



Glenalmond College

Lamda Terms and Conditions

PERFORMANCE OR COMMUNICATION LESSONS

Lesson Times are entered on the SchoolBase website and a copy of the timetable is sent to each pupil each week. Lessons begin in the Michaelmas r beginning of the Trinity term, depending on when the Certificate Examinations are. Lessons take place, as far as possible, on Mondays or Tuesdays. Occasionally days may need to be altered. Students are expected to bring their laptop, their LAMDA file (provided) and their school diary each week. Queries can be sent to Mrs Roberts by email: <mailto:lamda@glenalmondcollege.co.uk>, or by telephoning: 07970 796864.

Tuition fee for 2022/3 is £27.50 per 35-minute lesson

When a pupil commences LAMDA lessons, a contract is undertaken with the visiting LAMDA teacher. The Visiting Teacher is a self-employed teacher, paid per lesson, not salaried or protected by sick-pay or benefits.

To provide a stable working environment for our Visiting Teachers, Glenalmond, in common with most other schools, requires parents to give a full half a term's notice of intention to cease lessons in writing, to Mrs Moss : <mailto:lizmoss@glenalmondcollege.co.uk> with a copy to Mrs Roberts: <mailto:lamda@glenalmondcollege.co.uk>. (This is to give sufficient notice to a Visiting Teacher that their income will be changing as a result of the lessons being stopped.)

Visiting Teachers are paid for the lessons they come to Glenalmond to teach. Almost all our staff work at other schools and they will calculate the amount of time they can put aside to come here, and the amount of work to take on elsewhere, based on their pupil lists. They therefore need to be paid for every scheduled lesson. Where a pupil misses a scheduled lesson, the Visiting Teacher still requires payment. The terms and conditions for missed lessons are as follows:

1. If a pupil misses a lesson because the school has required them to be elsewhere, the school will pay for the lesson. Examples of this kind of situation might be a sporting fixture being arranged after the lesson was organised, giving the pupil no chance to change the lesson time. Every effort should be made to reschedule the lesson if possible.
2. If a pupil has arranged a lesson at a time when they are not available, and this non-availability was clearly published in advance by Glenalmond, then parents will be liable for the cost of the lesson. Examples of this might be fixtures, examinations or away trips listed in the school calendar. Similarly, non-compulsory events which might be organised late, such as ski days, due to their non-compulsory nature do not take precedence over a LAMDA lesson. If a pupil opts to attend the activity they do so in lieu of their LAMDA lesson and the charge due falls to the parents.
3. If a pupil is unable to attend a lesson through illness, inability to return to Glenalmond due to public transport problems or for any other reason not under Glenalmond's control which results in the pupil missing their lesson, the parents will be liable for the cost of the lesson.

4. If a Drama Award Holder who is receiving LAMDA lessons at Glenalmond's expense misses a lesson through reasons 2 or 3 above, with the exception of illness absenteeism, parents will be charged the full cost of the missed lesson. Glenalmond will cover the cost if due to reason 1. However, the cost of lessons missed due to illness will be shared on a 50/50 basis between the parents and Glenalmond College but only once the second lesson of a term is missed due to illness.
5. Towards the end of term, if any pupils have missed lessons or in Mrs Robert's opinion, they need an extra lesson/s in order to reach their maximum potential in the Certificate Examination, parental approval for an extra lesson/lessons will be sought by Mrs Roberts.
6. All pupils are automatically entered for their certificate examination mid-May or when LAMDA is available to examine. The examination dates are provided in advance and cannot be altered. In some cases, for example where overseas students are attending Glenalmond for a short time, pupils may take the whole course or a shorter course, without taking the examination (by arrangement with Mrs Roberts). Arrangements can also be made for short term overseas pupils to take the examination on line when home.
7. Parents/students should advise Mrs Roberts of any issues which she should be aware of which may affect e.g. movement, memory or reading ability. Where these have been professionally diagnosed, Mrs Roberts can provide forms for completion, which she can then send to LAMDA to apply for extra time or awareness during the examination. Once approved, LAMDA keep a record for any future examinations so that they do not have to be renewed each year.