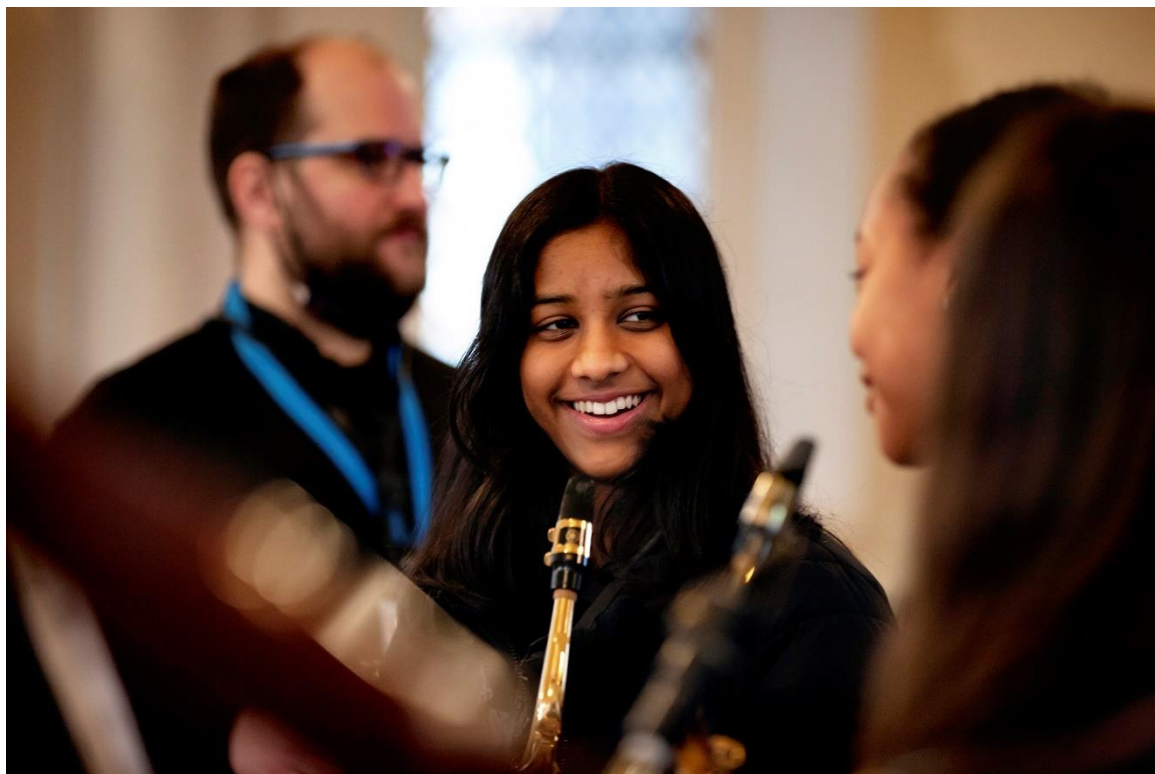




# Tutor Pack



## General Information for MMF Instrumental Tutors

Sept 2024



Supported using public funding by



**ARTS COUNCIL  
ENGLAND**



**Artsmark  
Partner**

Supporting cultural education, endorsed by Arts Council England

## Our Vision

A borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child can find their first notes, make progress and flourish as a young musician.

We aim to be:

- A centre of learning and a musical launchpad, unlocking talent both now and in the future
- An asset to our community and an ambitious supporter of every child's creativity
- An inclusive cultural organisation - not just in what we say, but also in what we do

*To achieve this, we must be:*

<b>Dynamic</b>	<b>Inquisitive</b>	<b>Values-Led</b>	<b>Effective</b>	<b>Resilient</b>	<b>Self-Accountable</b>	<b>Engaging</b>
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## Our Values

### Commitment

We always aim for better. We encourage, challenge and support each other.

### Courage

We will be brave, persevere and take risks.

### Joy

Music is for life - Music is life. Happiness should permeate everything we do.

[www.mmf.org.uk/about](http://www.mmf.org.uk/about)

## Moving Music Forward

Founded as an independent charity in 1991, Merton Music Foundation (MMF) has been providing high quality music, arts and culture education programmes to the young people of Merton and the surrounding areas for over 30 years. We believe that music is for life and for everyone. Every single child deserves the chance to experience a rich musical education, both in and outside the school environment.

