

# IMS

Welcome To Instrumental Music Services...  
Providing Quality Instrumental Tuition Since 1991

## IMS Teacher Code of Conduct

### *Rationale:*

The aim of this policy is to establish a set of guidelines that IMS teachers should observe while undertaking (subcontracted) work through IMS.

1. When teaching or visiting a school, men should always wear a tie unless school rules suggest otherwise. All IMS Teachers should aim to look smart and well presented at all times while working.
2. Insist that pupils address you always by your surname or Sir/Madam, the only possible exception being on courses or rehearsals outside the school.
3. Try to always refer to pupils by their correct Christian name and avoid 'nicknames' or slang.
4. Teachers should aim to arrive at the school facility 10 - 15 minutes before they begin teaching. If an unavoidable delay occurs in your reaching the school on time, ensure you have their phone number and let the school office and your IMS Area Manager know immediately.
5. Avoid touching pupils! With some instruments this is difficult as it is tempting to correct a hand position or posture by touch; however, this can be misconstrued and, in exceptional circumstances, could lead to serious trouble. Use demonstration only.
6. If it is necessary to teach a single pupil in a practice room with no window to the corridor, always leave the door open or insist on having another person or pupil sit in as a chaperone.
7. If pupils fail to attend a lesson for 2 weeks or more per term, inform the Head of Music in an effort to resolve the situation, and your IMS Manager so he/she can deal with any queries which might arise in invoicing and payments.
8. Please remember that, while in a school, you become a member of that school's staff and behave accordingly with professionalism.
9. Please ensure you switch off your mobile phone before entering a school – many schools have a policy that requires this practice with their own staff.
10. Never give out personal information such as your telephone number, e-mail address or home address to a student under any circumstances.