



MUSIC DEPARTMENT

This form contains all the information you need when applying for instrumental tuition.

PLEASE READ CAREFULLY.

Specialist tutors give lessons during the day on most **ORCHESTRAL** and **BAND** instruments, **SINGING, GUITAR, RECORDER, PIANO, DRUMS** and **THEORY**. Lessons are in the Music Department on a rota basis, to minimise the number of subjects missed. Lessons are usually billed in three blocks and are paid for by parents. There are no subsidised lessons. **As we are now a cashless school, this year lessons will be paid directly to the tutor online.** Fees are calculated for 30 minute lessons at the rate of £14 per lesson and will be invoiced in blocks of 10. Lessons may be shared with another pupil or individual. **In the current climate, a shared lesson will not be with another pupil, but will be a 15 minute individual lesson.**

Arrangements of lesson times will be sent out in due course. Fees music be paid within two weeks of billing, after which lessons may be terminated if still unpaid.

Monthly timetables will be posted in a tuition Google Classroom and your daughter is expected to check lesson times from there. There will not be any option to change a lesson time once the timetables are posted.

IF YOUR DAUGHTER BEGINS TUITION, SHE IS EXPECTED TO KEEP IT UP FOR THE WHOLE YEAR.

In exceptional circumstances it is permissible to stop tuition at other times after contacting Mrs Johnson, Head of Music.

IF YOUR DAUGHTER WISHES TO END HER LESSONS AND IT HAS BEEN AGREED BY THE HEAD OF MUSIC, A LETTER STATING TERMINATION MUST BE SENT TO SCHOOL. FOUR WEEKS PAID NOTICE WILL BEGIN FROM RECEIPT OF THIS LETTER.

If your daughter is ill on the day of a lesson, please phone school before 9am and let the Music Department know. Otherwise you will be charged for that lesson.

IT IS YOUR DAUGHTER'S RESPONSIBILITY TO INFORM HER TUTOR OF ANY TRIPS OR TESTS WHICH MAY AFFECT HER LESSON TIME, ONE WEEK IN ADVANCE. Her lesson will then be rescheduled where possible.

School instruments can be hired for a yearly fee of £40, billed within the first term. This covers general wear and tear repairs. However, major damage and loss to a school instrument is the pupil's responsibility to get repaired or replace like with like.

Instrument cases must have a label inside with the pupil's name and the school name. Instrument cases all look the same and if not labelled, are difficult to find if an accidental swap occurs or if left somewhere.

To progress beyond grade 5 practical, it is necessary to sit grade 5 theory. Theory lessons are given over lunch times at a cost of £4 each.

Lessons are allocated on the following basis:

- If your daughter is continuing lessons from Primary School, she will get placed as soon as her application form is returned to school.
- If your daughter wishes to take up an instrument, she will be offered tuition as soon as possible. This depends on availability of places.

Yours Sincerely

Mrs D. Johnson

Head of Music