lesson is not rearranged, then the teacher must pay the lesson fee back to the parents/guardians. In the event of a teacher absence, the School Office/Class Teacher will ensure that pupils are appropriately supervised until lessons can be rescheduled or alternative arrangements made.

5. PERIPATETIC TEACHER ABSENCE (OTHER THAN SICKNESS)

- 5.1 In the case of an extraordinary circumstance where time off is required during term time, the school requires at least 2 weeks' notice, given to the Head of Music and approved by the Senior Leadership Team. The lessons should be rearranged where possible.

6. PARENT/GUARDIAN CONTACT DETAILS

- 6.1 Peripatetic Teachers will be provided with parent/guardian contact details once sessions are confirmed. These details should only be used for contacting the parents/guardians regarding the lessons booked through the school and must not be distributed to any third party or used for any promotional means, marketing or any purpose other than the administration and invoicing of the agreed in-school lessons. If there is a child that you feel has the possibility to join an ensemble such as Orchestra this needs to be discussed with the Head of Music first.
- 6.2 Peripatetic teachers must not search out and contact parents/guardians via social media. Peripatetic staff must handle all parent/guardian contact information in accordance with data protection regulations (GDPR) and use it solely for arranging and administering lessons.

7. SICKNESS OF PUPILS

- 7.1 Peripatetic staff are not expected to rearrange a lesson for pupils who are absent through sickness or approved holidays, although it is hoped that, in the case of examination candidates, an attempt will be made to offer a replacement lesson.

8. MISSED LESSONS DUE TO SCHOOL OUTINGS, ACTIVITIES AND SPORTS FIXTURES

- 8.1 The school endeavours to plan visits and extra-curricular activities such that they do not clash with lessons. However, by a parent agreeing to their child attending a fixture or school visit, they accept this lesson **may not** be rearranged. This is stated in the sign-up document and can be found on the school website, under the 'Peripatetic Lessons - Terms and Conditions' section. The school ensures that pupils are supervised at all times, even if a peripatetic lesson cannot take place due to sickness or school activities

9. USE OF SCHOOL FACILITIES

- 9.1 Peripatetic staff will be allocated a room for their sessions. This may be a different room depending on the day of the week and other lessons taking place. Teaching rooms may not be used for teaching anyone other than Park School pupils. Peripatetic staff must not allow access to school facilities for pupils who are not enrolled at Park School and must ensure rooms are left safe and secure after each session.

10. PARENT/GUARDIAN EVENINGS

- 10.1 Peripatetic staff are not expected to attend Parents/Guardians Evenings. However, we expect our peripatetic music staff who work with individual pupils, to write short end-of-term reports for parents, on each pupil's progress. The Head of Music will tell the Peripatetic staff when their reports are due. Usually this will be at least two weeks before the school sends reports home at the end of Michaelmas and Summer terms. These reports may be referred to by the Headteacher and/or the class teacher in discussions with parents. Reports should focus on pupil progress, achievements, and areas for development, and peripatetic staff must inform the DSL of any safeguarding concerns arising from lessons

11. EXTERNAL EXAMINATIONS

- 11.1 To maintain a positive attitude to learning, pupils should only be put forward for exams when the peripatetic teacher feels that they have a good chance of success.

12. PREPARATION FOR EXAMS

- 12.1 Peripatetic staff should ensure that they are fully aware of the requirements for each syllabus and are

responsible for the preparation of all sections of the exam including any sight-reading and aural tests.

- 12.2 Peripatetic staff are responsible for arranging an accompanist for the exam where appropriate, and for ensuring that their pupils have adequate rehearsal times with their accompanist in advance of the examination. A peripatetic staff member may, of course, wish to accompany their own pupils.

13. PAYMENT AND CONTRACTS

- 13.1 Peripatetic staff have a direct contract with the parents/guardians. Where staff have an official written contract, they must provide a copy (and any updates) to the School Office for reference.
- 13.2 Peripatetic staff should send their invoices directly to parents/guardians at the beginning of each term or at the end of the preceding term, setting out clearly their policy regarding payment and cancellation of lessons.

