



PERIPATETIC PROGRAM POLICY

| | |
|-------------------|--|
| APPLICABLE TO | St. Pius X Adamstown |
| DOCUMENT OWNER | Head of Peripatetic Program (Tahnee Elgar-Roberts) |
| APPROVED BY | Principal - Robert Emery |
| SCHOOL ACTIONS | School Policy and Procedures outlining obligations of peripatetic teachers, students and parents |
| LAST REVIEWED | DEC 2016 |
| NEXT REVIEW DATE | 2018 |
| RELATED DOCUMENTS | Child Protection Policy 2016 Security of Buildings and Facilities Policy 2008 Visitors Policy WH&S Policy Emergency Evacuation Procedures (SPX) Copyright Policy Working Alone Policy Code of Professional Standards for Staff 2005 |

The Peripatetic staff form an important part of the music department and our school. They provide expertise and direct contact with the world of professional music. Their work with students greatly enhances teaching and learning in the music department. We value their contribution to the school.

1. RATIONALE

- 1.1** The purpose of this policy is to clearly emphasize the obligations and responsibilities of SPX, the music department, peripatetic music teachers, students and their parents.
- 1.2** SPX students are offered the opportunity to receive private instrumental tuition from an approved peripatetic music educator. This form of learning is considered as an extra-curricular activity and is supplementary to a student's core education.

2. AIMS

- 2.1** To maximize the learning opportunities for all students enrolled at SPX.
- 2.2** To work in partnership with the school and music department with supporting students to reach their full potential in music education.
- 2.3** To nurture a child's interest and love for the performing arts.
- 2.4** To provide an opportunity and service not provided by our own staff.

3. IMPLEMENTATION

The Music Department will ensure that:

- 3.1** Procedures are created to ensure that peripatetic staff, parents and students understand all requirements and obligations if they wish to be involved in this program.
- 3.2** The school values and actively encourages students to be involved in private instrumental tuition.
- 3.3** Opportunities for students who are interested in receiving private instrumental tuition will be advertised in the school newsletter.
- 3.4** Music peripatetic teachers will be required to attend a compulsory meeting at the beginning of the year before they commence teaching to receive their information package.

The documentation in the package will include:

- i) Peripatetic Program Policy and Procedures
- ii) Child Protection Procedures
- iii) Emergency and Evacuation Procedures
- iv) SPX Visitor Policy
- v) WH&S Policy
- vi) Copyright Policy
- vii) Working Alone Policy
- viii) Code of Professional Standards for Staff Policy
- ix) Clear guidelines and expectations of tutor's professionalism, behavior and conduct
- x) A personal information template (WWCC number, ABN or Private Liability Insurance number, personal contact details, fee prices etc.)
- xi) Weeks A/B Lesson Timetable Templates
- xii) Student name/care class information template

The Principal reserves the right to vary this policy and the associated procedures without notice.

4. EVALUATION

- 4.1** This policy will be reviewed in 2018, or when the Catholic Schools Office updates the system policy.

PERIPATETIC PROGRAM PROCEDURES

Obligations of St. Pius X Adamstown

- The SPX community will promote the peripatetic program and encourage students to participate in private music lessons scheduled outside of Maths, English and Science lessons.
- The head of the peripatetic program and extra-curricular ensembles (Tahnee Elgar-Roberts) will manage the tutor's schedules, tuition rooms, administration, assist the tutor's with running their ensembles and manage their enquiries.
- The school will provide each peripatetic teacher with:
 - Timetable templates for weeks A & B
 - Student names/care class template
 - Policies: Peripatetic Policy & Procedures, Child Protection Procedures, Emergency & Evacuation Procedures, the SPX Visitor Policy, WH&S Policy, the Copyright Policy, the Working Alone Policy and the Code of Professional Standards for Staff Policy.
- The school will provide a private tuition room for peripatetic teachers to tutor in on a weekly basis.
- The school will provide a room for peripatetic teachers to run their instrumental/vocal ensemble on a weekly basis.

