

## Charis Music

### Teaching Resources Policy

#### 1. Purpose

Charis Music provides a selection of internal teaching resources to support tutors in their teaching. These resources are intended to offer guidance, inspiration, and practical support, particularly for tutors working with beginner and developing students.

The availability of teaching resources may vary by instrument and level.

#### 2. Nature of the Resources

All teaching resources provided by Charis Music are:

- Offered as reference and support only
- Optional for tutors to use
- Not intended to prescribe or restrict individual teaching styles
- Not used as a basis for performance review or assessment

Tutors remain fully responsible for planning and delivering lessons according to their professional judgement and the individual needs of their pupils.

#### 3. Scope and Access

- Teaching resources are made available via Charis Music's internal Google Drive.
- Access is provided on a view-only basis.
- Resources are for internal use within Charis Music only.

Charis Music does not guarantee the provision of teaching resources for all instruments or levels.

#### 4. Intellectual Property

Unless otherwise stated:

- All teaching resources provided by Charis Music remain the intellectual property of Charis Music.
- Resources must not be shared, copied, distributed, or published outside Charis Music without prior written permission.

#### 5. Safeguarding and Data Protection

To protect pupils and comply with safeguarding and data protection standards:

- Teaching resources must not include student names, photographs, videos, or audio recordings of students.

- Teaching resources must not include personal, behavioural, or SEND-related information.
- Tutors must not upload, add, or attach any pupil-related content to shared resources.

Any safeguarding concerns must be reported in line with Charis Music's Safeguarding Policy.

#### 6. Use of Digital Sheet Music

Any digital sheet music or scanned scores provided within the teaching resources are for lesson preparation and reference purposes only. They are not intended to replace the use of legally purchased original scores.

Tutors are responsible for ensuring that pupils use authorised and legitimate printed or digital copies of sheet music where required.

#### 7. Tutor Contributions

At this stage, Charis Music does not require tutors to contribute or upload their own teaching materials to the shared resources.

Any future resource-sharing initiatives will be communicated separately and will remain voluntary unless otherwise agreed.

#### 8. Review

This policy may be reviewed and updated periodically to reflect the development of Charis Music's teaching practice and organisational needs.

Last updated: 8 January 2026