



# Tutor Pack



## General Information for MMF Instrumental Tutors



Supported using public funding by



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## Teaching and Learning

Welcome to MMF! MMF is a Registered Charity established in 1991 to serve the young people in the London Borough of Merton and is the lead partner for the local music education hub. As an MMF tutor, you will be working in Merton schools, or at our Music Centre. MMF expects the highest standards of tuition, professionalism and organisation from its tutors; please take a moment to familiarise yourself with our policies, systems and procedures.

### Paritor 'Live Teacher' – Online Registers

Shortly after joining us, you will receive a link to create your 'Live Teacher' account – this is the online portal where your registers will be kept. You will also use live teacher to submit your end of year reports. It is important that you are able to access and use 'Live Teacher' – if you have any questions please contact the main office: 020 8640 5446 / [admin@mmf.org.uk](mailto:admin@mmf.org.uk).

### Communicating With Parents

You will be provided with emergency contact numbers for a parent/guardian of every pupil that you teach via your registers. 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.

We recommend tutors share a dedicated professional email account with the parents of pupils so that you can keep in touch regarding lesson scheduling and other matters arising.

### 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).

#### **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 via text/email (phone numbers included in your register)
- 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

### NB: Pupil Absence

Tutors are required to arrange make-up times for lessons missed due to school trips, exams or other reasons beyond the pupils'/parents' control. You are encouraged to liaise 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. Please ensure you use the correct register codes for all absences (see page 8).

# **SAFEGUARDING CHILDREN GUIDANCE**

Everyone across Merton Music Foundation works together to ensure that children and young people are kept safe by contributing to:

- providing a safe environment for children and young people to learn; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home, school and at MMF.

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

**Guidelines for MMF staff and tutors:** 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. Make a note of what you have seen or been told.
2. Don't make assumptions – keep an open mind.
3. Don't ask any leading questions and don't cross examine the child. Only ask simple and open questions – Who? What? Where? When? etc.
4. Don't physically examine the child (other than in an emergency when no first aider is available).
5. **NEVER** promise to keep 'secrets'. Explain that you can listen to them, 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.
6. Be discreet – do or say nothing that may place the child or yourself at risk.
7. **Act quickly. Contact the School Reception/Office or the MMF Office in person to record your concerns before leaving the premises. If an incident occurs in a school please 'dual report' first at the school and then to MMF.** A member of the office team will contact the Designated Safeguarding Lead (DSL) at the school or at MMF. You will then be asked to provide the reason for your concern so it can be investigated.
8. If the disclosure or your concern relates to a member of staff, this must as soon as possible be shared with the Designated Person and nothing should be said to the colleague involved.
9. **All schools have been made subject to a duty under section 26 of the Counter – Terrorism 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, Elisabeth Wigley

**Designated Safeguarding /Prevent Lead: Elisabeth Wigley**

**KNOW OUR PROCEDURES – THEY ARE YOUR BOUNDARIES.**

**THEY ARE THERE TO PROTECT YOU AS MUCH AS TO PROTECT CHILDREN.**

**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.**

## 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 our base in Harris Academy, Morden, Llanthony Road, SM4 6DX. Interested parents can call the office: 020 8640 5446, email: [admin@mmf.org.uk](mailto:admin@mmf.org.uk) or go to the 'Parents' page of our website: [www.mmf.org.uk](http://www.mmf.org.uk) for more information or to sign up for Music Centre.

### Music Centre Groups by Instrument

*(all groups take place at Harris Academy Morden, SM4 6DX unless otherwise stated)*

