

MP  
14th June 2010

Dear Parent/Guardian

**RE: Peripatetic Lessons-Where the responsibility lies**

This letter is intended to make clear the responsibilities of parents, students and peripatetic staff regarding music lessons. It is not a contract or an extension of the standard lesson contract, but rather a statement of the schools expectations of all parties involved, which are as follows:

1. The teacher is responsible for ensuring that he or she gives ten lessons per term or thirty lessons over the course of the year to each pupil on his or her timetable unless special arrangements have been made.
2. If the teacher fails to make the full thirty lessons over the course of the year due to their own absence (i.e. due to personal travel, sick leave etc) the cost of these lessons will be deducted from their pay and credited to students where appropriate.
3. If a student fails to make a lesson for any reason the teacher is not obliged to make this lesson up. In the case of curriculum clashes (e.g. rehearsals, final coursework deadlines, examinations etc) it is the student's responsibility to let the teacher know at least one week in advance so the lesson can be rescheduled. The only exception to this rule is when said clash is unforeseeable (e.g. replacing a player on a sports team at the last minute), in which case every effort will be made to reschedule the lesson.
4. It is the student's responsibility to know when their lesson is each week and to arrive promptly for said lesson. If a student forgets his or her lesson they will be fetched from class, however this inevitably leads to delays and any time lost in this manner is forfeited and will not be made up. To help avoid instances of this, the music department will, on request, provide timetables and practice diaries in which the next lesson time can be recorded by the teacher.
5. Teachers rescheduling lessons due to their own absence are obliged to ensure that all lesson times are convenient to the pupils (i.e. lessons should not be rescheduled to the middle of exam week).
6. Any student who misses more than three lessons in a single term is subject to review by the music department.
7. It is expected that any student undertaking peripatetic music lessons will endeavour to involve themselves in some of the wide array of ensembles offered free of charge at Sibford School. Parents are also welcome to get involved in these ensembles and more information including rehearsal times etc is available from the music department on 01295 781232.

If parents or students have any queries they should contact the music department directly on 01296 781232. Alternately you can email Matthew Platt at [mplatt@sibfordschool.co.uk](mailto:mplatt@sibfordschool.co.uk) or Toby Webster at [music@sibfordschool.co.uk](mailto:music@sibfordschool.co.uk)

Yours Sincerely,

Matthew Platt

Music Department