



Gisela Lange
Musikzentrum

DEUTSCHE
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SCHULE
KAPSTADT



BILINGUALE SCHULE MIT SÜDAFRIKANISCHER UND EUROPÄISCHER HOCHSCHULREIFE
BILINGUAL SCHOOL WITH SOUTH AFRICAN AND EUROPEAN UNIVERSITY ENTRANCE QUALIFICATION

Gisela Lange Musikzentrum (GLMZ)

Guidelines & General Information for GLMZ Teachers
(Jan 2026)

1. Venue

The GLMZ is the music centre of the German International School Cape Town. It is situated on level 12 of the school premises and comprises three large classrooms and five smaller teaching rooms. The centre accommodates a wide range of music educational activities, some being part of the school's core curriculum, others complementing the curriculum and being aimed at developing individual musical skills and talents.

During school time class teaching has preference in the centre's rooms as per school timetable. In the afternoons, from approx. 12h30 onwards, external teachers offering individual instrumental tuition use the facilities.

2. Teacher affiliation with the GLMZ

The core purpose of the GLMZ is the provision of individual instrumental tuition on a high professional level. The centre does not have the means to employ or remunerate teachers, however, it facilitates teaching by making available the facilities at a nominal fee (see below) and by passing on requests for tuition to its affiliated teachers. Under its facilitation and supervision, parents of learners and GLMZ affiliated teachers enter into binding agreements, holding parents or guardians of learners responsible for the payment of all tuition. Teachers' affiliations with the GLMZ thus arise from current requests for professional tuition but do not provide employment, or guarantee teaching opportunities beyond existing needs for tuition, or create any responsibility of the GLMZ for the payment of tuition fees by the parents or guardians of learners. The GLMZ undertakes to promote its affiliated teachers and actively encourage learners to make use of tuition on offer. However, if no tuition for a certain instrument is needed or requested at a given time, existing teaching affiliations for such an instrument will end automatically.

3. Teacher qualifications & teaching quality

- 1 Instrumentalists wishing to teach at the GLMZ should be in possession of a B.Mus or equivalent Diploma in Music *and* should have prior practical experience as performing artist and as teacher. Even though the GLMZ pursues an inclusive approach (anybody interested may enrol without having to audition) and many learners are beginners, it is expected of teachers to maintain an up-to-date professional standard of teaching with regard to all aspects required for training well-equipped musicians. This includes a friendly but firm pedagogical approach, the ability to teach and explain the mechanisms of proper technical skills for a given instrument, reinforcing practical skills with a minimum of musical literacy and theoretical knowledge, as well as instilling learners with a sense of collegiality for fellow musicians. The affiliation of a teacher who – in the opinion of the GLMZ – does not meet the required standards may be terminated after due deliberation.

4. Student enrolment

Enrolment forms should be submitted to the GLMZ office or handed in at the school's reception desk. Lessons are allocated on a 'first come, first served' basis. Preference for a certain teacher may be stated and should be considered duly, especially if siblings wish to study with the same teacher.

Parents are advised to enrol learners at the beginning of an academic year to make the best use of the music centre's services. Provided that teachers have open slots, lessons may commence at any time of the school year. Parents and other non-school members may also enrol for instrumental tuition at the GLMZ, once all applications of DSK learners are accommodated.

5. Practical music lessons

Lessons may be 60, 45 or 30 minutes long, depending on the teacher's assessment of the individual learner's requirements. Group lessons may be arranged for pedagogical or financial reasons but should not consist of more than three to four students. Pupils may consider the option of two half-hour sessions on different days of the week.



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6. Lesson times, attendance, changes of times

Regular and punctual attendance of lessons is expected from learners and teachers. The GLMZ requires teachers to be punctual and to arrive at least 5 - 10 minutes before their first lesson of the day. Keep in mind that parents are paying for the full length of each lesson. If necessary, lesson times may be changed by timely agreement with the parents of the learner.

