



**BICKLEY PARK  
SCHOOL**

# Peripatetic Music and Drama Lessons Policy

## Policy Details

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Laura Crocker	Academic	RC	September 2023	September 2024	N

## Policy Approval/Distribution Process

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## Policy Version Control

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# Contents

- Introduction .....3
- Aims of the Policy .....3
- Peripatetic teaching staff.....3
- When lessons take place .....4
- Fees and facilities fee.....4
- Hiring an instrument.....5
- Storage of instruments .....5
- Attendance .....5
- Monitoring progress .....6
- Informal and Formal Concerts .....6
- Contacts: .....6
- Guidance for Peripatetic Staff .....6
  - Keeping a register..... 6
  - Drawing up a timetable..... 7
  - Rewards for practising & good preparation..... 7
  - Examinations ..... 7
  - Reports ..... 7
  - Safeguarding..... 7
  - Professionalism ..... 7
  - Observations ..... 8
  - General Advice ..... 8

## Introduction

Bickley Park School aims for world-class education across all areas of study, including its peripatetic lessons. Every pupil has the right to receive extra-curricular instrumental, vocal and LAMDA lessons subject to the availability of a teacher. There are many benefits of such lessons, including:

- pupils benefit academically in that the skills and knowledge gained from a peripatetic lesson may benefit their curriculum work.
- pupils develop the self-discipline and motivation required to practice a skill independently.
- pupils gain spiritually, morally, and socially and develop skills that can have a hugely positive impact on their wider education.
- pupils will gain in confidence and be able to communicate more effectively.
- pupils who receive peripatetic instrumental lessons have the opportunity to participate in the Bickley Park School Buzz Band, Informal and Formal concerts, music assemblies, the House Music programme and other one-off Performing Arts events.

## Aims of the Policy

This policy seeks to ensure that:

- all pupils have the opportunity to participate fully in peripatetic lessons
- pupils are supported in their development, for example: help selecting an instrument and how to make good progress
- pupils and parents are aware of the commitment that learning an instrument, or taking LAMDA grades requires, both during the school day and at home
- pupils, parents and teachers are clear about the expectations for pupils to contribute to the extra-curricular life of the school and the 'impacts' on their curriculum time

## Peripatetic teaching staff

Bickley Park School engages the services of Bromley Youth Music Trust (BYMT) to provide some of our peripatetic music teachers. The peripatetic music teachers at Bickley Park School who are BYMT accredited teachers must adhere to both the school's policies and BYMT's 'Guidelines for Teachers' (Appendix A).

Bickley Park School engages the services of some self-employed, freelance teachers to teach peripatetic Drama lessons and instrumental lessons. All staff must be fully qualified, have

suitable experience in teaching, fulfil the school's safer recruitment checks (including DBS) and be approved by the Headmaster.

The Head of Music liaises closely with all peripatetic instrumental teachers and peripatetic LAMDA teacher to monitor pupil progress.

An updated list of peripatetic staff will be published at the beginning of each academic year. Parents are invited to consult with peripatetic staff directly about their child's progress or contact the Head of Music.

## When lessons take place

Instrumental tuition is provided on a weekly basis for a total of 30 lessons per year. Peripatetic teachers create their own timetables for the term.

Lessons take place throughout the school day during the week and lesson times rotate, to avoid children frequently missing the same lesson all term.

Because of this, parents and pupils are requested not to arrange for fixed lessons in break and lunch times, or just before and after school, as this reduces the amount of time through which other pupils' lessons can rotate.

It is the responsibility of the pupil to check the time of their instrumental lessons each week and to arrive on time. Timetables on the school website are updated half-termly, as well as being sent to parents directly, via email. Pupils are able to view the timetables from the app on their school iPads and are encouraged to record this information and set themselves reminders.

Occasionally, changes will need to be made to the school calendar. Peripatetic staff are advised to check the school calendar on the website each week. In the event of major changes, the Head of Music will inform peripatetic staff with as much notice as possible.

All members of staff at Bickley Park School are aware of the pupils who will receive peripatetic tuition and grant permission for them to leave timetabled lessons at the appropriate time. It is expected that boys will fully catch up on missed work independently. Boys should ask the teacher of the missed lesson for any work they need to complete and communicate with their form teacher should they find this challenging.

## Fees and facilities fee

Music lessons will be charged at the rate recommended by BYMT. This will be made clear on the application form and is for blocks of 10 lessons (each term). LAMDA lessons will follow the same price structure as BYMT (adapted for lessons taught in pairs). Peripatetic teachers should not start teaching a pupil until the relevant application form has been received. A notice period will apply in order to cease peripatetic lessons, detailed on the application form (usually a half term's notice).

Tutors will advise pupils and parents of the required tutor books or examination books and these should be purchased individually.

Bickley Park School charges a facilities fee of £1.25 per 30 minutes for use of the space. Teachers are invoiced for this fee each term. Failure to pay this fee in a timely manner may result in the school refusing use of the space.

## Hiring an instrument

BYMT, or individual peripatetic teachers, can advise on where to hire instruments. BYMT also host a 'try an instrument day' twice yearly.

Hired instruments are the parents' responsibility. This includes any damage and/or general servicing costs. Parents should also make arrangements for hired instruments to be included on their general household insurance. This includes instruments hired as part of projects within the Music curriculum.

## Storage of instruments

Most instruments can be covered by household insurance policies: parents are advised to check this with their insurer. Bickley Park School is unable to accept liability for any loss or damage to instruments whilst in school. Parents are asked to ensure that their child's instrument is clearly labelled with their name. Instruments can be stored in lockers or in any of the music spaces in school (following discussion with the Head of Music) and are the responsibility of the individual child.

