

## **3a - Operational**

### **3a.4 RCM Teaching at Schools Policy**

***This policy must be read in conjunction with Riverina Conservatorium of Music (RCM) 3.1 Operational Policies General Outline, Definitions and Relevant Legislations.***

#### **1. Purpose**

- a. The RCM is strategically focused on improving music education programs within schools across the Riverina. As part of the RCM's relationship with schools, RCM teachers will conduct a significant proportion of their weekly duties within Riverina schools.
- b. This policy has been developed to outline the role of the RCM teacher working within school music education programs. This policy will outline the responsibilities of RCM teachers in a school environment across all teaching programs provided by the RCM to schools.

#### **2. Additional Definition**

- a. RCM's Schools Programs: A Schools Program is any teaching delivered by RCM staff on school premises. Schools Programs include but are not limited to conducting school bands, one-on-one teaching, small group teaching, ensembles tutoring, choral teaching, classroom teaching, instrument demonstrations, and instrument try-out sessions.
- b. Set timetable: A timetable of when an RCM staff member teaches students and/or groups on a school premise which does not vary from week to week outside of exceptional circumstances.
- c. Rotating timetable: A timetable of when an RCM staff member teaches students and/or groups on a school premise which varies by rotation of student lesson times from week to week.

#### **3. Application of Policy**

##### **3.1 Roles and Responsibilities**

###### **a. RCM Teaching Staff**

- i. RCM Teaching staff are required to adhere to the provisions in this policy when working in schools. All matters regarding schools programs should be directed to the RCM Associate Director or the Director.
- ii. RCM Teaching Staff are responsible for informing the RCM Associate Director of any changes to their Set or Rotating Timetables.

**b. RCM Associate Director**

- i. The RCM Associate Director is responsible for maintaining open lines of communication with all schools in relation to this policy and other matters.
- ii. The Associate Director will manage all complaints and student issues raised by schools in relation to RCM teaching programs.
- iii. The RCM Associate Director will ensure the RCM Director, Heads of Department and Board of Management are aware of all relevant school matters.

**c. RCM Director**

- i. The RCM Director will provide oversight on all matters relating to this policy.
- ii. The RCM Director will report to Board all relevant matters arising from the RCM's Schools Programs.

**d. RCM Head of Finance**

- i. The RCM Deputy Director Finance and Administration will maintain frequent communication with the Associate Director in relation to administrative and financial matters arising from the RCM's Schools Programs.

**e. RCM Teacher Responsibilities**

- i. RCM teachers working on behalf of the RCM within a school environment must remember that schools are important clients and ensure that the following guidelines be followed. RCM teachers must:
  1. Adhere to the RCM's Code of Conduct Policy
  2. Treat all school personnel with respect and the utmost courtesy.
  3. Coordinate all matters relating to RCM schools' programs through the RCM's Associate Director.
  4. Be punctual and ensure classes begin and end on time
  5. Present a neat and tidy appearance appropriate for a school setting.
  6. Facilitate school make up lessons with the school music director if the RCM teacher has missed classes
  7. Conduct lessons in a constructive and non-threatening manner as per the RCM Code of Conduct.
  8. Work towards clearly defined musical and educational outcomes that support RCM strategic initiatives and the school's music program.
  9. Ensure that parents of students are notified when more than two unexplained absences have been encountered.
  10. Make every effort to locate primary school students that have not presented at the arranged lesson time.
  11. Follow individual schools' policy on locating secondary school students who have not presented at the arranged lesson time.

12. Report once per Semester on student progress or as directed by the school.
13. Provide a timetable, whether rotating or set, to the school Music Director/Liaison Person/office staff and the student for Week 1 lessons with a completed full term timetable provided by the beginning of Week 2. The teacher should ensure that ALL students are notified of their Week 1 lesson time prior to the day of their lesson. Copies of each timetable to be provided to the school and all students.
14. Adhere to the school's policies regarding photocopying equipment. RCM staff are required to use RCM provided photocopying equipment to copy materials for students at schools where copies are required.
15. Maintain clear communication with the parents of students.

**f. School Responsibility**

- i. To enable effective music teaching be carried out in a timely manner, the school should:
  1. Provide adequate space with proper temperature control and outside visibility.
  2. Facilitate the students' safe arrival at teaching venue
  3. Encourage the students to remember lesson times and location
  4. Notify the Director or Assistant Director of any transgression or non-adherence to policy by RCM staff.
  5. Provide any other facilities, such as sanitation equipment or a monitor with HDMI inputs, as negotiated with the RCM.

