

INSTRUMENTAL TUITION 2017/2018

WOULD YOUR CHILD LIKE TO RECEIVE INSTRUMENTAL LESSONS?



What instruments can pupils learn?

We are pleased to offer the following tuition, subject to sufficient demand:

Year 2: Recorder, Violin

Year 3: Flute, Recorder, Guitar, Violin

Years 4, 5 & 6: Clarinet, Flute, Recorder, Saxophone, Violin, Guitar

Note: We offer whole class Fife (small Flute) tuition to Year 4 pupils and whole class recorder to Year 3 pupils.

Who teaches the lessons?

Terry Quinny teaches Clarinet, Flute, Fife, Recorder and Saxophone.

Mike Relf teaches Guitar.

Matthew Fairman teaches Violin.

Please note all lessons are offered subject to sufficient pupil numbers and the availability of the teacher.

Who can apply?

Pupils in Year 2 and above are invited to join the instrumental tuition programme on the strict condition they wish to learn to play the instrument and will practice regularly at home.

How are the lessons organised?

We offer group tuition (maximum of 3 pupils per group), and numbers permitting, individual tuition. Pupils receive 30 instrumental lessons a year; 10 lessons each term. Each lesson will be a minimum of 20 minutes in duration for group and individual.

Lessons may be timetabled during and after the school day (including lunch times).

Please note that pupils may miss part of a lesson and/or break time in order to attend instrumental tuition.

How much do lessons cost?

The charge for instrumental lessons for the 2017/2018 academic year is:

Individual tuition: £100.00 per term (£10 per lesson)

Group tuition: £50.00 per term (£5 per lesson)

No charge will be made in respect of group tuition for a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

When is payment due?

Tuition fees are payable termly in advance via WisePay by the following dates:

- * Autumn Term 2017 Payment due by 7th July 2017- **CLOSING DATE**
- * Spring Term 2018 Payment due by Friday 13th October 2017 (approx 1 week prior to half term break)
- * Summer Term 2017 Payment due by Monday 5th February 2018 (approx 1 week prior to half term break)

**Payment can only be made via WisePay using the link from the school website.*

Reminders that payments are due will be advertised in the school newsletter and on the website.

Instrumental teachers are booked in advance, therefore if you wish to withdraw from the programme **you must give half a term's notice, in writing**, or you will be liable for the following term's payment. Please see 'Withdrawal from tuition' below.

Refunds

I understand that:

- I must commit to complete the full term's tuition. If I cancel my child's instrumental lessons without a **half terms notice**, I will still be expected to pay for that entire academic term.
- I will not be paid a refund if my child fails to attend lessons due to illness, term-time holiday, doctors or similar appointments or forgetfulness.
- I will be paid a refund for a missed lesson if it due to a school trip being scheduled, closure of the school for strike action or other unforeseen circumstance (such as snow). In the case of the music teacher being ill or unable to attend, the school will aim to reschedule the lesson; if this is not possible, I will receive a refund.
- I should encourage my child to practise for at least 4 out of seven days for a minimum of 10 minutes each time.
- Reminders for payment will be sent at the end of each term for the following term and this must be settled directly via WisePay in order to secure your child's place. Failure to settle the amount due will result in your child being withdrawn from their music tuition. Lessons will be in blocks of 10 per term.
- St Michael's reserve the right to cancel instrumental tuition **with a half terms notice**.



Are there any other costs?

It will be necessary for you to meet the cost of purchasing/hiring a suitable instrument. The music teacher will be pleased to offer advice if required. Additional costs include payments for music tuition books and entry fees for music examinations/medals.

We have a small quantity of instruments available to hire for £10 per term on a first come first served basis, upon receipt of a signed application form and a term's payment. Otherwise instruments can be hired from Soundstorm at £20 per term. This can be organised by the school.

Is financial help available?

