

NECOM Policy for Peripatetic Teaching at Schools

NECOM aims to establish and maintain productive partnerships with schools by offering instrumental, ensemble and classroom music teaching services that enhance and develop the schools internal music programs and curriculum.

A significant proportion of NECOM's core business is within New England schools and therefore these schools and their community of teachers, parents and students are important clients of NECOM.

The support of schools is integral to Armidale's reputation as a centre for music education and cultural excellence – it contributes significantly to the economy of Armidale and the region.

It is physically impossible for NECOM to give the hundreds of music students their instrumental lessons before or after the 5-day school week. There is simply not enough time and weekend sporting commitments limit Saturday delivery.

The only solution is for schools to provide support to their students and parents who request to have instrumental lessons during the school day by allowing lessons on school premises during the school day.

Instrumental Teaching

- NECOM takes full responsibility for the enrolment and fee invoicing for student's lessons;
- The school has no responsibility or liability for the payment of instrumental fees;
- Schools provide free studio space for NECOM teachers;
- Schools and class teachers are required to support the students' individual learning goals by allowing them to include instrumental lessons during the school timetable.

Ensemble Tutoring

- The school contracts NECOM and pays for the ensemble tutoring.

Schools have ever increasing responsibilities to implement policies on Child Protection Legislation and many other compliance issues – particularly in public primary schools.

These guidelines have been developed to outline the role of the NECOM teacher working within school music education programs. It outlines the responsibilities of NECOM teachers in a school environment across all teaching programs provided by NECOM to schools.

NECOM Responsibilities

NECOM management will provide to the school:

- Accreditation details of NECOM teachers – WWC check, teaching and music qualifications;
- Roll of students who request to have NECOM instrumental lessons during school time.

NECOM Teacher Responsibilities

NECOM teachers work on behalf of NECOM within a school environment and will:

- Ensure the school has a record of the Working with Children Check number;
- Sign in and out to ensure the school's records for visitors on campus are accurate;
- Wear an identification badge;
- Adhere to NECOM's Code of Conduct;
- Observe the School's Code of Conduct and treat all school personnel with respect and courtesy;
- Present a professional appearance and dress appropriately according to the school's policy;
- Follow all school based procedures for OH&S, Evacuation and general safety;
- Coordinate all matters relating to NECOM's schools' programs through NECOM's Program Manager;

- In consultation with the parent and Principal (or designated liaison person), negotiate a lesson timetable (rotating or set) for the student for the term, including make-up lesson times if the NECOM teacher misses a lesson;
- Provide the timetable with the lesson time to NECOM administration, the school and the parent to ensure that all parties have correct information;
- Be punctual and ensure lessons begin and end on time;
- Maintain a weekly roll, noting absences with or without notice, late arrival to lessons etc to ensure proof of the duty of care supervision;
- In terms of ensuring Student attendance and Safety on school premises:
 - Notify parents and school liaison person/office staff immediately if the student does not attend a lesson without notice;
 - Collect and accompany early infants students from Kindergarten - Year 3 to and from their classrooms;
 - Within the first 10 minutes of a lesson time, make every effort to locate primary and secondary school students who are missing from their lesson without notice, noting that the onus is on students from Year 4 -Year 6 to attend lessons promptly;
- Report once per Semester on student progress or as directed by the school;
- Maintain clear communication with the parents of students.
- Conduct lessons in a constructive and non-threatening manner as per NECOM's Code of Conduct;
- Work towards clearly defined musical and educational outcomes that support NECOM's strategic initiatives and the school's music program.

Discipline

Staff should abide by NECOM's Code of Conduct in addition to recognising that the student's instrumental lesson is regarded as a school activity and students should be expected to adhere to normal school disciplinary expectations. Any student misconduct should be reported immediately to the school's music director or Principal, and to the NECOM Program Manager to ensure that all parties are kept up-to-date.

School Responsibility

To enable effective music teaching to be carried out in a timely manner, the school should:

- Provide adequate space with outside visibility;
- Facilitate students' safe arrival at teaching venue;
- Ensure that school office staff and classroom teachers support parents' request for in-school lessons by allowing students to leave the classroom for lessons in a timely and positive manner;
- Encourage the students to remember lesson times, location, their instrument and music;
- Notify the Director/Program Manager of any transgression or non-adherence to policy by NECOM staff.

Parent/Student Responsibility:

- Effective communication between parents and teachers is critical to the success of peripatetic instrumental teaching at the school. Guidelines around practice expectations, general direction of the student's music program and lessons should be discussed on a regular basis, just as it is for any other subject on the curriculum.
- Efficient channels of communication must be maintained to avoid disputes over missed lessons or unexplained absences, eg prompt notification of absences using text, mobile or email.

The responsibility of the student, with implication for the parent, includes the following:

- Parents and students must give a minimum of 24 hours' notice to NECOM if a lesson will be missed;
- There is no obligation to conduct make up lessons when the teacher has not been directly advised, particularly if the missed lesson is due to an excursion or other prior organised event in the school calendar where reasonable notice should have been received;
- Ensure books, diaries and instruments are brought to the lesson;

- Follow teacher recommendations for daily practice;
- Read newsletters or other communications from NECOM;
- Familiarise themselves with NECOM's enrolment policy available with each year's enrolment form;
- Ensure payment by the due date and that correct enrolment procedures have been followed for student lessons.

(Presented to NECOM Board Wed 18 February 2015, amended 27 February 2015)