7. Absence from the centre

Please give written notice of any planned absences at least one week in advance via e-mail to the parents of your learners and to the GLMZ office. In case of unplanned absences, delays or illness, please notify the GLMZ office and parents as soon as possible, preferable by SMS, WhatsApp or a phone call.

8. Missed lessons

Lessons missed by the teacher have to be made up or refunded. Lessons missed by a learner without prior notification are forfeited. If timely advance notice is given (approx. 24h is considered timely), missed lessons should be made up at no additional cost at a time agreed to by learner, parents and teacher.

9. Termination of lessons

Parents/pupils: One term's written notice is required, after a first trial term. By not complying, the parent is liable for the fees for the term, as teachers will have assigned specific lesson times to pupils.

Teachers: the GLMZ requires a quarter's written notice if a teacher wishes to resign from teaching at the GLMZ. All outstanding lessons or fees (parents/pupils, GLMZ rent) have to be settled and keys have to be returned to the office on the day of the last lesson.

10. Monitoring progress & documenting lessons

Teachers should inform parents about the progress and/or challenges of learners regularly, at least once a term. It is recommended that teachers document music lessons, supply their students with written comments on their work and jot down homework tasks and advice on how and what to practice, etc. Upon request the GLMZ provides a little orange notebook (at R20 per copy) for this purpose.

11. Reports

Each learner must receive a written half-year report. This may informally be entered into the orange book. The requisite end-of-year report must be issued on an official form (www.dsk.co.za/GLMZ/reportform.pdf). Please be prepared to submit copies of end-of-year reports to the GLMZ office on request.

12 Evaluation of teaching

A representative of the GLMZ or the DSK may observe lessons to evaluate students' progress and lecturers' teaching methods.

13. Rental instruments

The DSK owns a selection of rental instruments (violins, violas, cellos, guitars, flutes, saxophones, a bassoon, a trumpet, a horn, three trombones) for the use of learners. Rental fees (R 450, for 3/4 guitars and violins; R 550 for all other instruments per quarter) are payable upon receipt of an invoice. Piano students may use a keyboard initially to assess the child's aptitude, but should get access to a piano as soon as possible. Piano students may practice in the GLMZ during school breaks or after school, provided a room with a piano is available.

14. Music books, study material, instrument accessories

Teachers should notify parents in good time if learners require any of the above. On request the GLMZ may assist with ordering such items. The GLMZ has a long-standing relationship with *Vivo Music* (Peter Borchers & Jenny Coote), with excellent service and deliveries directly to the school directly. You may want to forward her details to interested parents: For sheet music: peter@vivomusic.co.za, for musical instruments: coote@mweb.co.za.



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15. Music theory & aural training

While music theory classes and aural training are not compulsory, teachers should strongly encourage learners to take up theory lessons & aural training to complement their practical tuition. It is envisaged that the GLMZ will offer formal theory courses, ideally to groups of learners on the same level. Please inform the GLMZ office of any learners interested to enrol in a theory course.

16. External examinations

Trinity-Guildhall, ABRSM and UNISA Music exams can be facilitated by the centre, but should only be attempted after thorough consultation with the teachers. Please obtain all relevant information (regarding entrance fees, dates, venues, accompanying musician, prerequisite theory exams, etc.) before enrolling your child. Note that instrumental accompaniments for exams and performances are on the parent's account.

17. Learner concerts

It is expected of teachers to arrange at least one, preferably two informal class concerts for their learners per year. Booking of school venues should be done at least 4 weeks in advance through the GLMZ office. Note that the previous event forms have been discontinued. Events and venues must now be booked through <https://www.vogon.dsk.co.za>.

18. Participation in school ensembles

To complement their individual instrumental tuition, it is expected of all GLMZ learners take part in one of the DSK school ensembles once they have reached a sufficient level of proficiency. According to individual preference they may either join the Jazz band, the Marimba band, the vocal ensemble (choir) or the SELO (the school's community orchestra). Please encourage your students to apply their instrumental skills in an ensemble of their choice and communicate the benefits of such an activity to them. In support of the school's ensemble activities teachers are kindly requested to assist their students with learning ensemble parts, when necessary.

