

# **Thomas Telford School**



# **Music School Policy**

Revised May 2022

# Thomas Telford Music School

## A letter from the Headmaster

Dear Parents

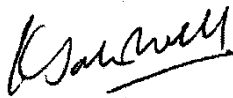
I have pleasure in enclosing details of the Thomas Telford Music School. I hope your son / daughter is able to benefit from the scheme and will take full advantage of the opportunities it provides.

Please read the following information carefully and return one copy of the enclosed agreement in the envelope provided. The second copy may be kept for your records.

If you have any questions relating to the scheme please do not hesitate to contact the Director of Performing Arts.

Assuring you of my cooperation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Satchwell', with a horizontal line underneath the name.

Sir Kevin Satchwell  
**Headmaster**

# THOMAS TELFORD MUSIC SCHOOL

## Information for Parents and Students

### Music at Thomas Telford School

All students at Thomas Telford School follow a structured course in the study of Music that encompasses the National Curriculum and is a part of every student's entitlement.

As part of the School's continuing commitment to the Performing Arts, Thomas Telford Music School was established in 1992. Students with musical potential are given the opportunity to pursue instrumental tuition and ensemble playing as an extra enhancement of their music studies.

The structure of Music School changed in January 2019. Due to increasing financial restrictions placed on the department, the School has made the decision for the provision of instrumental tuition to become independent, allowing for a more personal link between student and teacher.

Following an initial expression of interest in music school lessons, you will be contacted by a member of the Music School staff. They will explain the specific details of lessons in their specialism and answer any questions that you may have. The termly subscription for participation in Music School is outlined in this document.

Entry costs for Music grades (ABRSM, Trinity, Registry of Guitar Tutors and LCM) are **not included** in this subscription. Opportunities to progress through grades will be offered each year – please see details in this documentation.

### Teaching Staff

We are very fortunate to have a core team of highly talented and dedicated peripatetic instrumental teachers at Thomas Telford School, who have long been committed to providing the very best musical education for our students.

Our teaching staff will become the primary point of contact for all students participating in Music School and all communication regarding lesson times, payments, examinations etc will be handled through them directly.

Any other queries should be directed to the Director of Performing Arts.

The list of Instrumental teachers at Thomas Telford School is as follows:

|               |                         |
|---------------|-------------------------|
| Brass         | Mr Stephen Rhodes       |
| Woodwind      | Mrs Jan Lumley          |
| Upper Strings | Mrs Margaret Wright     |
| Drum kit      | Mr Stephen Terry        |
| Guitar        | Mr Andrew Jones         |
| Keyboard      | Mrs Gary Howell         |
| Piano         | Dr Matthew Hall         |
| Saxophone     | Mr Roy Johnson          |
| Singing       | Mrs Elaine Buckland MBE |

## **Arrangements for Students**

The Music School will operate for a minimum of thirty weeks during the year. **There will be no Music School in the last week of a full term, but will operate continuously before and after a half-term holiday.**

Instrumental lessons take place on Mondays, Tuesdays, Wednesdays and Thursdays between 3:30 – 6pm. Timing of the instrumental lessons will be arranged so as to enable the student to attend all appropriate activities wherever possible.

Students who need to remain at School following the end of Session 2 must ensure that they have work to do whilst waiting for a lesson and must sign in to a Session 3 so that they are supervised. Provision for students to use a computer is also available on request. **Under no circumstances are students allowed off-site without a parent whilst waiting for a lesson.**

Students attending Music School should wear School Uniform or School PE kit if they are signed in to a Session 3 Sports activity.

Parents are asked to collect their son/daughter from the Gatehouse at 5.00pm or after dusk.

Students with special requirements regarding the timing of instrumental lessons should make their requests in writing to the instrumental teacher as soon as possible. The teacher will endeavour, but cannot guarantee, to meet any such requests.

Parents wishing to discuss their son/daughter's progress may arrange appointments to meet with the instrumental staff by contacting them directly.

## **Length of lessons**

Individual lessons will usually last for twenty minutes up to Grade 5 standard. Above Grade 5 the lesson length will be dependent on the time available and negotiation between teacher, student and parent.

For some instruments beginners may, where appropriate and if covid-19 restriction allow, have a joint lesson or group lesson.

## **Parent contract**

Parents will be expected to ensure that students attend regularly and punctually for all activities and must also agree to support the student in a regular practice routine during the week. Practice diaries may be issued to the students on request and it is hoped that parents will use these to check their son/daughter's targets.

All students receiving instrumental tuition will automatically become members of the Thomas Telford Music School and there is an expectation that students will be involved in ensemble/band rehearsals and performances as arranged by the Music School. Music-making is rarely a solitary pursuit and, therefore, the School aims to promote instrumental and ensemble work wherever appropriate.

We also ask that parents encourage students to look after the instruments, ensuring that they are kept clean and in good order. The instrument should be adequately insured while at home, "in transit" to and from School and at School. In the unfortunate case of damage occurring during the loan period, it is the responsibility of parents to ensure that any damage is repaired.

