

**Information handbook for Accredited Teachers (2021-2022)**

Congratulations on your successful accreditation, and welcome to the education programme at the Nelson Centre of Musical Arts. Consistency is important as we work towards building a professional and reliable music education service to the Nelson and Tasman communities.

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I have read and understood the NCMA Information Handbook for Accredited Teachers and agree to abide by the values, responsibilities policies and procedures it describes.

Signed:

Name:	
Signature:	
Date:	

In the presence of:

Name:	
Role:	

**VALUES OF NCMA**

**Inspire** - We create new possibilities by sharing our love of music

**Facilitate** - We are the guiding force for all things musical in our region

**Collaborate** - We will work with others to achieve our goals

**Communicate** - We will communicate openly, honestly and fairly

**Love** what we do

**VALUES OF THE NCMA EDUCATION PROGRAMME**

As an accredited NCMA teacher, we respectfully request that you endorse and uphold the following values:

<b>Excellence</b>	We strive to foster standards of excellence in education and performance.
<b>Involvement</b>	We promote the enjoyment of the arts for people of all ages and abilities.
<b>Caring</b>	We are concerned with, and sensitive to the needs of individuals by providing a safe, caring, environment for staff, students and visitors to NCMA.
<b>Sensitivity</b>	We endorse and respect the values, needs and aspirations of all cultures and artistic styles as well as individual differences among people.
<b>Conduct</b>	We are committed to our professional responsibilities.
<b>Treaty of Waitangi</b>	We strive to meet the obligations of the Treaty of Waitangi by valuing and respecting New Zealand’s cultural heritage.
<b>Equal Opportunity</b>	We embrace equal opportunity for all genders, ethnicities, identities and ages.

## **RESPONSIBILITIES OF ACCREDITED TEACHERS**

- To provide high quality teaching.
- To deliver to the high standards for ethical behaviour and the expectations of effective teaching practice set out in the Education Council document '[Our Code, Our Standards](#)'.
- To provide an environment free from violence or any other form of harassment, including physical or sexual harassment, racial or disability harassment, victimization or verbal abuse.
- To respect the rights and cultural differences of all who attend NCMA.
- To respect the environment and property of NCMA and of other users.
- To uphold the dignity, standing and reputation of NCMA and to refrain from any conduct which might bring discredit to NCMA or fellow colleagues.
- To contribute to the activities and well-being of NCMA.
- To work co-operatively with colleagues and other NCMA staff.
- To encourage students to participate in Student Concerts and Scholarships where appropriate, and, as teachers, help with the organisation of these events.
- To supply administrative documents to the Office on time (e.g., class rolls, timesheets, etc).
- To undertake professional development e.g. study, attending workshops, concerts and conferences where appropriate.
- If time permits, to attend Teacher Forums.
- To adhere to NCMA's Health and Safety Policy, both at NCMA and when teaching at off-site premises.
- To encourage students having individual tuition to also participate in NCMA's performance ensembles.
- Where relevant and appropriate, to promote NCMA in external performances and events.
- To provide a current police check document (renewable every 3 years).

## **ACCREDITED TEACHER MEMBERSHIP FEES**

Teachers register as accredited teachers by 31 December for the following year and agree to the policies of NCMA as well as paying an administration fee of \$50. Teachers who enroll after July 1<sup>st</sup> will pay \$25 administration fee.

The Board may choose to award a Life Membership to teachers of long standing at NCMA in recognition of their services.

## **PROFESSIONAL LEARNING, DEVELOPMENT AND APPRAISAL**

When managed properly appraisal and PLD work hand in hand to help our team to continually grow to the benefit of our users and community.

Limited funds are available to assist teaching staff to attend professional development courses. It is intended that professional development and appraisal will remain closely integrated. Applications for funding can be made through the Director ([james@ncma.nz](mailto:james@ncma.nz)).