MMF is the lead partner for the Merton Music Education Hub. Music Education Hubs are groups of organisations working together to create joined-up music education provision, respond to local need and fulfil the objectives set out in the National Plan for Music Education.

Working with our hub partners, we support and advocate for music in Merton schools via staff training, whole-class teaching / First Access and special projects. We organise large scale concerts and events and actively contribute to the national discussion about music education. We offer pupils one-to-one and small group instrumental lessons in school, out of school & online, operate an instrument hire service and run a wide range of ensembles and choirs from our South Wimbledon Music Centre.

020 8640 5446 [www.mmf.org.uk](http://www.mmf.org.uk) [admin@mmf.org.uk](mailto:admin@mmf.org.uk)

# SAFEGUARDING CHILDREN GUIDANCE

Merton Music Foundation (MMF) aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

**All MMF staff, tutors and volunteers must wear a lanyard and identity badge to indicate that they are accredited members of the MMF team.**

**Guidelines for MMF staff, tutors and volunteers**

If you think a child or young person is in need because they are suffering or likely to suffer significant harm, you **must** do the following:

1. Listen to and believe the child – allow them time to talk freely.
2. Make a note of what you have seen or been told.
3. Don't make assumptions – keep an open mind.
4. Don't ask any leading questions and don't cross examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
5. Don't physically examine the child.
6. Never promise to keep 'secrets'. Explain that you can listen to the child, but make it clear that if you perceive that they are in any danger of harm then you will have to seek advice because you have a duty to protect children and young people. Reassure them that they can be helped and kept safe and explain what will happen next.
7. **Act quickly.** If there is an immediate risk, contact the School's Designated Safeguarding Lead (DSL) or the MMF DSL as quickly as possible in person. If they aren't available speak to the office who will support.
8. **Submit your concern in writing to the DSL.** If an incident occurs in a school, please 'dual report' first at the school and then to MMF. You should use the school/MMF concern form, but if this isn't available an email or handwritten letter will suffice. Note the names of everyone involved, the date/time of the incident and disclosure and what the pupil said in their own words.
9. If the disclosure or your concern relates to a member of staff, this must be shared with the Headteacher and/or MMF's Chief Executive as soon as possible.
10. All schools have been made subject to a duty under section 26 of the Counterterrorism and Security Act 2015 in the exercise of their functions to have 'due regard to the need to prevent people from being drawn into terrorism' This duty is known as the Prevent duty. If you see/hear/experience any behaviour that you deem to be extremist in any way they must report it to the Prevent Duty Lead, David Rees.

***Safeguarding is Everyone's Responsibility: 'It Could Happen Here'***

**If you have a concern, email: [safeguarding@mmf.org.uk](mailto:safeguarding@mmf.org.uk)**

**Designated Safeguarding & Prevent Lead: David Rees**

**Deputy Designated Safeguarding Leads: Martha Gibbons / Soo Bishop**

Merton Music Foundation's Safeguarding Policy contains more detailed information about safeguarding children and can be provided on request. All staff, visitors and volunteers should protect themselves by following these guidelines. Safe professional practice is vital for ensuring that you do not place yourself at risk. [www.mmf.org.uk/policies](http://www.mmf.org.uk/policies)

# Teaching and Learning

## Speed Admin

Shortly after joining us, you will receive a link to create your Speed Admin account – this is the online portal where you access pupil information, communicate with parents/guardians and book, re-schedule and cancel lessons. You will also use Speed Admin to submit your end of year pupil reports. It is important that you can access and use the e-portal; if you have any questions, please contact the main office: 020 8640 5446 / [admin@mmf.org.uk](mailto:admin@mmf.org.uk).

## Important: Booking Lessons

All new pupils will need to be 'booked' onto your Speed Admin calendar. This is done via the orange crayon icon in the top right corner of the screen. More information about how to do this is available via our training materials: [www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)

Lessons must be booked to the correct teaching day. For in-school lessons, the teaching time can be approximate, but should be as accurate as possible (e.g. booked in during the morning if you usually teach in the AM). Lessons at Music Centres must be booked at the correct time, usually this will be completed by the MMF administrative team on your behalf.

