

Policy Owner	Director of Music
Approving Body	Board of Governors
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Review date	November 2024



Instrumental Tuition Policy

Incorporating the Application Form for Learning an Instrument

St Aubyn's (Woodford Green) School Trust

Instrumental Tuition at St Aubyn's School

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 the School's safer recruitment procedures.

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.

Most lessons take place in the music practice rooms at the back of the Performing Arts Centre. All teachers will collect pupils if they are in Y2-5. Pupils in Senior School are expected to make their own way to practice rooms.

3. The cost of lessons

At present, the cost of lessons is £20 for 30 minutes. This amount will be reviewed annually and may increase to keep in line with fees recommended by the Musicians Union.'

Payment must be made in advance to the individual teacher concerned for each 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. Application Procedure

Parents/guardians should complete the attached application form and email it to the Head of Music. Should no spaces be available in timetables, pupils will be placed on a waiting list. When a lesson place becomes available, parents/guardians will be informed.

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

Children are not allowed to have instrumental lessons with teachers outside of school for an instrument that they are already learning with a school peripatetic teacher, i.e. pupils are only permitted to learn with one teacher per instrument.

5. Pupil and parent expectations

A commitment of daily practice as advised by each instrumental teacher is expected.

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.

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

A minimum commitment of a year is expected when starting instrumental lessons.

5. How to stop lessons

A full 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.

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

6. Reporting on progress

Progress is monitored continually and to aid pupil progress, termly targets are set and written in St Aubyn's Practice books together with practise notes. Practice books must be bought to each lesson and should be checked and signed by parents/guardians to ensure they are aware of practice expectations. A written report is also provided once a year at the end of the summer term.

Where a pupil is not progressing at an appropriate rate, parents/guardians are consulted by peripatetic staff via email and specific learning targets are set.

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.

7. Instrumental Loan

The School operates an instrumental loan scheme. Please contact the Head of Music should you wish to hire an instrument from school. There is a rental charge of £35 per term for this option. If you wish to buy an instrument, please do so once you have been given a starting date for lessons and/or have spoken to the teacher concerned.

Ms Manser, Head of Music, St Aubyn's School, November 2021

St Aubyn's School Application Form for Learning an Instrument



PARENTS/GUARDIANS DETAILS

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

Telephone

Email address

PUPIL DETAILS

First Name Surname Class

Previous experience/grade.....

PLEASE INDICATE INSTRUMENT OR VOICE BELOW

Instrument	Available from this school year and above (guidance only)	Please tick the required instrument
Flute	Y3	
Oboe	Y2	
Clarinet	Y3	
Bassoon	Y3	
Recorder	Y3	
Saxophone	Y3	
Trumpet/Cornet	Y2	
French Horn	Y2	
Trombone	Y2	
Tuba	Y4	
Violin	Y2	
Viola	Y2	
Cello	Y3	
Double Bass	Y5	
Piano	Y2	
Drum Kit	Y3	
Voice	Y3	
Guitar	Y3	

APPLICATION

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

Signed Date

Name (print).....