Under Health and Safety regulations it is obligatory for teachers to supply updated police checks every three years. NCMA's Operations Manager will remind you when yours is due and help you through the process, and NCMA will cover any applicable NZ Police application charge.

Through 2022 we hope to work with local schools to develop a policy on appraisal and professional development that meets both our needs, and integrates with the systems currently in place in other schools.

## **BENEFITS OF BEING AN NCMA ACCREDITED TEACHER**

- Accreditation status and association with the Nelson Centre of Musical Arts.
- Promotion of NCMA teachers to general public via media advertisements and web site.
- Student referral system.
- Discounted rate for teaching studios.
- Free rehearsal time prior to student concerts (subject to availability of venue).
- Student Concerts each term.
- Participation of students in Annual Scholarships.
- Teacher forums, and access to professional development.
- Negotiated access to grand pianos.
- Attendance at Master classes/workshops, organised or coordinated by NCMA.
- Access to a photocopier, charged per page at cost (please email the Director to set this up).
- Discounted bulk ticket prices for your class to some house – produced concerts
- One free informal student concert for friends and family each year, normally in the Recital Theatre:
  - You will need to manage and run the concert yourself.
  - You will need to organise access for your audience.
  - If you need the front doors unlocked please allow for the cost of trained Front of House and Technical Staff. These are required for any public event at NCMA by legislation.
  - NCMA will attempt to accommodate concerts in the Auditorium where we can.
  - Please collect a Koha from your audience to cover the cost of cleaning and power.
- Access to our supportive community of staff, including informal teacher recitals and social events.
- Access to our extensive resource library including sheet music, tutor books and texts.

## **BENEFITS FOR YOUR STUDENTS**

Association with the Nelson Centre of Musical Arts.  
High quality music teaching in a safe learning environment.  
Eligibility to participate in Annual Scholarship competition.  
Eligibility to participate in Student Concerts (held each term).  
Discounts to concerts organised by Nelson Centre of Musical Arts and associated organisations.  
Negotiated access to use of grand pianos.  
Masterclasses and workshops.  
Access to our limited Fees Assistance fund.  
Reduced studio hire rates for personal practice.  
Instrument hire at very competitive rates.

## **AFTER HOURS ACCESS**

NCMA is available for your use 24 hours a day, should you need it. If you need access outside of business hours please email [music@ncma.nz](mailto:music@ncma.nz) to arrange an access card.

If you are teaching after hours and need regular access for a specific student please email your authorisation to [music@ncma.nz](mailto:music@ncma.nz) specifying the student's name and the time(s) they will need access. The student should then arrange an appointment with NCMA staff to have an access card prepared.

## **STUDENT ENROLMENT**

All students (children and adults) receiving lessons or otherwise using NCMA facilities (at NCMA studios or premises hired or provided by NCMA) should be enrolled with NCMA. Students must be enrolled with NCMA to participate in student concerts, scholarships, courses and to be eligible for fees assistance. Students can enrol online through the NCMA website or in person at the NCMA Office. The annual \$25 enrolment fee is mandatory for all students.

Students attending community music classes, including classes funded by the Ministry of Education, must also enrol with NCMA and are required to pay the applicable enrolment fee.

From time to time NCMA will ask teachers to provide updated information of students who should be enrolled, and we may ask you to help us follow up with your students as required. Accredited Teachers are required to assist NCMA administration staff with ensuring students are properly enrolled with NCMA according to the guidelines above, and with maintaining accurate and current student records.

## **NCMA SCHOLARSHIPS (November 5 and 6, 2021)**

NCMA Scholarships are an annual competitive event celebrating the success of enrolled students at NCMA in specific live music performance activities. Small monetary prizes are paid to the winners of each competition category.

Organisational details and competition categories will be released to Teachers via email as they become available.

NCMA are always looking for new sponsors to help us extend the range of classes available. Please let us know if you are aware of a business or person who might be interested.

## **EMAIL COMMUNICATIONS AT NCMA**

All emails conducting NCMA business must reflect the values on page 1. High standards of professionalism and formality are mandatory.