## Attendance

Pupils must endeavour not to miss peripatetic lessons. They must leave their class in good time to attend their instrumental, vocal or LAMDA lesson. Younger pupils may need additional support from peripatetic staff to get to their lesson on time. If a pupil does not arrive within 5 minutes of the start time for their lesson, peripatetic staff should ring the classroom to remind the pupil, rather than walking around the school site.

If there are any issues regarding pupils missing a curriculum lesson, staff, parents and pupils should discuss the matter with the Head of Music in the first instance. Should the problem persist, the Headmaster should be informed.

If a pupil has a compulsory school event, it may be possible to find an alternative instrumental lesson time if:

- adequate notice (no less than 3 working days) is given to the peripatetic teacher allowing them to inform other students of the timetable change
- in changing the timetable there is not a knock-on effect created, so that other pupils are taken out of the same lesson which they were taken out of recently.

On absences:

- Peripatetic teachers' registers will help to keep a record of this.
- Parents should inform the peripatetic teacher directly of any upcoming pupil absence.

- Lessons that are missed without prior notice, or lessons that are missed due to the child not being in school will, unfortunately, be forfeit.
- Where peripatetic teachers are informed of an absence in advance, that lesson will not be forfeit and will be owed, or carried over to the following term.
- Naturally, an absence on the part of a peripatetic teacher will count as a lesson owed.
- Absences of peripatetic teachers will be communicated to pupils via the form teacher and a notice placed on the teaching room door asking pupils to return to lessons promptly.

## Monitoring progress

Peripatetic teachers contact parents with updates on progress weekly. Most do this through a notebook and/or an email to parents. Pupils will be given a formal annual report within the school report. Entrance for an examination is also a good indicator of progress. Examiners' feedback can be constructive and useful to both parent and teacher. It is expected that pupils will make good progress in comparison to peripatetic lessons in similar independent prep schools.

## Informal and Formal Concerts

Bickley Park School hosts Informal Concerts based on instrument specialisms. It is expected that pupils take part in these. Peripatetic teachers will recommend when pupils should perform and will be available at both Informal and Formal concerts to support their pupils.

## Contacts:

Head of Music- Mrs Laura Crocker  
[lcrocker@bickleyparkschool.co.uk](mailto:lcrocker@bickleyparkschool.co.uk)

Accounts-  
[accounts@bp.school](mailto:accounts@bp.school)

## Guidance for Peripatetic Staff

Peripatetic teachers should have an induction with the Head of Music before they begin teaching.

**Keeping a register:** Staff must keep a weekly register. Reasons for this include Health & Safety as well as dispute resolution. This must be sent to the Head of Music each term and forms the basis of the facilities fee.

**Drawing up a timetable:** Peripatetic staff have access to the school timetable at the start of each term and can draw up a timetable for the full term. Care should be taken to avoid clashes with school events, where possible. The Head of Music will be available to support peripatetic staff with this. Once the timetable is published, staff should endeavour to stick to it as far as possible. Selecting pupils on an 'ad hoc' basis is not appropriate.

**Rewards for practising & good preparation:** Thorough practice and/or good preparation for lessons should be rewarded, as should excellent effort in lessons. Peripatetic staff are encouraged to use the house point system for this. For pupils who put in extra effort, or are considered to have made outstanding progress, a merit or distinction can be given via the Head of Music. Pupils should be encouraged to participate in Informal and Formal concerts.

**Examinations:** Consent from parents should be sought before entering a child for an exam. The cost of the exam and the cost of any piano accompaniment should be made clear to the parents. When the date of the examination comes through, it must also be made clear to parents that it is their responsibility to arrange transport to the examination centre. When a pupil passes an exam, the Head of Music should be made aware and the certificate can be presented in assembly.

**Reports:** Written reports are issued by peripatetic staff as part of the school's reporting schedule. These should be provided to the Head of Music, when requested. Staff should provide weekly, informal feedback to parents via a notebook or an email.

**Safeguarding:** Peripatetic staff must adhere to the school's safeguarding and other associated policies as well as, for Music staff, BYMT's safeguarding guidance. BPS policies can be accessed via the school website. All staff at Bickley Park School should be registered on *MyConcern* for logging safeguarding concerns and feel confident using it. Peripatetic staff must have a Bickley Park School ID badge with them at all times when on the school site.

## Professionalism

Punctuality is very important because of the possible risk to unattended children and inconvenience caused to the school. It is also essential to sign in upon arrival. The Head of Music should be notified via email before 8.00am if you are to be unavoidably absent through ill health etc.

At Bickley Park we expect clear and timely communication between all members of staff. You are required to respond to all email communications in a prompt manner.

Staff are required to remain polite and professional when communicating with parents. The Head of Music will support peripatetic staff, parents and pupils where possible, when issues arise. We recommend open lines of communication and discussion around issues before they become escalated.

Boys should always be treated with respect and kindness. They should feel inspired and encouraged by all who teach them. Boys respond well to challenges and rewards, and praise should be offered for effort as well as attainment.

## Observations

Those peripatetic teachers employed by the school will undergo an annual observation by the Head of Music, followed by a debrief on the same day.

BYMT will arrange annual observations of their licensed teachers. You may request an observation at Bickley Park School providing the school are notified first.

**General Advice:** This policy is not a contract of employment, nor should any employment contract be implied from any of the guidance contained in this document. Each peripatetic teacher is responsible for their own taxation and NICs or other liabilities as self-employed staff.

Bickley Park School firmly believes in celebrating progress and talent in Music and values the role that peripatetic teaching plays in this, especially feeding into our extra-curricular programmes, such as the school orchestra, concerts and assemblies.