This school's Governing Body, recognising the benefits of the instrumental teaching programme, offers a facility where the termly fee can be reduced in exceptional circumstances. Parents experiencing serious financial difficulty are asked to apply in writing to Mr Robert Kennedy and the Governing Body. Please note that any subsidy offered would be reviewed each term and would apply to group tuition in one instrument only.

How do I register for the 2017/2018 programme?

If you wish your child to receive instrumental tuition from September 2017, please complete the Application Form and return it to the School Office. The relevant payment should be made via WisePay. **The closing date for receipt of September applications is Friday 7th July 2017.** Applications received after this date will be put on a 'waiting list' with places being allocated in the event of a vacancy in the programme. Pupils who apply after the closing date may not be able to join the programme.



What happens next?

A letter advising the dates and times of the instrumental lessons will follow after payment/contract is received.

Please note, lessons are offered subject to sufficient pupil numbers and teacher availability: if it is not possible to offer tuition in any particular instrument, we will contact you.

Withdrawal from the tuition programme

Should you wish to withdraw your child from the tuition scheme, written notice is required before the next payment date (i.e minimum of half a term's notice). If such notice is not given you will be liable for the following term's payment.

How do I know what my child should practice?

Your child will be issued with a book in which the instrumental teacher will record what to practise. Your child should complete the log each week indicating the days/times that they have practised. Parents/ carers should sign to confirm the practise has taken place. This is an important book, which must be brought to each lesson. It is also used as a means of communication between parents/carers and the instrumental teacher. Your contact details will be shared with the instrumental teacher so that he/she can contact you direct if necessary.

Please note: If the practise book is lost, a replacement will be issued at a cost of 50p.

Any other questions?

If you have any queries then please do not hesitate to contact the School Office.

INSTRUMENTAL TUITION PROGRAMME, 2017/2018

APPLICATION FORM

Please return to School by Friday 7th July 2017 at the latest.

Please complete a separate form for each child and for each instrument

Pupil's Name **Current Class**

Instrument: please circle/tick choice of instrument

Clarinet / Fife / Flute / Guitar /Recorder / Saxophone / Violin / Trumpet / Trombone

INDIVIDUAL/GROUP* tuition * Please delete as appropriate (Group tuition is offered subject to sufficient numbers)

My child has previously received tuition in this instrument YES/NO

If 'YES' please indicate the standard reached

Please detail any other instruments played and the standard reached

My child has the following commitments after school and/or at lunchtime which may affect the timetabling of instrumental lessons: Please indicate the days/times of these commitments

In registering for this programme the School, along with the instrumental teacher, requires your undertaking to ensure that:

1. Your child practices their musical instrument for an agreed time each day. The teacher will record the pieces to practice in a book. Your child should record their daily practice in this book and take it to each instrumental lesson. The book can also be used by parents/carers to communicate with the instrumental teacher and vice-versa. Replacements books will be issued at a cost of 50p each.
2. You purchase/hire a suitable musical instrument. (Guidance is available from the instrumental teacher.)
3. You purchase musical books as the instrumental teacher directs.
4. Your child brings their instrument, book and Practice Diary to school on the appropriate days.
5. The termly payment (£50 group/£100 individual) is made follows:

* Autumn Term 2016 payment is due by **Friday 7th July 2017**

* Spring Term 2017 payment is due by **Friday 13th October 2017** (1 week before half-term)

* Summer Term 2017 payment is due by **Monday 5th February 2018** (1 week before half-term)

A reminder that the respective term's payment is due will be advertised on the website and via text.

PLEASE NOTE: FAILURE TO PAY BY THE REQUIRED DATE MAY RESULT IN THE CANCELLATION OF THE TEACHING CONTRACT.

6. Should you wish to terminate this contract, the school will require written notification from you before the next payment date (ie minimum of half a term) otherwise you will be liable for the following term's payment.

I wish to register my child for the 2016/2017 instrumental tuition programme.

I agree to meet the conditions laid out above.

Signed Parent/Carer Date