

Policy Owner	Director of Music
Approving Body	Board of Governors
Date Approved	May 2018
Effective Date	May 2018
Review date	May 2021



Instrumental Tuition Policy

St Aubyn's (Woodford Green) School Trust

1. Instruments taught at St Aubyn's

Visiting Peripatetic staff offer lessons in flute, clarinet, oboe, bassoon, saxophone, violin, viola, cello, double bass, drum kit, guitar, piano, singing and all brass. They are all highly qualified musicians and have been required to undergo police checks, as are all who work professionally with children.

2. Organisation of peripatetic lessons

Lessons are 30 minutes long and take place during school hours. Individual instrumental teachers are responsible for timetabling lessons and rotate their lessons to ensure pupils do not miss the same lesson each week.

3. The cost of lessons

The cost of lessons is around £18 for 30 minutes. This amount will be reviewed annually to keep in line with fees recommended by the Musicians Union.

Payment must be made in advance to the individual teacher concerned for each half term's lessons based on the individual teachers invoice.

If the teacher misses a lesson, it is made up during the term or the cost of the lesson reimbursed by the teacher.

If a child misses a lesson because of an activity organised by the school as part of their education, the lesson is rearranged or made up at another time. It is expected, however, that parents/guardians kindly inform instrumental staff directly of any such activity with reasonable warning, to enable them to make any alterations to the lesson timetable.

If a child misses lessons for any other reason such as illness, medical appointments, forgetfulness etc., they may not be rearranged and no reimbursement is given.

4. How pupils are accepted

Parents//guardians fill in an application form for their child and his/her name is then put on the waiting list. Application forms are available to parents as soon as their child starts at St Aubyn's School. When a lesson place becomes available, parents/guardians will be informed. Lessons are allocated on a "first-come, first-served" basis. Pupils joining St Aubyn's who are **already learning** an instrument will automatically be put to the top of the waiting list to minimize the break in their instrumental education.

Children are only permitted to learn up to a maximum of two instruments in school time so as to minimise disruption to their education. Pre-prep children can only learn one instrument for the first year

Children are not allowed to have instrumental lessons for an instrument that they are already learning outside of school.

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

It is expected that parents support their child's learning by actively encouraging and monitoring practice.

5. How to stop lessons

Lessons can only be terminated by written notification to the Instrumental teacher, a copy of which should be sent to the Director of Music.

A term's notice must be given or a term's fee will be charged. This means that any pupil wishing to give up at the end of term must have given notice in the **first** week of that term. Please contact

the individual teacher and head of music if you think you might have a problem with this at any stage.

6. Reporting on progress

Progress is monitored continually and a written report is provided once a year –at the end of the summer term. After the first ten lessons, it is hoped that a recommendation on whether or not a child should continue with lessons should be issued. Where a pupil is not progressing at an appropriate rate, parents/guardians are consulted and targets set for improvement. If parents/guardians wish to meet with their child's instrumental teacher, they should contact them to make an appointment.

The instrumental teacher reserves the right to discontinue lessons if a pupil's attendance and/or effort do not meet the required standard, or if a pupil does not appear suited to a particular instrument.

The peripatetic teacher will fill in a practice diary each lesson, which may reflect issue of progress and practice.

7. Instruments.

Please note that those children wishing to learn the piano must have a piano or touch-sensitive keyboard at home on which to practise.

In the case of some instruments, we may be able to loan an instrument to you from our stock. If this is the case, the Music Director will contact you when you apply for tuition.

Please do not obtain an instrument until you have been given a starting date for lessons and/or have spoken to the teacher concerned.

8. Lesson Location

Most lessons take place in the music practice rooms at the back of the PAC.

Miss Tulloch, Director of Music, St Aubyn's School, May 2018



St Aubyn's School Application Form for Learning an Instrument
PARENTS/GUARDIANS DETAILS

Title.....Initials.....Surname.....

Telephone

Address

Email address

PUPIL DETAILS

First Name Surname

Class

Previous experience/grade

PLEASE INDICATE INSTRUMENT OR VOICE BELOW.

Instrument	Please tick the required instrument
Violin	
Cello	
Guitar	
Recorder	
Flute	
Oboe	
Clarinet	
Bassoon	
Saxophone	
French Horn	
Trumpet	
Trombone	
Drum Kit	
Piano	
Keyboard	
Singing/Voice	

APPLICATION

I apply for instrumental lessons for the pupil named above.
 I have understood and accept the *Regulations and Conditions* outlined in the policy document, which explains how teaching is arranged.

Signed Date