14. PUPIL NUMBERS

- 14.1 The school can take no responsibility for fluctuations in pupil numbers. The school wishes to encourage children to take lessons and will support peripatetic staff wherever possible via assemblies, taster sessions and instrument demonstrations, to seek out new pupils.

15. CANCELLATION OF LESSONS

- 15.1 Parents/guardians sign up for lessons for one academic year only and they are obliged to give at least a half term's notice in writing to the peripatetic teacher and a copy to the Head of Music, informing their child's intention to cease lessons within this period. Before each new academic year begins, parents/guardians are asked to sign up again, however, they are not obliged to continue lessons from one academic year to the next.

16. REGISTERS

- 16.1 It is essential that an accurate register of attendance is taken each week detailing pupils' attendance at lessons. This is a mandatory, legal health & safety requirement. All peripatetic staff must complete their register each time they attend School - there are no exceptions. Registers are completed in the register folder held in the School Office. Copies of these registers are also stored electronically.
- 16.2 The school may reconsider its working relationship with any member of peripatetic staff who does not complete their register as requested. The School Secretary will collate all registers at the end of each half term.

17. 20% COMMISSION

- 17.1 All peripatetic staff must pay their commission to the finance office by the end of each term. The finance team will raise an invoice with the peripatetic staff based on the registers; this should be paid straight away.
- 17.2 Payment should be made by BACS with the reference quoting the Peripatetic staff name. Please note that this commission payment is due in full to the school regardless of whether payment has been made by parents to the peripatetic staff. Peripatetic staff are responsible for the collection of money from parents direct. If a parent does not pay on time, peripatetic staff may contact the School Office, who will discuss this with the Senior Leadership Team, as to whether the child will be withdrawn from the lesson or to request assistance in collecting payment. Payment related issues should not be discussed with any other Park School staff, for reasons of confidentiality and professionalism.

18. POLICIES AND RISK ASSESSMENTS

- 18.1 Peripatetic staff are expected to read relevant policies and risk assessments each term as required by the school, in their own time; no additional payments will be made for such administration. These documents are an important way for the school to ensure that all adults in a position of responsibility are aware of and comply with the School Ethos and School procedures. Failure to read requested documents by the due dates may result in disciplinary steps and possibly withdrawal of the working partnership with the school.

19. LANYARDS AND SIGNING IN

- 19.1 All peripatetic staff are required to sign in and out of the School Office when arriving and leaving the school, to maintain accurate records of adults on site for safeguarding purposes.
- 19.2 Peripatetic staff must always wear their Park School blue lanyard when on site.

20. STANDARDS OF TEACHING AND ADMINISTRATIVE EXPECTATIONS

- 20.1 The school reserves the right to terminate the working partnership with any peripatetic teacher who is judged not to meet the school's expectations and standards. New peripatetic teachers serve a probationary term. A peripatetic teacher wishing to cease teaching at Park School must give a full term's notice in writing to the Headteacher.

20.2 Staff are expected to undergo appropriate training in Safeguarding, First Aid and other health and safety training on a regular basis as required by the school. Failure to keep training up to date or to attend requested training, or failure to provide a weekly register, or failure to read policies or risk assessments when requested may result in the peripatetic staff not being allowed to run a club in school. All peripatetic staff must complete safeguarding training before beginning lessons and keep this training up to date. They must immediately report any safeguarding concerns to the Designated Safeguarding Lead (DSL). Failure to comply may result in suspension of teaching rights at the school

- 20.3 Accurate registers are a mandatory safeguarding and health & safety requirement. Peripatetic staff must complete their daily register to ensure the safety of all pupils.

20. TRAINING AND INSET

- 20.1 It is important the Peripatetic staff understand the culture and ethos of the school and may be required to attend courses and/or INSET days if relevant, this includes regular safeguarding training.

21. TERMINATION

- 21.1 Upon giving a half term's notice in writing by letter or email, the school may terminate its working partnership with any peripatetic teacher.
- 22.2 The school reserves the right to terminate the working partnership immediately if a peripatetic staff member breaches safeguarding policies, fails to adhere to health & safety requirements, or demonstrates conduct that is incompatible with the school ethos.