



MUSIC TUITION POLICY

2017/18

INTRODUCTION

Stantonbury Campus is committed to ensuring that access to music instrumental and vocal lessons is made available to all students. We believe learning an instrument (including singing) encourages important skills:

- Develops confidence
- Develops communication
- Sharpens concentration
- Refines management and organisational skills
- Develops perseverance and independent learning
- Develops team skills and working with others
- Promotes social skills
- Enhances coordination
- Increases personal responsibility
- Fosters self-expression and relieves stress
- Sharpens listening skills
- Creates a sense of achievement
- Teaches discipline
- Provides an insight into a range of cultures

The cost of lessons is subsidised by the school for the first instrument. Members of staff are employed via a combination of the Milton Keynes Music Co-operative staff and self-employed freelance musicians.

Management and administrative support is provided by:

Natasha Sandison	Head of Music	natasha.sandison@stantonbury.org.uk 01908 324569
Marion Randall	Timetables	marion.randall@stantonbury.org.uk 01908 324574

AVAILABLE LESSONS AND GROUPING

Intrument lessons are currently available for:

Strings	Violin, Viola, Cello
Woodwind	Flute, Oboe, Clarinet, Bassoon, Saxophone
Brass	Trumpet/Cornet, Trombone, French Horn, Tuba, Tenor Horn, Euphonium
Percussion	Drum Kit
Guitar	Electric, Classical and Bass Guitar
Piano	Piano/Keyboard
Voice	Soprano, Alto, Tenor, Bass
Theory	Theory tuition

Lessons are given in a group or on an individual basis. The instrument teacher will use their professional judgement to group students of a similar ability, or decide if individual lessons are needed. Groups can consist of up to 5 students for a theory group, or, 2-4 students for instrumental lessons.

Percussion:

Due to the nature of the instrument, drum kit lessons are individual.

Students will receive 33 instrumental lessons over the school year. There are 39 weeks over the school year allowing room for instrumental teachers to 'make up' missed lessons due to teacher illness/absence. These usually occur at the end of each term.

Tuition on a 2nd instrument is offered to students in years 8 to 13. These lessons are **not subsidised** by the school and will be charged at full cost.

We do not offer a 2nd instrument to the vast majority of Year 7 students as we believe students need to be settled into school life before learning a second instrument. Exceptions can be made and parents should contact the Music Department in the first instance (see page 3).

PRICING OF LESSONS

***Pricing for the FIRST INSTRUMENT only:**

Lesson Duration	Cost per Term	Cost per Year
20 minute individual	£95	£285
30 minute individual	£142.50	£427.50
40 minute group	£55	£165

Termly Payment of Invoices:

Invoices will be sent out at the beginning of the Autumn, Winter and Summer terms and must be settled in full within 7 days. Payment details are on the invoice. The Music Department reserves the right to withhold lessons if payment is not received within the terms of settlement.

***Please see below a table outlining costs to parents versus the cost to the school:**

Lesson Duration	Cost to Parent	Cost to School
20 minute individual	£285	£330
30 minute individual	£427.50	£495
40 minute group	£165	£198

***Pricing for a SECOND INSTRUMENT is as follows (years 8 – 13 only):**

Lesson Duration	Cost per Term	Cost per Year
20 minute individual	£110	£330
30 minute individual	£165	£495
40 minute group	£66	£198

Pupil Premium Register:

If your child is on the Pupil Premium register you may be eligible to secure a reduction in tuition fees and will be assessed on an individual basis.

Credits or Rebates

Every effort is made to offer 33 lessons per academic year. If lessons fall below 30 we will credit or rebate for anything less than this. If 5 or more consecutive lessons are missed through student illness, then a written request for rebate should be sent to Marion Randall or Natasha Sanderson.

Each request will be considered on an individual basis.

Pricing is subject to change.

DISCONTINUING LESSONS

If your son/daughter would like to discontinue their lessons, then notice must be made by the following dates:

Term	Notice to Discontinue By
Autumn	The first Friday in November 2017
Winter	The first Friday in February 2018
Summer	The first Friday in ⁿ May 2018

Notice must be made in writing or by email to Natasha Sandison (see page 2).

