

Founded 1642



# New Hall School

# Whole School Instrumental Tuition Policy

Reviewed by	Senior Leadership & Management Team
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## WHOLE SCHOOL INSTRUMENTAL TUITION POLICY

### 1. Instruments Taught at New Hall School

Visiting Music Teachers offer lessons in voice, flute, oboe, clarinet, bassoon, saxophone, violin, viola, cello, double bass, French horn, trumpet, trombone, drums, guitars, piano, percussion and organ. All the Visiting Music Teachers are qualified musicians.

### 2. Organisation of Instrumental Lessons

Lessons are normally 30 minutes long. For students in the Preparatory Divisions and in the Senior Division in Years 7-9 lessons will be organised on a rotation basis during the day whenever possible. Every effort will be made to prioritise a fixed slot for the first instrument of Year 5 pupils although this cannot be guaranteed. For students in Year 10 and above lessons will take place at lunchtime or after school. From time to time the Learning Development Department will advise that a student in the Preparatory Divisions or in Years 7-9 should have lessons outside curriculum time.

If a child has instrumental lessons, s/he may also take advantage of free aural and theory lessons which are offered during lunchtime.

### 3. Payment for Lessons

The contract for the provision of instrumental lessons at New Hall is between the parent/guardian and the Visiting Music Teacher. It is assumed that ten lessons will take place each term but due to the varying lengths of the school terms, it may be necessary to provide more or fewer than ten lessons in any one term. If fewer than thirty lessons have been provided during the course of the year, a refund will be arranged at the end of the academic year.

Parents/guardians will be invoiced termly, directly by the Visiting Music Teacher. Payment for lessons is in advance and is due before the first day of each term.

Details of charges made for music lessons are available via the Music Department.

If the Visiting Music Teacher misses a lesson, it is made up during the term or the cost of the lesson is reimbursed.

If it is anticipated that a child will miss a lesson because of an activity organised by the school as part of their education or due to sickness, it is expected that parents/guardians will inform the Visiting Music Teacher **with reasonable notice**, to enable them to make any alterations to the lesson timetable. Although the Visiting Music Teacher will endeavour to rearrange lessons which have been missed this is at the discretion of the Visiting Music Teacher and cannot be guaranteed.

If a child misses a lesson for any other reason such as forgetfulness etc, the lesson cannot be rearranged and no reimbursement is given.

#### 4. How students are accepted

Parents/guardians fill in an application form for their child and his/her name is then put on the waiting list. When a lesson place becomes available, parents/guardians will be informed and an agreement will be issued by the Visiting Music Teacher for signature by parents/guardians.

**Key Stage One children are only considered for lessons by negotiation with the Preparatory Division Teacher of Music.** (Please contact Mrs Laura McCartney if you have a child of this age who wishes to start learning an instrument).

Children should not have additional lessons for an instrument already learned outside of school.

**It is expected that children learning an instrument in school, having reached the appropriate standard, become members of an appropriate school ensemble.**

#### 5. How to Stop Lessons

Lessons may be terminated by written notification to the Visiting Music Teacher. A term's notice must be given or a term's fees will be charged. This means that any student wishing to give up at the end of a term must have given notice in the *first* week of that term.

#### 6. Reporting on Progress

Parents/guardians are welcome to contact Visiting Music Teachers directly for an assessment of a student's progress and there are opportunities during the year to attend your child's lesson (Preparatory Division only); these are coordinated by the Music Administrator. For the Senior Division, an effort & attainment sheet is provided at the end of the Michaelmas Term and a written report at the end of the Trinity Term. These reports are also made available to the Preparatory Division pupils via their practice books. Where a student is not progressing at an appropriate rate, parents/guardians are consulted and targets set for improvement. If lessons are giving cause for concern, please contact the Music Administrator at the earliest opportunity.