



## Procedures for Instrumental Lessons from September 2019

### Peripatetic Staff Team

The music department is able to offer lessons on the following instruments, delivered by specialist staff:

Miss C Buras- Voice	Miss M McLorinan- Voice
Mr M Burgass- Classical Guitar	Ms L Newlands- Piano
Miss M Hardman- Oboe, Clarinet, Saxophone, Trumpet & Piano	Mr P Ralev- Classical Guitar
Ms A Holmes- 'Cello & Double Bass	Ms V Slater- Violin & Viola
Ms K Ingram- Clarinet & Saxophone	Ms K Stephenson- Drum Kit
Miss S Jiwey- Voice	Miss R Stockdale- Flute & Piano
Mr R Luck- Piano	Mrs E Wilkinson- Flute

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 rotational basis so that the same lessons are not missed each week. Pupils in years 10, 11, 12 and 13 will receive tuition before school, at break, during lunchtime or after school. Those in Year 12 and 13 may also make use of study periods.

### 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 check the timetable and 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 teacher. 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 will be available on Show My Homework.

### **Fees**

The rate of fees in September 2019 will be set at £190 for a course of ten 30-minute individual lessons. Lessons in a pair are charged at £95 per pupil. Funding is available to support tuition fees with bursaries of either 50% for pupils in receipt of Free School Meals or 25% for any other pupils in receipt of Pupil Premium funding. 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**

The common aim of all music staff is to promote a love of music and development of musical expertise on the chosen instrument. Teachers follow the fundamental principles of the provision of basic knowledge and relevant skills to enable pupils to perform with accuracy and musicality. When appropriate, pupils are able to follow the syllabuses laid down by ABRSM or Trinity College and will be able to take the practical examinations run by these boards here in school.

### **School Ensembles**

We run a variety of extra-curricular ensembles and choirs and we do expect our instrumentalists and vocalists 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).

### **Communication**

Pupils should provide a notebook to communicate between the instrumental tutor and home. Instrumental lesson reports can be requested 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. It is not incumbent on the tutor to read or respond to correspondence during evenings or weekends.

### **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.

### **Termination of 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. Failure to make payment by the date requested will result in termination of lessons by the tutor. The tutor may also terminate lessons with half a term's notice if there are serious concerns with lesson attendance or attitude towards tuition.