

Advice for Staff Teaching in Direct Billing Schools

- **Explanation**

'Direct Billing' means that instead of schools paying for instrumental/vocal lessons (and often passing the cost on to parents), parents/carers pay ArtForms directly.

Forms specific for this purpose are given out to parents. A school member of staff, such as the business manager, music co-ordinator or head of music, collects completed forms back in and sends them to us. We then know how many pupils wish to play which instrument. **It is essential that we do not start teaching a pupil until we receive a completed form.** The ArtForms office will let you know from whom we have received a form.

Pupils are guaranteed a pupil/time ratio of 8 an hour **on average**. This means that if, for instance, you are at a school for two hours, you are able to timetable six pupils in the first hour, and ten in the second hour, in order to have the best grouping possible to account for ability/age etc.

The Head of Instrumental and Vocal Learning (Ruth Wild) may round the number of minutes you teach at a school up, particularly if there are currently very few pupils, e.g. 5.

You may feel that a pupil would benefit from individual lessons. If this is the case, please ask the ArtForms office for a separate form for the pupil's parent/carers to complete. Individual lessons are only available for pupils in key stage three and above.

- **Losing numbers at a direct billing school**

If, for some reason, the number of pupils drops below 8 an hour, you would not immediately reduce your time at the school, unless the Head of Instrumental and Vocal Learning asked you to. You keep to the original amount of time until the Head of Instrumental and Vocal Learning informs you otherwise. This would normally happen if you are needed for another school requiring some teaching, in which case, your time at the direct billing school would be cut accordingly, but obviously ensuring that the ratio remains at a minimum of 8 an hour. If your numbers have dropped below 8 an hour and you haven't had your time reduced at a school, please use the 'spare' sensibly. You might for instance adjust your timetable to give more time to existing pupils, or do a demonstration or taster sessions to recruit some more beginners.

- **Gaining numbers at a direct billing school**

If your numbers rise to above an average of 8 an hour, your time may be extended at the school, or, if that would increase your overall time over what it should be, another member of staff may be asked to take on the extra pupils.

- **Communicating information**

It is essential that we have accurate records regarding which students are having lessons, in order to send out the correct bills. Therefore, please inform the Head of Instrumental and Vocal Learning or the Financial Officer (Aretha Suen) immediately a pupil stops lessons. Please ensure registers are up to date, and that information is communicated promptly to the ArtForms office.

Instruments are hired out to parent/carers, not to schools, so again please be diligent about giving us this information e.g. which pupil is using which ArtForms instrument, and what the number is.