Parents are asked to provide routine items such as strings, reeds, valve oil, shoulder pad, tutor books, music books and theory books as deemed necessary by the instrumental teacher. The School will cover the cost of servicing the loan instrument when necessary.

## **Purchase of Music Books / Tuition Books**

Any necessary book(s) for a student to prepare for their next examination will be recommended to the student by their Music School teacher. The books may be ordered through the Music School teacher; in which case the cost will be payable directly to the Music School Teacher upon the order being placed. Alternatively, parents may wish to source any necessary tuition books themselves.

## **Student contract**

Students will be expected to attend lessons and any other arranged activities regularly and punctually.

Students will also be expected to look after the instruments, ensuring that they are kept clean and in good order. They will need to make sure that, where appropriate, the instrument is transported to School with care and kept in the area designated whilst at School. Students should store instruments carefully in the storage facility provided **opposite the Music Room** on the day(s) they are required in School. On no account should instruments be left in the cloakroom areas. Students' own instruments should be covered by the relevant insurance where necessary as school cannot accept responsibility for any loss or damage occurred on the premises.

Students must set aside time for daily instrumental practise and complete a weekly Practise Record Sheet if required.

**Students in receipt of instrumental tuition will be expected to participate and contribute to musical activities arranged by the Music School and the Performing Arts Area, attending appropriate rehearsals.** Students who are learning appropriate instruments will be directed towards training ensembles arranged by teaching staff, and all players will be expected to join our ensembles to support and promote their learning through ensemble playing.

**All students are invited to join the Thomas Telford School Choir, and it is an expectation that students in receipt of vocal lessons in the school will do so to support and promote their learning through ensemble performance.**

Students waiting for a music lesson or an ensemble must remain in their chosen Session 3 location where they should work quietly.

Under no circumstances should any student go off-site whilst waiting for a lesson unless accompanied by a Parent or Guardian. Safety is paramount and we are grateful for your compliance in this matter.

### **The School's contract with Parents and Students**

Where they have no instrument of their own and **depending on availability within School**, parents can expect students to be issued an instrument on loan for an initial period of 12 months. Electronic keyboards, guitars and drums are not available for loan. The loan instrument will be in good playing order and will have been properly maintained. The loan period may be renewed up to a period of a year. After this initial period parents will be encouraged to rent or purchase their own instrument, following a consultation with the instrumental teacher if requested.

In exceptional circumstances the School may extend the loan period of an instrument, e.g. where an instrument is particularly expensive to purchase. Application for special consideration should be addressed in writing to the Head of Performing Arts.

### **Policy for non-attendance**

The Music School will operate a strict policy for non-attendance. **Charges for Music School tuition will still apply where students fail to attend their lesson(s).** Where a student fails to attend a lesson more than twice during a term without prior notice, his/her lesson provision may be reviewed. Good reasons for non-attendance must be given in writing to the Music School teacher with at least one week's notice so that others' lesson times might be re-arranged. An e-mail from a parent to the teacher will also be acceptable.

In some cases it may be possible for a student to re-arrange a lesson time on a short-term basis to fit in with other commitments. Again, this must be arranged directly with the Music School teacher and a minimum of a week's notice must be given. Whilst every effort would be made to accommodate the needs of the student, there are no guarantees that the teacher will be able to meet the request.

If a lesson is cancelled due to teacher absence, the teacher would make every effort to make up this time at a later date. Where this is not possible, a reduction would be made in the following term's payments to compensate for this.

## Cost to parents

Parents of students involved in the scheme will be charged a termly subscription which will be payable in advance. **This is to be paid directly to the Music school teacher.** Students who choose to take tuition in two or more instruments are required to pay each instrumental teacher separately. However, **identified talented musicians who have achieved Grade 5 in two or more instruments will be eligible for a Music School bursary of £60 per term** to help them to nurture their talents further.

### 2022 -23 Costs.

The cost of lessons from September 2021 is detailed below, and is in line with our original schedule for 2020-21. Fees will be reviewed in December 2021.

|  |               |
|--|---------------|
| <b>1 X individual 20 Minute lesson (recommended for grades 1-5)</b>        | <b>£10</b>    |
| <b>1 x shared 30 minute lesson*</b>  | <b>£7.50</b>  |
| <b>1 X individual 30 minute lesson (recommended for grade 5 and above)</b> | <b>£15.00</b> |

\*Please be aware that a shared 30 minute lesson is at the teachers' discretion and will only be available if we are able to provide this with appropriate social distancing arrangements in place.

Termly subscription costs will therefore be £100 per term for 20 minute lessons, or £150 per term for 30 minute lessons, where there are 10 teaching weeks available within a term.