Email has inherent, unavoidable security failings, particularly when communicating with large groups. NCMA provides two alternatives for Teachers that are preferable to personal email:

- Google Drive: A verifiable, password controlled cloud document distribution service
- NCMA organisation email: Sending email through NCMA's servers for authenticity.

An NCMA email and Google Drive access is available to all accredited teachers on request. Email the Director ([james@ncma.nz](mailto:james@ncma.nz)) to set this up. Your NCMA email account should be reserved for business communications. Users should maintain a personal email account for personal matters.

Confidentiality in all emails:

- Personal information about staff, teachers or students must never be distributed in emails. Consider using a Google Document instead, shared to specific emails (not as a link).
- Log out of all accounts on shared or public computers after use.

Confidentiality in group emails:

- Consider Google Classroom as an alternative for communicating with students.
- All emails to bigger groups (anything outside your class) must be sent by NCMA Admin staff.

- If you must send emails to groups from your personal email account, send the email to yourself, put all recipient emails in the bcc (blind carbon copy) field. This ensures recipients cannot see each other's email addresses.

## **SHEET MUSIC AND RESOURCES LIBRARY**

NCMA has an extensive collection of sheet music and resources that are available to teachers. For now please email your search request to [library@ncma.nz](mailto:library@ncma.nz) or approach Librarian Susan Ledingham directly. You can always browse the shelves. Your borrower number will be the same as the number on your NCMA access card, and if you don't have a card, Sophie or Susan can help you find it.

## **BOOKING A STUDIO**

NCMA provide teaching studios and rehearsal spaces for a wide range of users at heavily subsidised rates. We thank you for your cooperation as we manage the complex logistics involved.

Rooms can be booked for teaching for the current year at \$6.50 per hour. Please email your requirements to [music@ncma.nz](mailto:music@ncma.nz). Bookings for next year will become available at the beginning of term 4. Our studios are very busy at peak times. In fairness to others, please make every effort to book only the times you need, and let us know when you make a booking that will not be chargeable.

It is important that your room bookings are kept up-to-date. Please check regularly with our Administration team.

As Accredited Teachers you are welcome to use our rooms for your own personal practice, preparation and rehearsal **without incurring room hire charges**, provided:

- The booking will not result in commercial gain
- The booking is not for the benefit of a community or commercial organisation
- You avoid peak times where possible
- You understand NCMA will give priority to paid bookings and may relocate you if we need to.

For example:

- A consultation lesson is not chargeable unless the student(s) go on to pay you for lessons.
- Preparation time is not chargeable, unless you use the time to create a resource that you later sell
- A free lesson is not chargeable, unless the same student otherwise pays you for lessons (it's really a 50% discount in that case)
- A rehearsal of your chamber group is not chargeable unless you have a paying audience
- A cancelled lesson is not chargeable as long as they don't pay you anything for the lesson.

You will receive an **invoice** in arrears at the end of each term, with the fourth term invoiced at the end of November, and December bookings invoiced early in the New Year.

- Teacher room booking invoices are payable before the 20<sup>th</sup> of the month,
- Term 4 invoices are payable before the Christmas break.

A list of all bookings will accompany your invoice, clearly identifying any we have not charged for. When you receive your invoice, you should promptly let us know of any lessons we shouldn't have charged you for. We will issue a credit note where we agree we have charged you too much.

## FINANCIAL ASSISTANCE for students

Fees Assistance payments are occasionally awarded under specific conditions to support students enrolled at NCMA as they pursue development of their musical abilities.

- They are normally be limited to a maximum of \$250 per student per year,
- Students may apply only once per calendar year.

### Priorities

- Students who demonstrate financial need and exemplary engagement,
- Students enrolled in community courses.

### Procedures

- Students (or their caregiver, if over 18) should complete the [online application form](#).
- The student's teacher must submit a reference in support of the application in writing.
- A decision will be require the approval of both the Education Committee and the Board.
- Fees assistance payments are made in the form of a credit note against course fees, or where a payment is approved towards private lessons, directly to the student's teacher.