PAYMENT COMMITMENTS MUST BE HONOURED FOR THIS NOTICE PERIOD

Unless notice is given, the Music tuition will continue until your son/daughter is no longer on the school roll.

The Music Department reserves the right to withhold lessons until full payment has been received for the term.

TIMETABLING

Lessons are organised on a set time, and wherever possible avoid PE lessons. Timetables are displayed in the Music Department and should be checked before school starts on the day of the lesson.

Timetables can also be viewed on-line using OPUS at:

<https://www.stantonbury.org.uk/OpusMusicServices/Musictimetable/>

Music Administration is responsible for timetabling in conjunction with the teachers. Queries regarding timetabling should be made direct to music administration.

Instrumental lessons will be held on the same day each week. If for any reason the teacher needs to change the teaching day, then he/she is expected to give at least a week's notice.

In some cases it is possible for students in Year 12 and 13 to have their instrumental lesson to fit a free period. Students should enquire directly with music administration.

ATTENDANCE

Regular attendance at lessons is vital to ensure that progress is made. Students must also ensure that they practise on a daily basis between lessons.

Instrumental teachers will keep an attendance register which will be monitored by the Music Department.

Students are expected to attend at the time allocated on the timetable. If a student is present at school but unable to attend a lesson, it is courteous to inform the instrumental teacher and/or the Music administration at the earliest opportunity.

The Department believes that parents have a right to know if their child has not been attending his/her lessons. Therefore, if a student does not attend his/her lesson without giving a valid reason, a letter, email or text will be sent home to inform parents.

If a student **fails to attend three lessons** in any one term without a valid explanation, the Music Department reserves the right to withdraw the opportunity of further lessons without refund.

The Music Department reserves the right to recommend the withdrawal of students from lessons if they are not making progress, are obviously not enjoying the course, or if they are abusing the system in any way.

PROGRESS AND EXAMINATIONS

The Department encourages students to sit instrument/vocal examinations, but recognises that this is not suitable for all students. For most students, examinations can provide a clear goal and motivate them to work hard and make progress; however, examinations are not compulsory for students who play an instrument.

To enable progress, it is the responsibility of parents to provide any books or music required promptly.

Average progress is usually about one grade per year. However, the definition of reasonable progress will be arrived at in consultation with the appropriate instrumental/vocal teacher. Some students may make greater progress than others. Some students will make slower progress but will clearly be trying hard.

Instrument examinations are organised by the instrumental/voice teacher and queries regarding this, including payment for examinations, should be directed straight to them.

Queries into progress should be made directly to the instrumental teacher, via the Music Department.

REPORTING AND COMMUNICATION

Parents and Music Department staff are informed of students progress through an annual report which is delivered to the student via the instrumental teacher towards the end of the academic year.

If you wish to speak to your son/daughter's instrumental teacher, then please contact the Music Department administration team who will be able to pass on contact details.

ENRICHMENT AND EXTRA-CURRICULAR ENSEMBLES

Research has shown that the best way for students to make progress, apart from practising regularly, is to play or sing in an ensemble. They develop their aural skills and improve their technical skills. They develop their musicality, their sight reading and show improved musical understanding compared with those who only play alone. We believe in a team approach and we encourage students to support each other in their musical development. As soon as the instrumental teacher feels that the student is able to cope with the level of music, they are expected to support and join in with more groups.

The Music Department runs a number of activities to support instrumental learning including:

- Stantonbury Campus Orchestra
- KS3 Choir
- Incanto Choir
- Brass Group
- String Group
- Percussion Ensemble
- Guitar Group
- Clarinet Group

Music ensembles usually take place from 8.15am – 8.45am and 3.00pm – 4.00pm.

Students can participate in school concerts across the school year.

Please note that all students are expected to contribute to extra-curricular activities when they are at an appropriate level. It is important to consider this when deciding whether or not to opt into the music scheme at school.

INSTRUMENT HIRE AND CARE

In some circumstances, the Music Department is able to supply a student with an instrument on long term loan/hire. In this instance, the upkeep of the instrument is the student's/parents' responsibility and the Department reserves the right to invoice parents for any repair work on the instrument, if required, when the instrument is returned.

