



## Procedures for Instrumental Lessons from September 2016

Tuition is available in the following instruments:

Violin	Flute	Trumpet/cornet	Piano
Viola	Oboe	French horn	Classical guitar
	Clarinet	Trombone	Percussion/drum kit
	Saxophone	Tuba	Singing - from Year 8

### Tutors

We have a strong and dedicated team of instrumental tutors. All of our tutors have appropriate musical qualifications and are DBS checked. Whilst we want to encourage as many pupils as possible to participate in instrumental and vocal lessons, we are not able to accommodate all requests and parents may also wish to consider tuition outside school.

### Number of Lessons

Each tutor gives 30 lessons of 30 minutes each per pupil over the year. This averages at ten lessons per term, although tutors may teach more lessons in some terms and fewer in others. Please be aware that there are usually more than ten weeks in a school term, so there will be some weeks when no lessons are taught.

### Timetables

Pupils in years 7, 8 and 9 are taught during lesson times on a rota basis. Pupils in years 10, 11, 12 and 13 are encouraged to receive tuition before school, at break, during lunchtime or after school. Those in Year 12 and 13 may make use of study periods also.

### Arrangements for Lessons

All instrumental timetables are posted on the noticeboard outside the Music Office in the D block. Pupils should write down the time of their instrumental lesson in their school planner and it is their responsibility to remember to attend the lesson.

We arrange tuition around scheduled school closures but are unable to schedule lessons around school trips and assessments/exams, which vary for individual pupils. It is the responsibility of the parent and/or pupil to communicate all school trips, assessments or potential clashes to the tutor. If a pupil needs to change the time of their lesson, it is their responsibility to organise this through discussion with their tutor. The industry standard 24 hour cancellation notice is required. However, it is not incumbent on the tutor to read or respond to correspondence during evenings or weekends.

Unfortunately no refunds can be given for missed lessons.

### Lessons during Curriculum Time

If pupils have a lesson scheduled during curriculum time, they must ask their curriculum teacher at the beginning of the lesson if they can leave at the appropriate time. Work from the missed lesson must be made up in full, and details of homework must be copied down from someone else in the class.

**Fees**

The rate of fees in September 2016 will be set at £170 for a course of ten 30-minute individual lessons. Lessons in a pair are charged at £88 per pupil. Pupils who are entitled to Pupil Premium receive a 50% discount on the cost of lesson fees.

**Payment**

Tutors are paid termly and will invoice parents directly. Payment should be made directly to the tutor and failure to make payment by the date requested will result in termination of lessons.

**Syllabuses**

As the common aim is to gain musical expertise in the direction of a particular instrument, the curriculum is firmly based on the fundamental principle of the provision of basic knowledge and relevant skills to enable pupils to perform with accuracy and musicality. Pupils are able to follow the syllabuses laid down by the Associated Board of the Royal Schools of Music or Trinity College when appropriate.

**School Ensembles**

We run a variety of extra curricular ensembles and choirs and we do expect our instrumentalists and singers to take part. Ensemble performing is a vital part of musical education and tutors will indicate to pupils when they are ready to join in an appropriate group. Lack of commitment to school musical activities will result in lessons being stopped, particularly where there is a high demand (such as singing and guitar).

**Communication**

Pupils should provide a notebook to communicate between the instrumental tutor and home. Instrumental lesson reports are written annually, at the end of the Summer Term. If parents wish to discuss an issue regarding their daughter's lessons, they should contact the tutor directly or via the school office.

**Musical Instruments**

It is strongly advised that all musical instruments are insured. All instruments should be clearly identifiable, with name and form. Lady Margaret School accepts no responsibility to replace any instrument lost on the school premises. Instruments should be taken home at the end of the day.

Instruments can be loaned to pupils from the stock of instruments owned by the school for their first year of learning. You will be asked to take responsibility for insuring the instrument while it is in your possession. A small charge of £35 a year is made to put into the instrument maintenance fund. Pupils will need to hire/buy their own instrument after using the loan scheme for one year.

Those taking piano lessons are encouraged to do so only if they have access to a suitable instrument at home.

**Stopping Lessons**

Instrumental tutors are booked half a term in advance. If a pupil wishes to give up lessons, written notification from the parent/guardian must be given to the tutor at least half a term in advance. For example, if a pupil wishes to stop lessons at Christmas, they must give notice to the tutor before October half term. If it is not possible to give notice then payment in lieu must be made.