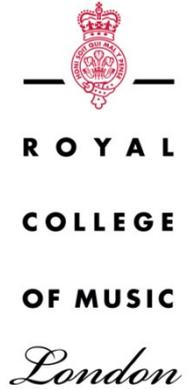


ROYAL COLLEGE OF MUSIC CREATIVE CAREERS CENTRE

Supporting talent and shaping futures



RCM TEACHING SERVICE

The RCM Teaching Service only assists in finding **RCM students** and **graduates** to teach members of the public. There is no service for arranging for RCM professors to teach members of the public.

After you have completed an application form, the RCM Teaching Service will arrange the pupil's first lesson with one of our RCM student or graduate teachers. Teachers are recommended to you on an individual basis. Whilst we make reasonable attempts to source teachers to match your requirements it is the parents'/adults' responsibility to make their own judgement on the suitability of a teacher for themselves or a dependent. Please note that not all of our teachers have undergone a CRB/DBS check. If you are sourcing a teacher for a child or vulnerable adult via the RCM Teaching Service it is your responsibility (as the employer of the teacher) to ensure that the lesson is supervised by an adult, if necessary.

We charge an Application Fee of **£48** (including VAT) to use the RCM Teaching Service for the first teacher. This will be payable once the date, time, and location of the first lesson have been confirmed. This must be paid at least 48 hours before the first lesson is due to take place. If not, the first lesson will be rearranged once the Application Fee has been paid.

- If you cancel the first lesson after it has been confirmed you will still be liable for this Application Fee.
- Please note you will need to pay the teacher for this first lesson according to the rates set out below.
- If you would like to engage a second teacher you will be liable to pay another application fee of £24 (including VAT). If three separate teachers are required the Application Fee will be negotiated on a case-by-case basis
- The RCM Teaching Service will supply a replacement teacher at no extra charge if lessons with the original teacher do not prove suitable. This is valid for up to 3 months after the first lesson with the original teacher. If another teacher is required after 3 months then this will count as a new application and you will be liable to pay the full £48 application fee.

Please note it is rarely possible for us to provide instrumental or singing teaching to children below the age of six: this is due to the nature of the work and the experience necessary to teach this age group.

Most of our teachers are classically trained. It is unlikely that a suitable teacher will be found to teach in a rock, pop, or jazz style.

When your lesson is confirmed, your teacher will contact you directly to discuss any further details and answer any questions you might have.

The RCM Teaching Service rates are fixed at:

- 30 minutes - £25*
- 45 minutes - £30*
- 1 hour - £35*

*These rates do not include travel expenses. The teacher may charge for travel expenses in addition to the lesson fee and these costs will be negotiated when the first lesson is arranged. Travel expenses will be the cost of a return journey within London dependent on student/teacher locations.

- Please note that these rates pertain to one teacher per one pupil.
- Although you will indicate a preferred length of lesson on application, this should be reviewed at the first lesson with the teacher to make sure that it is appropriate for the age and ability of the pupil.
- Our teachers travel to the pupil's home to give lessons. If you prefer lessons at an alternative location, you will need to arrange this and let us know. Please note it is not possible **under any circumstances** for members of the public to have lessons on RCM premises. Our teachers are also not permitted to teach at their own homes.

After the first lesson you will arrange any future lessons directly with your teacher. It is advisable to set up a learning agreement with your teacher. This will help clarify details like rearranging/cancelling future lessons, payment for lessons, and dates of lessons. Your teacher will discuss this with you at your first lesson.

If after the first lesson you would like to continue lessons but with a different teacher, please let us know. If this is within a month of the first lesson date, we will not charge you a further application fee. Please note in the majority of cases you will still need to pay your first lesson teacher for their time as well as any subsequent teachers.

If you chose to postpone your application (before the payment of the Application Fee has been processed) then you have 1 month to confirm if you wish to proceed with the application. If we do not hear from you within the month then we will assume that the application has been cancelled.

If you are not happy with your teacher at any time or experience any problems, please let us know by calling 020 7591 4368, e-mailing teachingservice@rcm.ac.uk or writing to RCM Teaching Service, Creative Careers Centre, Royal College of Music, Prince Consort Road, London, SW7 2BS.