**4. Details**

**a. Parent/Student Responsibility**

- i. Effective communication between parents and teachers is critical to the ongoing improvement in the students being taught at the school. Guidelines around practice expectations, general direction of lesson planning should be discussed on a regular basis, just as it is for any other subject on the curriculum. It is also recommended that good channels of communication be maintained to avoid disputes over missed lessons or unexplained absences. The responsibility of the student with implication for the parent is to:
  1. Ensure future absences are transmitted to the teacher at least 24 hours in advance. No obligation to conduct makeup lessons rests with the teacher when the teacher has not been directly advised.
  2. Ensure books, diaries and instruments are brought to the lesson
  3. Follow teacher recommendations for daily practice
  4. Read newsletters or other communications from the Conservatorium
  5. Familiarize themselves with RCM enrolment policy available on the RCM enrolment booklet.

6. Ensure payment in advance and that correct enrolment procedures have been followed for student lessons.

**b. Band Rehearsals**

- i. The RCM will charge school band or orchestra programs for the total applicable rehearsals in the specific school term for that specific school.
- ii. RCM conductors will liaise with school music directors and/or band committees directly to determine the best configuration and format of rehearsals and performances.
- iii. Rehearsals will be conducted and charged on a 30, 45, 60 or 75 minute basis as determined by the school, or where applicable the school's band committee, in consultation with the RCM. Session lengths will incorporate allowances for both setting up and packing up.
- iv. Students will be expected to have commenced tuition for at least a term prior to joining a band or orchestra program, unless the RCM teacher feels it appropriate that commencement should be expedited.

**c. Band Fees and School Payment**

- i. The school, or where applicable the school's band committee, in consultation with the RCM will determine on the band membership fees and will levy the members.
- ii. The Conservatorium will invoice the school for conducting fees at the conclusion of each term based on the number of rehearsals conducted and the session lengths see section 4.b.iii above.
- iii. Additional rehearsals organized by the conductor or the school in addition to those agreed to in writing between the school and the Conservatorium will not attract additional remuneration for the conductor unless the school provides the necessary funds.

**d. Band Performances**

- i. A minimum of three weeks notice in writing is required to both the Band Director and Conservatorium's Associate Director prior to any performance event. This correspondence should detail the following:
  1. Time and date of performance.
  2. Location of performance
  3. Agreement regarding remuneration of the conductor.
- ii. The school must acknowledge this requirement in order to guarantee that the band is prepared for performance and the conductor is available for the performance.
- iii. Ad-hoc events may be requested from time to time, however the band conductor may exercise his/her discretion as to whether the band will be ready to participate and whether it is feasible for him/her to be able to attend.

**e. Arrangements and Commissions**

- i. The RCM acknowledges that from time to time, conductors may be required to prepare arrangements for bands or ensembles. Where arrangements are commissioned by the RCM, the arranger will be remunerated after negotiation of an appropriate fee.
- ii. Where the school requests arrangements, it must inform the RCM's Associate Director in writing that it wishes to commission the arrangement. The RCM will invoice the school for the commission and remunerate the arranger at the above rate.
- iii. Where arrangements are prepared by the conductor without a written request from the RCM or the School, the RCM or the school is not obliged to pay for the arrangement.
- iv. Arrangements carried out by RCM staff will all be subject to all current intellectual property and copyright laws relevant at the time of writing the arrangements.

**f. Band conductor payments**

- i. RCM staff working in the school will be remunerated by the RCM only. All work completed by RCM staff at the school must be recorded in the staff member's roll. Staff may not request remuneration for work not approved in writing between the school and the RCM.
- ii. Remuneration for band programs will be in accordance with the RCM's EMS Policy and current pay rates. Please see the RCM Deputy Director Finance and Administration for up-to-date pay rates. The RCM's pay and EMS rates include provision for preparation, band administration and occasional logistical demands. These duties may require time beyond the actual rehearsal period and will not attract additional remuneration.
- iii. RCM Staff on EMS Salaries will be allocated EMS for every hour of band rehearsal as outlined in the current EMS Policy.

**g. Discipline**

- i. School teaching activities are regarded as school activities and students should be expected to adhere to normal school disciplinary expectations. Staff should abide by the RCM Code of Conduct when administering any necessary behavioural discipline. Any serious student misconduct should be reported immediately to the school's music director or principal.

**h. Instruments**

- i. School and RCM instruments should be checked regularly and maintenance requests passed on to the appropriate persons when required. For school instruments, the music director should be informed. RCM Heads of Department should be kept updated regarding the condition of RCM instruments.

## **5. Variations**

- a. If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Executive Team Member(s).
  
- b. *The RCM reserves the right to vary, replace or terminate this policy from time to time.*

### **Policy version and revision information**

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