

Sound Roots – Terms & Conditions for Tutors

(Consolidated September 2025)

Introduction

These Terms & Conditions consolidate Sound Roots' previous Tutor Terms & Conditions with the Teaching Placement Policy Update (September 2025). They supersede all prior documents. By agreeing to deliver lessons with Sound Roots, you accept the following terms.

1. Engagement of Services

- You are engaged as a self-employed tutor representing Sound Roots to deliver music lessons at the assigned school.
 - Your role is to deliver lessons in a professional, punctual, and enthusiastic manner in line with Sound Roots' standards.
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2. Lesson Delivery & Commitments

- Tutors must deliver lessons professionally and punctually as scheduled.
 - **Private pupils:** Sound Roots aims to deliver **6 lessons per half term**. Lessons should not fall below this unless by prior agreement. Delivering more than 6 lessons per half term needs to be approved by Sound Roots and agreed upon by both tutor and client.
 - **Notice:**
 - Private pupils: **6 lessons' notice**, applicable equally to tutors and parents.
 - School contracts: **1 full academic term's notice**, applicable equally to schools and tutors.
 - **Cancellations:**
 - If a **school** cancels with less than **48 hours' notice**, Sound Roots may still approve payment at its discretion.
 - If a **private pupil** cancels with less than **24 hours' notice**, Sound Roots may still approve payment at its discretion.
 - Any changes to timetables must be communicated immediately to Sound Roots.
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3. Conduct, Safeguarding & Health/Safety

- You must conduct yourself professionally at all times, maintaining respect for students, staff, and property.

- You must comply with the school's safeguarding policies and Sound Roots' safeguarding policy.
 - An enhanced DBS certificate is required and must be kept up to date.
 - Familiarise yourself with the school's health and safety policies.
 - Any equipment you bring must be safe and in good working order.
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4. Payment & Commission

- All roles brokered or supported by Sound Roots are subject to commission, which covers: invoicing, contract management, safeguarding admin, scheduling, school liaison, rate negotiations, and professional support.
 - Tutors invoice Sound Roots monthly (not the school) and are paid promptly within one calendar month, minus agreed commission.
 - Net Fee = Gross Fee – agreed commission (normally 20% unless otherwise stated).
 - For pupils receiving lessons in their own home, to keep travel arrangements fair and consistent across all private pupils, we operate a clear travel policy:
 - Tutors will travel up to 5 miles each way to a pupil's home free of charge.
 - For any mileage beyond 5 miles, travel will be charged at the Musicians' Union rate (currently £0.56 per mile).
 - If the distance is not practical for you (the tutor), you may offer alternative arrangements, such as teaching at a suitable location of your choosing, or teaching online instead.
 - For school placements: no travel fees will ever be charged, but tutors are free to turn down work if the school is further than you want to travel.
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5. Confidentiality & Data Protection

- All information about pupils, schools, or Sound Roots must be treated as strictly confidential.
 - Any personal data must be handled in accordance with GDPR.
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6. Cancellation & Termination

- **Private pupils:** 6 lessons' notice by either party.
- **Schools:** 1 full academic term's notice by either party.

- Sound Roots may terminate engagement if professional standards are not met or policies are breached.
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7. Liability & Insurance

- As a self-employed tutor, you must hold appropriate public liability insurance.
 - Sound Roots is not liable for injury, loss, or damage caused by your actions while teaching.
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8. Force Majeure

Sound Roots will not be responsible for any failure to deliver services due to circumstances beyond reasonable control, including natural disasters, strikes, or public health emergencies.

9. Governing Law

These Terms are governed by the laws of the location in which provision is delivered. Disputes will be resolved under the exclusive jurisdiction of the courts of that location.

10. Employment Status

Tutors operate as independent service providers. These Terms do not create a joint venture, partnership, or employment relationship between tutors and Sound Roots.

11. Non-Compete Clause

- During engagement with Sound Roots and for 12 months after termination, you may not directly or indirectly provide music services to schools, pupils, or clients introduced to you by Sound Roots without prior written consent.
 - This clause protects Sound Roots' legitimate business interests. Breach may result in legal action.
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12. Policy Updates

Sound Roots may review and update these Terms periodically. Tutors will be notified in writing of any changes. Continued delivery of lessons under these Terms constitutes acceptance of the updated version.

13. Acceptance

By agreeing to deliver lessons for Sound Roots, you acknowledge and accept these consolidated Terms and Conditions.
