

GENERAL POLICIES FOR ALL MEMBERS

ULSTER COLLEGE OF MUSIC FEBRUARY 2020

The Ulster College of Music is a charity managed by a Committee of Trustees, which formulates and implements policies aimed at furthering the Charitable Objects and has control of the College's property and funds. All decisions of the Committee must comply with charity law, employment law, child and vulnerable adult protection law and equality law. The committee is responsible for:

1. Maintenance of the premises;
2. Employing paid or unpaid agents, staff, professionals or advisers;
3. Arranging recitals, concerts and performances and
 - a. obtaining child performance licences for all children under 17 years
 - b. arranging for a chaperone for any child who is not accompanied by a parent/carer
 - c. Obtaining TheMusicLicence from PPLPRS
4. Publishing or distributing information in any format;
5. Entering into any funding or other arrangement;
6. Setting aside funds for special purposes or as reserve against future expenditure;
7. Insurance of the property, contents and public liability;
8. GDPR policies and compliance as data controller.

1. Finance

- a. A 5% discount is available for families paying £80 or more in fees each week.
- b. The College has 4 bursaries for eligible students, worth half the fees. The student still has to pay the deposit after one term. A-level students cannot get 50% bursaries, but maybe eligible for a discount of £270 per year, which would count as one of the 4 bursaries.
- c. The regulations state: **"Fees for a term or course of lessons should be paid before the commencement of each term or course of lessons."**

If the term has already started, full payment for the remainder of the term is required before the first lesson.

"If a student withdraws during a term or course of lessons fees cannot be refunded."

The same rule applies if a student withdraws from lessons to go to another tutor at the College. Lessons with the new tutor are payable in addition to fees already paid.

"If fees are not paid in full by the 2nd week of term, lessons will be suspended and will not be credited once fees have been paid."

Fees for the whole term still have to be paid if the student had confirmed and accepted their allocated time, even if the student doesn't attend any lessons.
- d. The regulations state: **"A fully refundable deposit of £25 per course of individual lessons is payable at the beginning of the first term of tuition at the College, or to reserve a place in advance. This deposit will be repaid once the student leaves, providing both the tutor and the administrators have received notice to discontinue lessons and/or withdraw from the College in writing, by e-mail or by text message no later than the last lesson of the previous term."**

2. Housekeeping

- a. Tea and coffee is available to all members, but all cups etc. must be washed, dried and put away. (Suspended during pandemic)
- b. All students may book a room for practice during office hours, providing a room is free at the time. The room must be left exactly as found. In times of high demand, practice time may be limited. Children must be supervised at all times. Should any of the College regulations and Policies be breached this privilege will be withdrawn. (Suspended during pandemic)
- c. No item of the College contents may be disposed of without agreement from the committee.
- d. No plants may be planted in or removed from the garden without agreement from the committee. Ivy should be removed from trees and flowerbeds, but left on walls. No glyphosate to be used anywhere!
- e. All tutors are fire wardens and must check on the notice boards in their rooms which days they may be on duty.
- f. Piano keyboards should only be cleaned by a qualified person. No chemicals should be used and the keys must not get wet.

3. Exams

4. A tutor can enter any student for ABRSM and LCM examinations. The student will then receive an exam entry form to be returned with the exam fee, before being entered in the exam book. The Committee will usually appoint one or two official accompanists and tutors are free to recommend an official accompanist or any other to their students. Accompanist's fees will be available from the office. The accompanist will invoice the student directly for this. A student is free to use a different accompanist but must note this in the Exam Entry book. The tutor must submit copies of the relevant music for the accompanist as well as photocopies of the candidate's music to the office 3 weeks in advance of the exam.

5. Charitable activities

- a. Child Protection
This is an issue that the College takes very seriously and all tutors must undergo an Access NI check before beginning to teach. In particular circumstances a new tutor can begin to teach by providing a recent (not more than 12 months old) Access NI certificate. However an Access NI form for the College must be completed within two weeks. New tutors are required to attend College specific child protection training as soon as it is arranged and all other tutors are required to attend refresher training every 3 years.
- b. A child performance licence or exemption is required for all concerts outside the College premises. A chaperone must be available for any unaccompanied children.
- c. All children must be supervised by their parents/carers outside lesson times. The College cannot supervise children in the waiting areas.

6. Complaints

It is important that all involved in the College (committee, tutors, staff, students, parents and guardians) are always polite and considerate in both written and verbal communication.

All complaints will be dealt with in accordance with the Complaints Policy.