### Criteria

- The recipient must be fully enrolled as a current student at NCMA,
- The recipient will normally be enrolled in at least one NCMA Community Course,
- The recipient would struggle to pursue development of their musical abilities because of financial hardship,
- The recipient's activity at NCMA is focussed and purposeful.
- The recipient's record of attendance, commitment and preparation are exemplary at their level of development in the expressed opinion of their Teacher(s).

Conditions to be agreed by the recipient, or their caregiver if under 18:

- The recipient will agree to fully complete the current year in the course for which they receive a subsidy,
- The recipient will commit, within reason, to exemplary attendance, commitment and preparation for at least the remainder of the current year,
- The recipient will agree to participate in student groups and performances at NCMA as required by their teacher.

## PHOTOCOPYING

- Staff have access to a black-and-white A4 photocopier stored in the Library. Please email [music@ncma.nz](mailto:music@ncma.nz) with your preferred 4-digit code to organise photocopier access. Photocopier usage will be charged towards the end of each term at the rates notified above the copier.
- Administration staff are often also willing to photocopy materials for you at the rates notified at the Ticket Office.
- Photocopying for NCMA – run groups including Free Beginner Classes, Affordable Group Classes and Pathways groups is free through the Office, but please ask well in advance of your class.

## COMMUNITY COURSES

NCMA produce a wide variety of group classes in the musical arts that extend beyond individual tuition, providing social and ensemble learning for our students. Your support and encouragement for these groups is appreciated. Please take time periodically to refresh your knowledge about the courses on offer and consider recommending those courses to your private students as appropriate. Further information is available at the Ticket Office and on our [website](#).

- Free beginner classes (for a maximum of one year)
  - These groups are administered by NCMA, but officially run by Victory School.
  - FBC Teachers are contracted to the Ministry of Education and subject to the terms and conditions of the Out of Hours Music Service nationwide
- Affordable group classes (Minimum of 3 students, \$100 per term for 30 minutes \* 8 weeks)
- Pathways groups:
  - Preschool music and Music Box
  - Orchestras and String Orchestras
  - Youth Jazz Orchestra
  - Concert Band (TBA).

### Refunds and trial grace periods

In recognition of the low-cost model and minimal profit margins, fees will not normally be refundable.

Where a student joins a class in the last two weeks of any given term, fees may be deferred to the beginning of the next school term.

### Timetables

Community course timetables and resourcing will be prepared by NCMA staff for the beginning of each school term in negotiation with the EEC and teachers contracted to deliver the courses. Further consultation will occur before any significant change.

Where a teacher is unable to deliver an NCMA course lesson at the planned day and time the teacher is obliged to make a practical alternative arrangement for the lesson. Inevitably some students will not be able to attend at the revised time, but provided reasonable notice is given no refund of the per-term charge for lessons will be payable.

### Course continuation:

A review by NCMA administration of all community courses at the end of each term will consider demand, resourcing and sustainability in determining if any specific courses should be discontinued.

### Community Course Teachers

The relationship between NCMA and our community course teachers is best defined within a contract for service due to:

- the nature and type of work community course teachers do for NCMA,
- the flexibility teachers have to provide these services to other organisations and individuals,
- the agreed capacity for Teachers to hire NCMA facilities for the provision of these services,
- the tutors level of independence, and
- the necessary level of negotiation with tutors for teaching resource considerations required before NCMA can offer a new community course.

Remuneration:

Community course teachers will be remunerated for their services at a consistent rate negotiated by NCMA and the body representing our community of accredited teachers, the Excellent Education Committee. This rate will reflect the status of these teachers as contractors, and will consider the expenses contractors incur as they run their own businesses including holiday pay, ACC levies and superannuation.