<b>Percussion</b>	
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>The MerTones Percussion Ensemble</b> – Saturday 11am – 12:30pm @ Crown Lane Studio, 8B Crown Lane, Morden</li> <li>• <b>Junior Percussion Ensemble</b> – Saturday 9am – 10am</li> <li>• <b>Training Band</b> (Beginner to Grade 2) – Saturday 10am – 11am</li> <li>• <b>Jazz Jumpers</b> (Grade 2+) – Saturday 11am – 12pm</li> <li>• <b>Merton Mallets</b> - tuned percussion ensemble (Grade 2+ by audition) – Monday 6pm – 7:15pm</li> <li>• <b>Marching Band</b> – Wednesday 5:30pm – 6:30pm</li> </ul>
Grade 3 – 5	<ul style="list-style-type: none"> <li>• <b>Intermediate Band</b> (Grade 2 – 5) – Saturday 11am – 12pm</li> <li>• <b>Contemporary Percussion Ensemble</b> (Grades 4 – 5) – Saturday 12pm – 1pm</li> <li>• <b>JazzWorks</b> (grade 4+) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>Merton Mallets</b> - tuned percussion ensemble (Grade 2+ by audition) – Monday 6pm – 7:15pm</li> <li>• <b>Marching Band</b> – Wednesday 5:30pm – 6:30pm</li> </ul>
Grade 5 +	<ul style="list-style-type: none"> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b> (membership by invitation) – Wednesday 7:30pm – 9:30pm (fortnightly)</li> <li>• <b>Merton Messengers</b> (membership by invitation) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>Merton Youth Concert Band</b> – Wednesday 7:30pm – 9:30pm (fortnightly)</li> <li>• <b>Merton Mallets</b> - tuned percussion ensemble (Grade 2+ by audition) – Monday 6pm – 7:15pm</li> <li>• <b>Marching Band</b> – Wednesday 5:30pm – 6:30pm</li> </ul>

<b>Woodwind</b>	
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>Training Band</b> (Beginner to Grade 2) – Saturday 10am – 11am</li> <li>• <b>Jazz Jumpers</b> (Grade 2+) – Saturday 11am – 12pm</li> </ul>
Grade 3 – 5	<ul style="list-style-type: none"> <li>• <b>Intermediate Band</b> (Grade 2 – 5) – Saturday 11am – 12pm</li> <li>• <b>Jazz Jumpers</b> (Grade 2+) – Saturday 11am – 12pm</li> <li>• <b>Saxophone Ensemble</b> (Grade 4+) – Monday 7pm – 8pm</li> <li>• <b>JazzWorks</b> (grade 4+) Wednesday 6:15pm – 7:15pm (fortnightly)</li> </ul>
Grade 5 +	<ul style="list-style-type: none"> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b> (membership by invitation) – Wednesday 7:30pm – 9:30pm (fortnightly)</li> <li>• <b>Merton Messengers</b> (membership by invitation) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>Merton Youth Concert Band</b> – Wednesday 7:30pm – 9:30pm (fortnightly)</li> </ul>

<b>Strings</b>	
Beginner to Grade 1	<ul style="list-style-type: none"> <li>• <b>String Busters</b> – Saturday 10am – 11am</li> </ul>
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>Training Strings Orchestra</b> – Saturday 10am – 11am</li> <li>• <b>Jazz Jumpers</b> (Grade 2+) – Saturday 11am – 12pm</li> </ul>
Grade 4 – 5	<ul style="list-style-type: none"> <li>• <b>String Sifonia</b> - Saturday 11am – 12pm</li> </ul>

<b>Brass</b>	
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>Training Band</b> (Beginner to Grade 2) – Saturday 10am – 11am</li> </ul>
Grade 3+	<ul style="list-style-type: none"> <li>• <b>Intermediate Band</b> (Grade 2 – 5) – Saturday 11am – 12pm</li> <li>• <b>Jazz Jumpers</b> (Grade 2+) – Saturday 11am – 12pm</li> <li>• <b>JazzWorks</b> (grade 4+) Wednesday 6:15pm – 7:15pm (fortnightly)</li> </ul>
Grade 5+	<ul style="list-style-type: none"> <li>• <b>Brass Ensemble</b> (by invitation) – Monday 7:30pm – 9pm (fortnightly)</li> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b> (membership by invitation) – Wednesday 7:30pm – 9:30pm (fortnightly)</li> <li>• <b>Merton Messengers</b> (membership by invitation) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>Merton Youth Concert Band</b> – Wednesday 7:30pm – 9:30pm (fortnightly)</li> </ul>