Students can leave their instruments in the 'instrument storage room' during the school day. Please note, the cupboards are not to be used for overnight storage of instruments. Students should take their instruments home at the end of the day as the school does not accept responsibility for any damage to instruments left on the premises.

All instruments that are brought into school need to be clearly labelled and are left at the owner's own risk. Parents are advised that instruments should be insured by them as the school does not take responsibility for any damage caused to an instrument whilst on the premises.

Instrumental hire is available from the Milton Keynes Music Co-operative and Buskers Music Shop. More details are available on their websites:

www.MKMusiccoop.com
<https://buskersMusic.co.uk/>

CURRICULUM LESSONS AND INSTRUMENTS

The Music Department actively encourages students to bring their instruments to Music curriculum lessons at all Key Stages.

STANTONBURY CAMPUS MUSIC TUITION AGREEMENT

Parental/Carer Responsibilities

- To meet all payment commitments.
- To communicate in writing (in confidence), as soon as possible, should there be any problem with meeting payment.
- To give a minimum of a week's notice in writing if a student is unable to attend a lesson to allow time to re-arrange. Without such notice, the Music Department cannot guarantee that the lesson will be rescheduled.
- To be responsible for the up-keep of any instrument loaned/hired from the Music Department.
- To ensure their child is suitably equipped with books, music, instruments, etc., for each lesson.
- To give written notice by the required dates stated in the Policy. Payment commitments must be honoured for this notice period.

Student Responsibilities

- Students must check the notice board timetable in the Music Department each week, including the morning of the day of the lesson, taking note when the lesson is.
- Students are expected to be fully prepared for lessons with books and equipment as instructed by their tutor.
- Students should attend all lessons promptly, arriving 5 minutes early in order to set up instruments, music and to be fully prepared.
- To practise regularly and thoroughly.
- To discuss potential minor changes in the timetable with their teacher or a member of the Music Department staff, giving at least 5 working days notice to their teacher and music administration if for any reason they are unable to make a lesson.
- To take care of any instrument or equipment loaned/hired from the Music Department.

School Responsibilities

- We reserve the right to recommend the withdrawal of students from lessons if they are not making progress, obviously not enjoying the course, are abusing the system in any way or not meeting their above responsibilities.
- We will cancel lessons if, following two reminders, we have still not received payment and received no communication from you.
- To ensure that any instrument on long term loan/hire is in good working order
- Barring any student absence, all lessons paid for will be honoured.

STANTONBURY CAMPUS MUSIC TUITION AGREEMENT

Please **complete** and **return** pages 9 and 10 to:-

Marion Randall or Natasha Sandison – Head of Music
Stantonbury Campus
Milton Keynes
MK14 6BN

Tutor Group: _____

Student Name: _____

Parental/Carer Responsibilities

I have read and agree to the terms and conditions as set out in Stantonbury Campus' Music Tuition Policy.

Signed: _____ Date: _____

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Parent/Carer/Other (please specify): _____

Student Responsibilities

I have read and agree to the terms and conditions as set out in Stantonbury Campus' Music Tuition Policy.

Signed: _____ Date: _____

**PERIPATETIC MUSIC TUITION
APPLICATION FORM**



Name:		T.Group:	
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Please **tick** the tuition you are applying for:

Brass			Woodwind			Voice	
Trumpet/Cornet			Flute			Soprano	
Trombone			Oboe			Alto	
French Horn			Clarinet			Bass	
Tenor Horn			Bassoon			Guitar	
Tuba			Saxophone			Electric	
Euphonium			Strings			Classical	
			Violin			Bass	
Percussion			Viola				
Drum Kit			Cello			Piano/Keyboard	

Please **tick** if you want to join the **Theory** class

Do you have your own instrument?	YES / NO	
Do you already play this instrument?	YES / NO	If yes how long for?
Have you taken any exams?	YES / NO	If yes, which?

**Please return this form with the
'SC Music Tuition Agreement' on page 13 to
Marion Randall**

FOR OFFICE USE ONLY							Date Received:	
Teacher:							Tuition for:	
PP	SR	1st	2nd	3rd	Paid	YES / NO	Start Date:	