Procedures:

Community course resourcing and timetabling will be negotiated with Contractors before the course is offered, and before any significant change. A review by NCMA administration of all community courses at the end of each term will consider demand, resourcing and sustainability in determining if any specific courses should be discontinued.

NCMA will:

- o Provide a [Contract for Service](#) defining the relationship and the duties of both parties, and the terms under which the service shall be delivered, and
- o If the Community course teacher elects a rate of withholding tax (that is no less than 10%) by providing a completed IR330C form, NCMA will deduct withholding tax as a schedular payment.

Community course teachers will:

- o Sign the provided [Contract for Service](#),
- o If they choose, complete a [Tax rate notification for contractors \(IR330C\)](#), and
- o Present a detailed invoice once per fortnight according to the pay periods specified by the Operations Manager detailing the date and time and attendance of each class delivered.
- o Where a community course teacher is registered for GST, their invoice will be a tax invoice.

## INSTRUMENT HIRE

NCMA has a carefully managed and limited library of instruments available for hire to students. To reserve an instrument please contact [music@ncma.nz](mailto:music@ncma.nz). The following procedures apply:

### Issues:

1. Instruments can only be issued to students fully enrolled at NCMA.
2. Ask an NCMA administrator to **reserve** the instrument in the student's name in inFoodle, regardless of whether it is in the store room or currently allocated to another student.
3. The student must present a signed **hire form** when collecting their instrument.
4. When the instrument is collected by the student it will be considered **Allocated**.
5. In some cases the student may ask you to collect an instrument for them. In this case the instrument will be allocated to the **student**, not the teacher, and responsibility for its care rests with the student.

### Returns:

1. **Students must bring instruments to the NCMA office.** Teachers should not accept returns.
2. Student instruments will only be **Returned** when they have handed it to an NCMA administrator. Before that point it is in their care.
3. The instrument will be locked in the NCMA store room without delay.

### Leaving instruments at NCMA

There is no secure storage for your instruments or resources at NCMA. NCMA staff cannot accept responsibility for instruments left unattended on the premises.

## **EMERGENCY PROCEDURES**

Accredited teachers have card access to the facility for after-hours lessons and are responsible for evacuating themselves and any students in their care safely to the **Marsden House carpark**.

**Do not attempt to extinguish a fire.** Concentrate on making your way to safety.

You will need to actively manage safe passage over Nile street, taking care not to obstruct the arrival and operations of emergency response personnel:

1. Stop your students before they cross Nile Street
2. At an appropriate break in traffic lead your students to the middle of the road.
3. Stand in the middle of the road and follow the last student to the far side.

## **LOCKDOWN POLICY**

On the advice of NZ Police NCMA may initiate a building-wide lockdown of the Nile Street facility. This may potentially happen between the hours of 9am and 7pm Weekdays when the front doors are unlocked.

**You will know NCMA is in lockdown because:**

- All accredited teachers will receive a text message.
- A member of the administration team will visit each room with instructions.
- The front door will be locked and nobody will be permitted to enter or leave.

**In the event you are informed NCMA is in lockdown:**

- Please stay in your teaching room, lock the door, and stay out of sight of windows until a member of the NCMA administration directs otherwise. For your safety do not attempt to leave the building.
- Where possible, please cancel your lessons in advance.
- Email [music@ncma.nz](mailto:music@ncma.nz) promptly with a list of everyone present in your care. If you are in need of assistance at any point please dial emergency services on 111.

## **COMPLAINTS PROCEDURE**

Where a parent or student have a complaint about a teacher, he or she will fill out an incident form on the School's website. The matter will then be addressed by the Administration staff and be referred to the Board if deemed necessary or cannot be resolved.

A teacher may lodge a complaint to the Board against another teacher upon a breach of serious professional conduct. The other teacher will be informed of the complaint and have the right of reply. If necessary a mediator may be called in to resolve the matter.

Any other complaints to be lodged directly with the Board.

All Correspondence to the Board will be made in writing through the Director [james@ncma.nz](mailto:james@ncma.nz).