

Sound Roots – School Handbook Summary

(September 2025)

This handbook is a quick-reference guide for schools. It summarises the key policies for instrumental lessons delivered through Sound Roots.

1. Engagement

- Sound Roots provides fully qualified, vetted tutors (including enhanced DBS).
 - The school provides a suitable and safe environment for lessons.
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2. Lesson Scheduling

- Lesson times are agreed in advance between Sound Roots and the school.
 - If a school must cancel or reschedule, at least 48 hours' notice is required.
 - Cancellations with less than 48 hours' notice may still be charged.
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3. Notice Period

- Agreements may be ended by either party with **1 full academic term's notice**.
 - This applies equally to schools and tutors, ensuring fairness.
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4. Fees & Payment

- Fees are agreed in writing before services begin.
 - Invoices are sent monthly and are payable within 14 days.
 - Late payments may incur additional charges.
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5. Safeguarding & Supervision

- Tutors follow Sound Roots and school safeguarding procedures.
 - Children needing extra supervision must be accompanied by school staff.
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6. Confidentiality & Data Protection

- Both parties must keep shared information confidential.
 - Sound Roots handles personal data in line with GDPR.
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7. Non-Compete

- For 12 months after the end of an agreement, schools must not directly engage or hire Sound Roots tutors without prior written consent.
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8. Policy Updates

- Policies may be updated; you'll be informed in writing.
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9. Quick Contacts

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Closing Note

These policies ensure clarity and stability for schools, tutors, and pupils. Thank you for partnering with Sound Roots to inspire the next generation of musicians.