Speed Admin uses lesson booking information to share data with MMF, schools and parents/guardians. It also uses this data to calculate your teaching hours for pay claim as well as any credits/make-ups owed to pupils.

## Cancelled / Re-Arranged Lessons

Speed Admin will assume that all booked lessons have been delivered, regardless of attendance data. Therefore, any cancelled or re-arranged lessons **must** be cancelled on the system.

This is done via the red calendar icon in the top right corner of the screen. Full information is available via our training materials: [www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)

## Marking Attendance

Please mark attendance for all pupils via Speed Admin. We recommend using the app version of Speed Admin for attendance as it is the quickest and easiest way to do this, however it is also possible via a web browser. Please check your school's rules regarding staff phone use – it is usually not permissible to use a personal device in the presence of pupils, so it may be necessary to mark attendance between lessons or possibly in bulk in the staff room / after you have finished teaching.

## Communicating With Parents

You will be able to access the emergency contact number for a parent/guardian of every pupil that you teach via 'My Students' in Speed Admin. MMF also provides every pupil (via their tutor) with a 'Practice Book', which provides the pupil with notes/activities for practice sessions and forms the primary method of communication between tutor and parent.

Speed Admin allows you to quickly and securely communicate with parents/guardians – messages can be sent individually or in bulk (e.g. by teaching day) and it is possible to use merge fields to auto-fill student data (e.g. name, course etc). All messages are sent via MMF's email servers - Speed Admin 'ghosts' your email address so that to recipients, the message appears to have been sent by you. Any replies will automatically be forwarded to your address.

If you choose to communicate with parents/guardians outside of the Speed Admin ePortal, we recommend that you use a dedicated professional email account with the guardians of pupils rather than your personal account.

NB: Please always BCC recipients when mass emailing parents/guardians.

## Tutor Absence

We ask all our tutors to ensure consistency of delivery – children learn best when they receive regular lessons. All tutors are expected to ensure that they deliver **10 lessons per term**. It is possible to 'carry' lessons over between terms, but not between academic years (e.g. at the end of the summer term).

**Important: All tutor absences should be recorded on Speed Admin by cancelling any booked lessons with the cancellation reason: 'Tutor Absence'.**

### Rearranging Lessons:

- It is permissible for tutors to rearrange lessons to accommodate other playing commitments. MMF requests that this is kept to a minimum and that parents and schools are notified **in advance** of any changes to the normal teaching schedule.
- If you would like to request extended periods of leave, this must be done in advance with your MMF Curriculum Leader so that we can ensure consistency of delivery

### Unplanned (Emergency) Absence:

- Tutor to contact the school office via telephone to notify them as soon as possible that they will be absent
- Tutor to notify parents (this could be done quickly in Speed Admin)
- Tutor to follow up via email with the school's music coordinator and their MMF Curriculum Leader to confirm how/when they will make up the lessons
- All changes to be recorded in Speed Admin via the calendar – booked lessons to be cancelled and make-ups to be booked in.

## NB: Pupil Absence

Tutors are asked to arrange make-up times for lessons missed due to school trips, exams or other reasons beyond the pupils'/parents' control. Parents/guardians are asked to provide sufficient notice to their child's tutor so that the lesson can be cancelled and re-arranged in advance on Speed Admin.

You are also encouraged to liaise proactively with parents/the school to pre-empt clashes with your teaching.

Lessons missed due to other pupil absence (e.g. illness or holiday) do not need to be made up and can still be claimed for – in this instance the lesson does not need to be cancelled on Speed Admin, instead using the attendance code 'No Show' will suffice.

**No-show pupils:** if a pupil is absent for the first 2 lessons of term, please notify the admin team (020 8640 5446 / [admin@mmf.org.uk](mailto:admin@mmf.org.uk)) as it is possible the parent has decided to withdraw and not informed us. After the first 2 weeks absence, tutors can no longer claim for the lessons; the admin team will seek to replace them with a child on the waiting list.

## Important Documents

Please take a moment to familiarise yourself with our policies.

All adults engaged in activities by Merton Music Foundation must adhere to its Safeguarding Policy.

All online lessons (E-Learning) must be conducted in-line with our Online Learning Policy and Code of Conduct (tutors, parents/guardians and pupils).

