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Tutor Pack



General Information for MMF Instrumental Tutors



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 vehicle for musical excellence both now and in the future
- An asset to our community and an advocate of uncompromising ambition for the creative development of every child
- An inclusive cultural organisation - not just in what we say, but also in what we do

To achieve this, we must be:

Dynamic	Inquisitive	Values-Led	Effective	Resilient	Self-Accountable	Engaging
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Our Values

Courage

We will be brave, take risks. We will stand-up and be heard, travel the road unknown.

Integrity

We will hold ourselves to the highest standards. We will not cut corners. We will take pride.

Joy

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

Our Charitable Object

The principal object of the Merton Music Foundation is to "advance musical education within the framework of the arts for the benefit of the public in the London Borough of Merton and elsewhere". Our mission is to encourage participation, enjoyment and achievement by providing the highest quality learning opportunities in music and the performing arts. *(Est. 1991)*

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.

Teaching and Learning

Welcome to Merton Music Foundation! 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.

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). **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) 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.

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.

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).

During the COVID-19 pandemic, all in-person activities are subject to the completion of a thorough Risk Assessment by the tutor (instrumental lessons) or adherence to MMF's Risk Assessments (In2Music). For instrumental teaching, tutors are advised to review our exemplar Risk Assessment when undertaking their own assessment of risk.

Safeguarding Policy: www.mmf.org.uk/policies

Online Learning Policy / Code of Conduct: www.mmf.org.uk/policies

COVID-19 Risk Assessments: www.mmf.org.uk/covid-risk-assessments

Terms & Conditions (for Parents/Guardians): 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:

- Using BCC when mass emailing parents/guardians 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

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

Music Centre Groups by Instrument

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

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

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

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

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

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

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

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

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

Our Music Centres

Merton Music Centre

Ensembles / choir & one-to-one lessons in: piano, voice, guitar, brass, woodwind, percussion, strings. Monday/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

020 8640 5446 www.mmf.org.uk admin@mmf.org.uk

Payment Procedure

Current Rates of Pay (2020-2021):

Instrumental Teaching: £29 per hour

In2Music (WCET) £31 per hour or £142 per day (PAYE)

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 2nd 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

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 31st 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). 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.

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

Register codes for 'Live Teacher'

Please make use of the codes below when completing your register. Codes starting with 'E' are for online lessons.

- **P / EP**= Present / E-Learning Present
- **PH / EH**= Present for 1.5 lesson / E-Learning present for 1.5 lesson
- **PD / ED** = Present for a double lesson / E-Learning present for double lesson.
- **TA / EC** = Tutor Absent / E-Learning Tutor Absent
- **A / EA** = 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
- **NL** = No Lesson – no lesson delivered as no lesson was scheduled/due (tutor cannot claim)