Obligations of Students and Parents

General Contribution to the Music Department & School

- Students who wish to participate in private lessons are strongly encouraged to be a part of their tutor's musical ensemble. This ensemble will run for 20 to 30 mins during one lunch time a week.

Curriculum

- Students must be aware they are not allowed to have their private music lessons scheduled during the same time they have Maths, English or Science. Together with their tutor, they must choose an appropriate time to come out of class for both Weeks A & B.
- Students that wish to have private instrumental or vocal tuition at SPX must maintain a sound academic rigor and communicate with their class teacher prior to their private music lesson regarding class work that will be missed.
- Students who wish to receive private music lessons must meet the SPX discipline policy

- Assessment tasks or examinations take priority. The parent/student needs to inform the peripatetic teacher of any time there is a conflict with an assessment or exam so a makeup lesson can be scheduled.
- Regular attendance to private music lessons is vital to ensure that progress is made. Students must also ensure that they practice their instrument on a regular basis
- Students must be aware of the time their weekly music lesson is scheduled and be responsible for turning up on time and with the required equipment

Missed Lessons

- Students/Parents must inform the *peripatetic teacher* of any cancellations or unforeseen changes to lessons. It will be the peripatetic teacher's responsibility to reschedule missed lessons.
- In case of sickness or cancellation please contact the music tutor via their mobile phone
- If a student is present at school; however, has another commitment, it is courteous to inform the music tutor or music department at the earliest opportunity.

Tuition Fees

- Parents and students understand all financial issues and tuition fees, due dates of fees etc. are solely an agreement between the peripatetic teacher and the parent/student.
- The school will not be responsible for collection of tuition fees, maintenance of personally owned instruments or theft.
- It is the responsibility of the parent to meet all payment commitments.
- In the case of there being a problem with meeting a payment, the parent should communicate with the peripatetic music tutor immediately

Music Department Equipment and Facilities

- Non-Elective Music students are *strictly prohibited* from using the recording studio facilities and music equipment. This includes the custom-made drum kit in the recording studio. If students do not pay elective fees, they are not contributing to the general maintenance and cost of repairing musical instruments. No Pay, No Play.

Student Signature: _____

Parent Signature: _____

Dated: _____

Obligations of the Peripatetic Music Tutor

Before Commencement of Teaching

- Peripatetic staff will be required to hand in the following documentation before they will be allowed to commence teaching at St. Pius X each year:
 - An up to date WWCC (Working with Children Check) number
 - Personal information template
 - Students names/care class of who they will be teaching
 - Completed Weeks A/B timetable template

General Contribution to the Music Department and School

- Peripatetic staff are not charged rent to use the school's facilities to *privately* teach.
- As a general contribution to the school and the music department, it is strongly encouraged for each tutor to start an instrumental/vocal ensemble that would consist of their own private students at SPX. This ensemble could run for 20 to 30mins during a lunch time once a week. The music department would then call upon such ensembles to help for liturgies and other school events.
- It should be made compulsory for all the peripatetic teacher's private students to be involved in their ensemble once a week at no charge as a way of contributing to school life.

Work, Health & Safety Procedures

- Peripatetic staff will be required to visit the main reception upon arrival to sign in and receive a visitor lanyard. They will need to sign out on departure and hand back the lanyard. Continuous failure to sign in/out will result in the peripatetic teacher's services no longer being needed at St. Pius X, as this is a breach of the WH&S policy.
- Peripatetic staff must always be dressed professionally and be aware of WH&S issues concerning clothing and footwear.
- Peripatetic staff must report any electrical or WH&S issue immediately to the Music Staff.
- Peripatetic staff need to be aware of evacuation procedures and lockdown requirements.
- Peripatetic staff must always conduct themselves in a professional manner and uphold, support and demonstrate the Catholic values and vision instilled at St. Pius X.
- Inappropriate language in front of students is *strictly prohibited*.
- Peripatetic staff must always carry a mobile phone on them and be contactable whilst on campus.
- Peripatetic staff will only be allowed to commence teaching from **8.00am** and must finish teaching by **5.00pm** in the afternoon.
- Whilst using SPX high school campus, peripatetic staff are only allowed to teach students from St. Pius, St. Francis Xavier or from a feeder Primary School. Teaching students from outside the Catholic Diocese is *strictly prohibited*.