**Safeguarding Policy:** [www.mmf.org.uk/policies](http://www.mmf.org.uk/policies)

**Online Learning Policy / Code of Conduct:** [www.mmf.org.uk/policies](http://www.mmf.org.uk/policies)

**Terms & Conditions (for Parents/Guardians):** [www.mmf.org.uk/terms](http://www.mmf.org.uk/terms)

## Data Protection / GDPR

Tutors are asked to help ensure compliance with the Data Protection Act 2018 when handling parent/guardian and pupil data.

**Practical implications for tutors of this act include:**

- Making use of Speed Admin for secure, GDPR-compliant communications
- Using BCC if mass emailing parents/guardians outside of Speed Admin in order to avoid inadvertently sharing contact details between parents.
- Redacting pupil names and other details in some communications
- Ensuring safe storage and handling of personal information such as parent/guardian email addresses and phone numbers

For further help or information, please contact us.

[www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)

# Our Music Centres

## **Merton Music Centre, South Wimbledon**

*Ensembles / choir & one-to-one lessons in: piano, voice, guitar, brass, woodwind, percussion, strings. Monday, Tuesday & Wednesday after-school & evenings and Saturday mornings.*

Merton Abbey Primary School, High Path, SW19 2JY

## **MMF Crown Lane Percussion**

*One-to-one and small group world percussion and drum kit lessons. Monday/Tuesday/Wednesday/Thursday after-school.*

Crown Lane Studio, 8b Crown Lane, Morden, SM4 5BL

## **Soundwave, Mitcham**

*Music production, DJ, ukulele and Rock & Pop individual lessons and group classes and large group string continuation projects on Tuesdays and Fridays after school.*

Soundwave @ The Ark, The Sherwood School, Abbots Road, CR4

## **Saturday Music School, Wimbledon College**

*One-to-one instrumental lessons in piano, voice, guitar, saxophone, violin, brass, woodwind and large group keyboard, ukulele and Early Years classes. Saturdays during the school term.*

Wimbledon College Music Department, Edge Hill, SW19 4NS

[www.mmf.org.uk/musiccentre](http://www.mmf.org.uk/musiccentre)



## Music Centre Groups/Ensembles

As soon as your pupils have been learning for two terms or more, please encourage them to join our Music Centre, which primarily takes place at Merton Abbey Primary School, SW19.

For group timings and ability levels, please visit:

[www.mmf.org.uk/musiccentre](http://www.mmf.org.uk/musiccentre)

### Music Centre Groups by Instrument

*(all groups take place at Merton Abbey Primary School, SW19 unless otherwise stated)*

Percussion	
Grade 1 – 3	<ul style="list-style-type: none"><li>• Junior Wind, Brass &amp; Percussion Ensemble</li><li>• Jazz Jumpers</li><li>• Merton Mallets</li></ul>
Grade 3 – 5	<ul style="list-style-type: none"><li>• Intermediate Concert Band</li><li>• JazzWorks</li><li>• Merton Mallets</li></ul>
Grade 5 +	<ul style="list-style-type: none"><li>• MYJO: Merton Youth Jazz Orchestra</li><li>• Merton Messengers</li><li>• Merton Youth Concert Band</li><li>• Merton Mallets</li><li>• Drumline</li></ul>

Woodwind	
Grade 1 – 3	<ul style="list-style-type: none"><li>• Training Band</li><li>• Jazz Jumpers</li></ul>
Grade 3 – 5	<ul style="list-style-type: none"><li>• Intermediate Band</li><li>• Jazz Jumpers</li><li>• Saxophone Ensemble</li><li>• JazzWorks</li></ul>
Grade 5 +	<ul style="list-style-type: none"><li>• MYJO: Merton Youth Jazz Orchestra</li><li>• Merton Messengers</li><li>• Merton Youth Concert Band</li></ul>

Strings	
Beginner to Grade 1	<ul style="list-style-type: none"><li>• String Busters</li></ul>
Grade 1 – 3	<ul style="list-style-type: none"><li>• Combo Strings (Training Strings &amp; Sting Sinfonia)</li><li>• Jazz Jumpers</li></ul>
Grade 4 – 5	<ul style="list-style-type: none"><li>• String Sinfonia (part of Combo Strings)</li></ul>