<b>Guitar/Bass</b>	
Beginner to Grade 1	<ul style="list-style-type: none"> <li>• <b>Junior Guitar Ensemble</b> (Classical Guitar) – Saturday 10am – 11am</li> </ul>
Grade 1 – 3	<ul style="list-style-type: none"> <li>• <b>Intermediate Guitar Ensemble</b> (Classical Guitar) - Saturday 11am – 12pm</li> <li>• <b>Jazz Jumpers</b> (Electric Guitar/Bass - Grade 2+) – Saturday 11am – 12pm</li> </ul>
Grade 3+	<ul style="list-style-type: none"> <li>• <b>Senior Guitar Ensemble</b> – (Classical Guitar) Mondays 6pm – 7pm</li> <li>• <b>JazzWorks</b> (Electric Guitar/Bass - grade 4+) Wednesday 6:15pm – 7:15pm (fortnightly)</li> </ul>
Grade 5+	<ul style="list-style-type: none"> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b> (Electric Guitar/Bass, membership by invitation) – Wednesday 7:30pm – 9:30pm (fortnightly)</li> <li>• <b>Merton Messengers</b> (Electric Guitar/Bass, membership by invitation) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>Merton Youth Concert Band</b> – (Double Bass / Bass Guitar) Wednesday 7:30pm – 9:30pm (fortnightly)</li> </ul>

<b>Voice (All Abilities)</b>	
Key Stage 2+	<ul style="list-style-type: none"> <li>• <b>Young Voices Choir</b> – Saturday 9am – 10am</li> </ul>

<b>Piano / Keyboard</b>	
Grade 2 - 8	<ul style="list-style-type: none"> <li>• <b>Jazz Jumpers</b> (Grade 2+) – Saturday 11am – 12pm</li> <li>• <b>JazzWorks</b> (grade 4+) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>MYJO: Merton Youth Jazz Orchestra</b> (membership by invitation) – Wednesday 7:30pm – 9:30pm (fortnightly)</li> <li>• <b>Merton Messengers</b> (membership by invitation) Wednesday 6:15pm – 7:15pm (fortnightly)</li> <li>• <b>Merton Mallets</b> - tuned percussion ensemble (Grade 2+ by audition) – Monday 6pm – 7:15pm</li> </ul>

# Payment Procedure

## Current Rates of Pay for Instrumental Lessons (2019-2020):

Standard Tutor: £29 per hour - Lead Tutor: £30 per hour - In2Music (WCET) £31 per hour

## How to Get Paid:

In order to be paid on time, you will need to submit a **Provision of Service** (PoS) form for each venue/activity that you have taught. This will be verified by your **completed online registers**. You will also need to submit an **invoice** for the total number of hours delivered overall.

## Provision of Service Forms

PoS forms provide a summary of tuition given. You should submit a different PoS for each venue/activity. The total number of hours across all submitted PoS forms will therefore be the amount that you invoice for.

PoS forms should be signed by you as being a true and accurate record before being sent in with your invoice.

PoS forms should be set out as follows:

1. Separate form for each venue (continued on to 2<sup>nd</sup> form if necessary);
2. Separate form when different services are provided (e.g. tuition, ensemble direction, ensemble support);
3. One line for each date of service provision;
4. Each column represents a lesson type as indicated on registers - extended or additional lessons should be included;
5. Signature and date.

## Converting Minutes to Decimals for your PoS:

Mins	Decimal
5	0.0830
10	0.167
15	0.25
20	0.333
25	0.417
30	0.5
35	0.583
40	0.667
45	0.75
50	0.833
55	0.917
60	1



## Invoices

Invoices are processed during specified weeks so that Admin time can be allocated. Dates for the receipt of invoices are normally 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 – available from [admin@mmf.org.uk](mailto:admin@mmf.org.uk)*

## 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.

## Completing Your Registers

You are asked to endeavour to update your registers weekly – this can be done online via Paritor 'Live Teacher' which is also accessible from the 'Tutor' page of the MMF website ([www.mmf.org.uk](http://www.mmf.org.uk)). It is also possible to download the 'Live Teacher' iPad app which can be used to complete registers whilst offline.

**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:**

In order 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).

**If you are unsure about any of your register codes please call: 020 8640 5446 or email: [admin@mmf.org.uk](mailto:admin@mmf.org.uk)**

### Register codes for 'Live Teacher'

Please make use of the codes below when completing your register:

- **P** = Present.
- **PH** = Present for 1.5 lesson.
- **PD** = Present for a double lesson.
- **TA** = Tutor Absent.
- **A** = Student absent without valid reason (tutor can still claim).
- **ST** = School trip – lesson to be made up
- **EX** = Exam – lesson to be made up
- **AM** = Absent due to valid reason not shown above - lesson to be made up