Subscription fees are due on the following dates for this academic year. These prices are based on an individual 20 minute lesson:

#### Autumn Term fees payable by w/b Monday 12<sup>th</sup> September 2022

|  |  |          |               |
|--|--|----------|---------------|
| <b>Monday</b>                          | 12 <sup>th</sup> September until 21 <sup>st</sup> November | 10 weeks | £100 for term |
| <b>Tuesday</b>                         | 13 <sup>th</sup> September until 22 <sup>nd</sup> November | 10 weeks | £100 for term |
| <b>Wednesday</b>                       | 14 <sup>th</sup> September until 23 <sup>rd</sup> November | 10 weeks | £100 for term |
| <b>Thursday</b>                        | 15 <sup>th</sup> September until 24 <sup>th</sup> November | 10 weeks | £100 for term |
| Half term 24 October – 28 October 2023 |  |          |               |

#### Spring Term fees payable by Monday 9<sup>th</sup> January 2023

|                  |   |           |               |
|------------------|---|-----------|---------------|
| <b>Monday</b>    | 9 <sup>th</sup> January until 20 <sup>th</sup> March  | 10 weeks* | £100 for term |
| <b>Tuesday</b>   | 10 <sup>th</sup> January until 21 <sup>st</sup> March | 10 weeks  | £100 for term |
| <b>Wednesday</b> | 11 <sup>th</sup> January until 22 <sup>nd</sup> March | 10 weeks  | £100 for term |
| <b>Thursday</b>  | 12 <sup>th</sup> January until 23 <sup>rd</sup> March | 10 weeks  | £100 per term |

**\*Monday 6 March is a training day**

Half term 20-24 February 2023

### **Summer Term fees payable by Monday 25<sup>th</sup> April 2023**

|                  |  |           |               |
|------------------|--|-----------|---------------|
| <b>Monday</b>    | 24 <sup>th</sup> April until 10 <sup>th</sup> July | 10 weeks* | £100 for term |
| <b>Tuesday</b>   | 25 <sup>th</sup> April until 11 <sup>th</sup> July | 10 weeks  | £100 for term |
| <b>Wednesday</b> | 26 <sup>th</sup> April until 12 <sup>th</sup> July | 10 weeks  | £100 for term |
| <b>Thursday</b>  | 27 <sup>th</sup> April until 13 <sup>th</sup> July | 10 weeks  | £100 per term |

**\*Monday 1 May is a Bank holiday**

**\*Thursday 22 June is a PD day**

Half term 29<sup>th</sup> May-2nd June 2023

Please note that the instrumental/vocal teacher will send a reminder prior to these dates. Alternatively, parents may choose to pay the full amount for the full year in one payment in September.

### **Advance Payments**

Parents wishing for their child to receive Music School Tuition must ensure that all Music School fees are fully paid up to date at the start of each term. Music School teachers reserve the right to refuse to provide tuition if the termly fees remain outstanding.

### **Notice to quit (half-term's notice)**

Students wishing to discontinue lessons must inform the Music School teacher in writing, giving a half-term's notice. Charges for lessons will remain applicable until the end of the half-term notice period and, in the case of loan instruments, the instrument has been returned to the Music School. Refunds of the termly subscription or the termly loan fee will not be possible.

### **Hiring an Instrument**

Students who use a School instrument (where available) will be charged an additional £30 per term as a contribution towards maintenance costs. This cost will be payable to the school, through the ParentPay system, separately to the tuition fees.

### **Concessions**

No student will be denied the opportunity to receive instrumental tuition on the grounds of cost. Families in receipt of income support, or students who are eligible for free school meals should notify the School in writing as soon as possible. A discounted rate will be applied and 50% of the cost of lessons subsidised by the School. A prompt request or notification will help the School to make the necessary arrangements. In special cases, charges may be waived at the discretion of the Headmaster. Application for special consideration should be addressed in writing to the Headmaster.



## **Examination Entry / Grades**

Throughout the year, the opportunity to be entered for a Music Grade (ABRSM, Trinity College, Registry of Guitar Tutors, and London College of Music) will be available to the students. Examinations will take place at external venues, and students/parents will be advised of these details by their teacher.

Initially, the School will discuss with each teacher which students are ready to be put forward for the round of examinations. The School will then contact parents of proposed candidates seeking their consent and to inform them of the fee and likely date of the examination. Deadlines for payment for each round of examinations will also be communicated to parents. Please note that we cannot submit an examination entry if the payment has been received after the set deadline.

**The School retains the right to alter these arrangements and conditions when deemed necessary.**



## Thomas Telford Music School

**Please return a signed copy of this agreement to Thomas Telford School**

**I have read the information about instrumental/vocal tuition. I understand that the agreement is a years' contract, with the expectation that my son/daughter will attend all scheduled lessons provided. I agree to my son/daughter receiving lessons on a musical instrument under the terms outlined in the Thomas Telford Music School Policy.**

**Name of Student:**

**Year/PT:**

**Instrument:**

Signed: \_\_\_\_\_ (parent)

Print name: \_\_\_\_\_ (parent)

Type of Lesson(s) \_\_\_\_\_ (list instrument or voice)

Date: \_\_\_\_\_



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