3 19. Fee structure

For 2026 the GLMZ recommends a tuition fee of R 470 per 60 min lesson / R 350 per 45 min / R 240 per 30 min. However, teachers may negotiate individual fees with parents. Note that the GLMZ does not assist with invoicing for music lessons. It is the sole responsibility of teachers to stipulate modes and terms of payment, which should always be made directly to the teacher. Teachers must ensure that invoices clearly stipulate all details of the relevant services, correctly calculated costs and correct bank details.

20. Legal & financial disclaimer

Note that by teaching and invoicing for your services you enter into a private contract with the parents or guardians of your students at the sole responsibility of the two parties involved. The GLMZ cannot be held liable for any conflict or dispute that might arise from this agreement.

21. Bursaries

In principle costs should not debar any interested student from the opportunity of learning a musical instrument. For that reason the DSK maintains the Ubuntu Fund from which bursaries can be made available to needful and deserving learners, at the discretion of the DSK bursar. These bursaries typically cover up to 50% of tuition fees. They are granted for a semester at a time but may be extended upon the teacher's assessment of the student's commitment and progress. For more information and applications contact the GLMZ.

22. Room rental

The DSK levies a minimal rental fee for the use of its facilities, which contributes to their upkeep. As of Jan 2026 this is calculated on the base of R 10.50 / full hour taught and is invoiced by the GLMZ office at the end of each quarter.

Payments are due upon receipt of the invoice and should be made by EFT to:

Deutscher Schulverein Kapstadt, Nedbank, branch code 100909, account no. 1009 007890

Please reference as follows:

GLMZ rent 'quarter' / year', 'name' (i.e. GLMZ rent I/24 Johnson) and mail proof of payment to: glmz@dsk.co.za.



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23. Police Clearance Certificate (PCC)

According to South African law schools require Police Clearance Certificates from all educators working with minors. From time to time the school offers the opportunity to renew PCCs on the premises. Otherwise PCCs can be obtained at any SAPS station (ID / passport and a small fee are required).

24. Lesson timetables

Teachers set up their own timetables according to their availability and students' requirements. The GLMZ office should receive confirmed timetables and notifications of changes in order to manage the allocation of teaching rooms. Timetables should preferably be confirmed by the second week of the new term. Timetable templates (lesson schedule forms) are available from the office on request.

25. Communication

We encourage teachers, parents and learners to communicate any concerns, questions or suggestions transparently, frankly and in a spirit of collaboration. Important matters should be submitted in writing to facilitate a proper follow-up.

26. Visitors

It goes without saying that only the child whose parents have paid for the lesson may be taught and may be present during lessons. Visitors may sit in at the discretion of the teacher, provided that lessons are not disturbed in any way.

27. Use of facilities, energy savings, security, maintenance

Teachers may not use the facilities for any purpose other than tuition. You are reminded that numerous educators share the GLMZ facilities. As a matter of courtesy the rooms should therefore always be left in the state in which you yourself would like to find them. No property belonging to GLMZ may be removed without prior permission from the GLMZ office. The last one to leave a room should please close all windows, switch off lights and air conditioner and lock the door. Whenever you use the kitchen, please clean up again and make sure to close all taps! Please report any maintenance issues to the GLMZ office or directly to the DSK facilities manager: CarelGeyling@dsk.co.za

4 28. Driving & parking on school grounds

Always drive especially carefully in the proximity of children! Parking on the school grounds is permitted only in designated parking bays. Cars parked elsewhere may be clamped by school security. Please arrive in good time as parking is scarce and it might take time to find parking.

I confirm that I have read and have fully understood the Guidelines & General Information for GLMZ Teachers. I hereby undertake to comply with the terms and conditions contained in the Guidelines & General Information for GLMZ Teachers and acknowledge and agree that non-compliance with any of these terms and conditions may lead to the termination of my affiliation with the GLMZ.

Name: _____

Signature: _____

Date: _____