Curriculum

- Students private lessons must never be scheduled during the time they have Maths, English or Science.
- If in the case an assessment task or examination is scheduled for the same time as a student's private lesson, they must attend class to complete their task or exam.
- It is preferred that peripatetic staff maintain a consistent week A/B schedule throughout the year. Irregular lesson times can be a major disruption to a student's school life.

Absence

- Peripatetic staff are to inform the head of the peripatetic program (Tahnee Elgar-Roberts) if they are sick and will be absent from teaching.
- Students and parents are to be informed by the *peripatetic teacher* of any cancellations or unforeseen changes to lessons. It will be the peripatetic teacher's responsibility to reschedule missed lessons.

Tuition Fees

- The peripatetic staff will set their own fee price and will be responsible for looking after their own financial affairs.
- St. Pius X will not be responsible for the exchange of monies regarding tuition fees.
- St. Pius X will not be involved in any such matters or disputes regarding make up lessons, unpaid fees or unattended lessons.

Advertisement

- If peripatetic staff wish to advertise their services via the school newsletter, all material must be sent to the head of the peripatetic program (Tahnee Elgar-Roberts).

Copyright

- All peripatetic staff must be knowledgeable and aware of copyright laws. This also includes copyright laws of music media eg. MP3, MP4, videos etc.
- The use of the school photocopier for the reproduction of sheet music or any other material will not be permitted. Full responsibility lies with the peripatetic music teacher should they wish to distribute photocopied sheet music to students. The school will not be held responsible and does not support the illegal reproduction of sheet music.

St. Pius X Facilities

- Once the requested documentation has been submitted, each tutor will receive the room they will be teaching in at the beginning of the year.
- Peripatetic staff must clean the area or room they have used after using the facility
- If peripatetic staff wish to use the small kitchen located outside the Theatre; they must supply their own tea and coffee, food, milk and clean up after themselves.

- Peripatetic staff will not pay rent for the hiring of SPX facilities to *private tutor*; however, they will pay an additional cost to use the Theatre, Theatrette, Sister Marie Centre and the Music rooms for their own personal use (concerts, rehearsals etc.).
- The peripatetic staff will need to consult with the Principal about hire costs.
- In the case of the Music rooms being hired after hours, the music department must be notified.

Music Department Facilities & Equipment

- The peripatetic staff are not allowed to teach privately in the recording studio throughout the school day or after hours unless they have permission from the music department.
- The peripatetic staff are not allowed to rehearse in the recording studio with their students in preparation for a concert.
- The peripatetic staff are *strictly forbidden* from using the custom-made drum kit in the recording studio to rehearse with their private students.
- It is *strictly forbidden* for peripatetic staff to help themselves to the music department's equipment and musical instruments for their own personal use. This includes: weekend gigs, rehearsals and private concerts that have nothing to do with SPX. ***This is private school property.***
- If in the case of hiring the Theatre, Theatrette or Sister Marie Centre the peripatetic teacher would be required to bring in their own equipment and instruments.
- If in the case of hiring the Music rooms, the hire cost will cover the use of amplifiers, P.A system, speakers, drum kit and piano. Acoustic guitars, electric guitars and bass guitars are not a part of the hiring fee.

I have read and understood the obligations of the school, students, parents and those of the peripatetic teacher. I understand that permission for me to work at SPX is conditional on me complying with all the obligations stated in the Peripatetic Program Policy and Procedures document.

Peripatetic Teacher Signature: _____

Dated: _____