



Lessons In Schools/Organisations/Institutions: A Tutor's Guide

This guide will help ensure that your lessons at schools, organisations and/or institutions are a smooth, enjoyable and professional experience for all parties.

1) Start at the agreed time of the lesson.

Please ensure you are ready to start the lesson at the chosen time at the school/organisation/institution (Facilitator), and you have planned your travel route in advance to do so. Your lesson will end at the agreed time.

2) Keep all electronic devices on silent during the course of the lesson to avoid disrupting yourself and the student(s).

As you are aware, music requires ears to be learnt! If they are filled with background noise from notifications, videos or calls, this will impede on the student's learning and your ability to teach. Please encourage all devices to be put on silent for the duration of the lesson.

3) Follow the Minimum Requirements Guideline provided by River Music School London.

This is a list of requirements that tutors must deliver throughout their lessons. Some basic requirements are: giving students homework on a weekly basis which must be written clearly and dated in their homework diaries, teaching a mixture of pieces, scales, theories and games (age appropriate), technique, etc.

You can find the Minimum Requirements Guideline at:

<https://www.rivermusicschoollondon.com/information-for-tutors>

4) Follow any requirements the facilitators have.

Do not enter rooms in which you are not invited into, or if there is no reason for the lesson to be conducted in (other than if you need to use the washroom, of course).

You may be required to bring your Enhanced DBS certificate and ID to the first lesson, so that the Facilitator may register you in as a visiting staff member.

Ensure that you have read through River Music School London's Safeguarding Policies, and that you also have read the safeguarding policies of the Facilitator.

5) Understand that parents/guardians are welcome to observe the lesson.

It is within a parent/guardian/staff member's right to sit for the duration of the lesson and observe the student learning. We pride ourselves with making others feel welcome and comfortable in lessons.

6) Have books and teaching materials prepared for every lesson.

Ensure you bring appropriate teaching materials for all of your students. We always advise that students have a homework diary dedicated to music lessons, so that they can note down homework you set for them.

7) Summarise in the last 5 minutes.

Use the last 5 minutes of your lesson time to summarise the materials taught and set homework to be completed by the next lesson, so that you can finish on time for your next lesson.

8) Contact us with any queries.

You can ring us at 0208 243 8501 or email at info@rmslondon.co.uk with any questions about your lessons.

Happy teaching!

River Music School London