



Music Tuition is offered to pupils through lessons with visiting Music Tutors, under the guidance of the Head of Music, Jane Missin. The school offers tuition across a range of musical instruments, including many minority instruments, and singing. These lessons are chargeable to parents as Extras through the Fees Account.

1. Availability of tuition: The School is able to offer tuition from Prep 3 through to Upper Sixth.
  - 1.1. Senior School: Instrumental and vocal tuition is available at all levels of the Senior School, subject to timetable availability.
  - 1.2. Magdalene House pupils are also invited to learn, with tuition taking place in the Senior School buildings. Pupils will be escorted to and from their lessons, whilst those in Prep 6 are responsible for their own prompt attendance to the sessions.
  - 1.3. Magdalene House pupils in Prep 2 may receive tuition at the discretion of the Head of Music. Decisions will be made on an individual basis and take into consideration the suitability of the instrument requested for the size and age of the pupil.<sup>1</sup>
2. Length of lessons: These will generally be individual lessons of 30 minutes' duration, with approximately ten lessons per term.
3. Charges: The standard charges for an individual 30 minute lesson is £19.60 for 2021/22 (subject to review) are as follows;
  - 3.1. These charges will be reviewed on an annual basis and may change.
  - 3.2. Charges for music lessons are payable termly in areas. They will be charged as Extras directly to the fees account. Therefore any Michaelmas term music lesson charges will be invoiced alongside the Lent Term fees and are due on the first day of the Lent Term.
  - 3.3. Some instruments are considered to be 'minority' ones. These include recorder, oboe, bassoon, horn, trombone, tuba, viola, cello and double bass. To encourage pupils to learn these a 50% reduction in tuition charges is applied.
  - 3.4. Pupils commencing music lessons will be charged the reduced rate of 50% for the first term. Please note, a pupil in the first term of tuition learning a minority instrument will only be entitled to a maximum of 50% reduction on the full tuition charge.
  - 3.5. At the discretion of the tutor we are able to offer paired lessons for beginners at the cost of £9.80 per lesson. This will be dependent upon there being two or more pupils who have opted for this arrangement. Please note that this arrangement will only be offered to pupils until such a time as it is felt it would be more beneficial for them to receive individual lessons: that is: when the pupils reach a sufficient standard to make this a necessity. This will be discussed with the parents/guardians at the appropriate time.
  - 3.6. The School has a comprehensive stock of instruments, which are available for a hire charge of £30 per term (£15 for minority instruments). It is expected that pupils will wish to purchase their own instruments after one year of lessons. At such time, should there be a demand, a hired instrument may be recalled, or the hire agreement will be extended.

3.7. Pupils will only be entered for external exam board exams with parental permission, and the exam fee will be charged as Extras directly to the Fees Account and will be payable with immediate effect.

3.8. Music accessories (sheet music, reeds etc. including a small postage charge) will be charged as Extras directly to the Fees Account and will be payable with immediate effect.

4. Notice for discontinuing Lessons:

4.1. A full term's notice must be submitted in writing to the Head of Music by the first day of a new term. For example, should a child wish to cease tuition at the end of the Lent Term, written notice must be submitted by the first day of the Lent Term.

4.2. If lessons are terminated without due notice, a term's fees will be charged. This is to protect the Visiting Music Tutors from sudden loss of income.

4.3. The only exception to the full term's notice is for new pupils within their first term of tuition, where three weeks' written notice before the end of term is required.

4.4. As pupils approach the end of their time in Prep 6 or fifth Form (Senior School), provision will still be made for the following academic year. The normal rules for discontinuing lessons apply.

5. Pupil absence: If a child is absent and is likely to miss a lesson, parents should inform Pupil Services of this when they contact them to report their child absent. The Pupil Services Team will then inform the tutor. However, since visiting tutors are contracted to teach a specific number of lessons per visit, lessons missed by pupils, for whatever reason (including absence through school trips, school activities/one-off events or illness) will be still charged. When a pupil's absence is known in advance, within the confines of the timetable, alternative arrangements may be made. However, the School and the instrumental tutor are under no obligation to make allowances for a pupil's absenteeism.

6. Responsibility and repairs: Pupils who borrow a School instrument are entirely responsible for loss or damage. Parents are advised to seek cover under an 'All Risks' insurance policy, as many instruments are costly. The Music Department will maintain the instrument in good working order and monitor its condition; however, it will not pay for repairs or damaged caused by careless treatment of the instrument. The hire charge does not include consumable accessories related to the hired instrument (strings, reeds, valve oil etc.).

7. Timetables for lessons: at the start of each term a copy of the timetable for each Visiting Music Tutor will be sent to the relevant pupils via Firefly. Magdalene House staff will have access to copies of the timetables so that they can assist their pupils with organizing themselves to attend. Hard copies of the timetables will also be kept at Pupil Services. The day of the lesson will remain the same each week, but the time will rotate. As pupils will be missing part of an academic lesson, it is imperative that they catch up with work covered in their absence, including homework that it set. Magdalene House pupils will be escorted to/from their lessons within the allocated lesson time.

8. Practice books: Each pupil will receive a practice book (A6 red exercise book). Pupils are expected to commit themselves to regular practice sessions at home according to the activities recorded in the practice book. The Head of School Music will periodically monitor these books. These books can also serve as a method of communication between the parent and tutor.

9. Ensemble participation: All pupils who take instrumental/singing lessons at school will be encouraged to join one or more of the groups that meet on a regular basis during Period 5 and after school. In Magdalene House, there is a choir, Wind Band, Samba Band, Recorder Group and Ukulele Ensemble. In the Senior School, these ensembles include the Wind Ensemble, Orchestra, Jazz Band, Brass Group and Steel Band. In addition, there is a girls' choir, Cantus and mixed voice Rock Choir. Those pupils who have lessons outside School are warmly encouraged to participate in co-curricular music.