<b>Brass</b>	
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>Training Band</b></li> </ul>
Grade 3+	<ul style="list-style-type: none"> <li>• <b>Intermediate Band</b></li> <li>• <b>Jazz Jumpers</b></li> <li>• <b>JazzWorks</b></li> </ul>
Grade 5+	<ul style="list-style-type: none"> <li>• <b>Brass Ensemble</b></li> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b></li> <li>• <b>Merton Messengers</b></li> <li>• <b>Merton Youth Concert Band</b></li> </ul>

<b>Guitar/Bass</b>	
Beginner to Grade 1	<ul style="list-style-type: none"> <li>• <b>Junior Guitar Ensemble</b></li> </ul>
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>Intermediate Guitar Ensemble</b></li> <li>• <b>Jazz Jumpers</b></li> </ul>
Grade 3+	<ul style="list-style-type: none"> <li>• <b>Senior Guitar Ensemble</b></li> <li>• <b>JazzWorks</b></li> </ul>
Grade 5+	<ul style="list-style-type: none"> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b></li> <li>• <b>Merton Messengers</b></li> <li>• <b>Merton Youth Concert Band</b></li> </ul>

<b>Voice (All Abilities)</b>	
Key Stage 2	<ul style="list-style-type: none"> <li>• <b>Young Voices Choir</b></li> </ul>

<b>Piano / Keyboard</b>	
Grade 2 - 8	<ul style="list-style-type: none"> <li>• <b>Jazz Jumpers</b></li> <li>• <b>JazzWorks</b></li> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b></li> <li>• <b>Merton Messengers</b></li> <li>• <b>Merton Mallets</b></li> </ul>

<b>Music Theory</b>	
Grades 3, 4 & 5	<ul style="list-style-type: none"> <li>• <b>Online Classes via Zoom</b></li> </ul>

# Payment Procedure

## Rates of Pay (from Sept 2024)

Instrumental Teaching: £33.50 per hour / In2Music (WCET) £36 - £41.50 per hour or £157 - £194 per day (+ 17.5% holiday pay allowance uplift, PAYE)

## How to Get Paid:

MMF pays its tutors half-termly following receipt of a valid invoice.

In order to be paid on time, you will need to ensure that your Speed Admin timetable is kept up to date. Any lessons that were not delivered and should be made up must be cancelled on the system with the appropriate 'cancellation reason'.

It is then possible to use the 'My Hours' function to calculate your total teaching hours for each activity between specified dates. You can then use this information to calculate the total amount to be invoiced.

## Invoices

Invoices are processed during specified weeks so that Admin time can be allocated. Dates for the receipt of invoices are normally at the end of each half-term and notified to tutors at the start of the term by email.

Invoices are formal documents and should contain the following:

1. Tutor's name and address
2. MMF name and address
3. Invoice number (as determined by Tutor)
4. Invoice date
5. Signed declaration of Tutor's liability for Tax and National Insurance payments
6. Tutor's I.R. reference number and N.I. number
7. Total number of hours for which invoice is submitted
8. Hourly rate appropriate to the services provided
9. Total amount due to Tutor

*NB: See 'MMF Example Invoice' as a guide: [www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)*

## Payment Procedure Notes

- The purpose of the procedure is to create a validated audit trail from delivery of tuition to payment of tutor.
- Tutors are paid on receipt of invoices for services provided (e.g. tuition, ensemble directing, ensemble support, accompanying). Hourly rates are set by the MMF Trustees. Any agreed increase comes into effect from the Autumn Term and rates generally remain the same for the full academic year. MMF undertakes to process payment within 10 working days of the indicated invoice receipt date.
- Tuition is charged to parents on the basis of 10 lessons per term, giving a total of 30 lessons per academic year. Any shortfall in one term can be made up with additional lessons or extended lessons in a subsequent term up to the maximum of 30 in an academic year.
- **Lessons cannot be carried forward from one academic year to the next** (i.e. from the Summer Term to the Autumn Term).

This is because:

- termly fees are likely to have changed;
  - Tutor payment rates are likely to have changed as indicated above;
  - MMF financial year ends on 31<sup>st</sup> August, so pupil and tutor accounts need to be closed for auditing.
- Registers should be an accurate record of tuition given to each pupil. Additional, double or extended lessons should always be clearly marked, as well as the reason for non-delivery of tuition. This information is used by the Admin Office for answering queries and for calculating credits or refunds due to parents for lessons not provided.

