



Direct Billing Staff Information and Procedures

ArtForms receives notification that a new online application has been completed.



Admin team checks the form and confirms with the teacher and school that there is capacity for lessons to go ahead.





If there **is** capacity:

The admin team will add the pupil to the teacher register and inform the school, teacher, and parents of the start date – usually the start of the following term. If applicable, admin will make arrangements for instrument hire.



If there is not capacity:

The admin team will communicate with the school to see if another session or teacher is available.





The pupil may start lessons once they have been added to the teacher's online register. The teacher should inform the ArtForms and school offices if the pupil does not attend lessons.

If a session can't be arranged, the child will be offered another instrument, or will be added to a waiting list and the parents informed.

You must inform the office immediately if a child stops lessons.

You must record your register each week so that if there are any invoice disputes, the admin team is easily able to check attendance.

You should inform the office every time a child having small group lessons at a Direct Billing school receives or returns a new ArtForms instrument, includes that instrument's ID number.