## Marking Attendance

You are asked to endeavour to mark attendance weekly – this can be done online via your Speed Admin account, either via a web browser or the dedicated phone/tablet app.

**MMF uses your online registers to monitor delivery, deal with queries/complaints from parents and authorise your pay, so it is important that they are accurate.**

*If you have any issues with your online registers or require help, please call: 020 8640 5446 or email: [admin@mmf.org.uk](mailto:admin@mmf.org.uk).*

### Lesson Types

Pupils can sign up for lessons of different length and group size according to their ability and financial situation. The different lesson types are indicated in your 'Live Teacher' register by a variety of codes.

**Please make a note of the different lesson codes so that you can ensure that your pupils receive the correct lesson length.**

- **I20** = Individual Lesson, 20 mins
- **I30** = Individual Lesson, 30 mins
- **S30** = Shared Lesson – two pupils together for 30 mins **or** one pupil for 15 mins
- **G03** = Group Lesson – three pupils together for 30 mins **or** two pupils for 20 mins

### Group and Shared Lessons:

To make lessons accessible to as many pupils as possible, MMF offers Group and Shared lessons to its learners. It is your responsibility as tutor to group/pair pupils together as appropriate, dependent on the number of 'S30' and 'G03' pupils on your register. If it is not possible to make-up a full group, pupils receive a shorter lesson on a proportional basis (e.g. a G03 group with only two pupils would receive a 20 min lesson; a S30 pupil on their own would receive a 15 minute lesson).

**Important:** Please group pupils together in Speed Admin via 'My Students' before booking the group/paired lesson onto your timetable. More info: [www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)

### Attendance Types

- **Attended** - pupil attended all or part of the lesson
- **No Show (With Notice)** – pupil did not attend the lesson and notice was given. This should be used when no make up is owed (i.e. for pupil absence other than for a school trip / exam).
- **No Show (Without Notice)** – pupil did not attend and no notice was given. This attendance type sends an automated email to parent/guardian to notify them for safeguarding reasons.
- **Cancelled** – this attendance type will automatically be generated on your registers whenever a lesson booking is cancelled by you. This should be used for tutor absence or pupil absence due to exam / school trip (with notice). Speed Admin will automatically generate a make-up lesson which you will need to book onto your timetable.

## Reasonable Adjustments

MMF is an Equal Opportunities employer. We value diversity and are committed to ensuring an inclusive environment for all stakeholders.

If you need any additional support or require accommodations to be made to reduce or remove the effect of a disability on your ability to complete your work for MMF, please alert a member of our leadership team so that reasonable adjustments can be made.

A large font version of this document is available on request.

## Equity, Diversity and Inclusion at MMF

We aim to be an inclusive cultural organisation - not just in what we say, but also in what we do.

Please take a moment to read our **Equity, Diversity and Inclusion Policy** and **EDI Action Plan** which are available on our website:

[www.mmf.org.uk/inclusion](http://www.mmf.org.uk/inclusion)

Join the Conversation: [inclusion@mmf.org.uk](mailto:inclusion@mmf.org.uk)

## Useful Website Links

**Instrumental Lessons** - [www.mmf.org.uk/lessons](http://www.mmf.org.uk/lessons)

**South Wimbledon Music Centre** - [www.mmf.org.uk/southwimbledon](http://www.mmf.org.uk/southwimbledon)

**Crown Lane Percussion School** - [www.mmf.org.uk/crownlane](http://www.mmf.org.uk/crownlane)

**Tutor Page** - [www.mmf.org.uk/tutors](http://www.mmf.org.uk/tutors)

**Donate Page** - [www.mmf.org.uk/donate](http://www.mmf.org.uk/donate)

**Who's Who?** - [www.mmf.org.uk/team](http://www.mmf.org.uk/team)

# Welcome to Team MMF!



*Moving Music Forward since 1991*



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Supporting cultural education, endorsed by Arts Council England

020 8640 5446 [www.mmf.org.uk](http://www.mmf.org.uk) [admin@mmf.org.uk](mailto:admin@mmf.org.uk)