

# **Thomas Telford School**



# **Music School Policy**

Revised 14 September 2018

# Thomas Telford Music School

## A letter from the Headmaster

Dear Parents

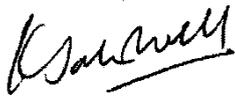
I have pleasure in enclosing details of the Thomas Telford Music School. I hope your son / daughter is able to benefit from the scheme and will take full advantage of the opportunities it provides.

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 Ms Gardner, 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.

All students are eligible to apply and their suitability to play their preferred instrument is assessed by specialist music staff.

Your son/daughter has met with one of the instrumental staff who has recommended that he/ she be given the opportunity to begin receiving lessons at the School, initially for a trial period of one term. The termly subscription for participation in Music School is outlined in this document, however the tuition and running costs are subsidised significantly by the School. 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.

### 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 work in the Restaurant. Provision for students to use a computer is also available on request.

Drinks are available from the machines in the Restaurant but alternatively students may bring their own refreshments which must be eaten in the Restaurant.

Students attending activities later in the evening may go home at 3.15pm with parents and return to School for the activity. Under no circumstances are students allowed off-site whilst waiting for a lesson.

Students attending Music School should wear School Uniform.

Parents are asked to collect their son/daughter from Reception after 6.00pm or after dusk.

Students with special requirements regarding the timing of instrumental lessons should make their requests in writing to Ms Gardner as soon as possible. The School 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 Ms Gardner.

### **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.

Beginners may, where appropriate, 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 will be issued to the students 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 **will be required to attend ensemble/band rehearsals and performances** as arranged by the Music School. Music-making is rarely a solitary pursuit and, therefore, the School wishes to promote instrumental and ensemble work wherever appropriate.

Should the student choose not to support an ensemble for which their teacher believes they are ready for, this may result in a review of their lesson provision.

Parents will also be expected to encourage students to look after the instruments, ensuring that they are kept clean and in good order. They will also need to ensure that the instrument is 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 the parents to ensure that any damage is repaired.

Parents will be expected 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 instrument when necessary.

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

In recent years, it has become more difficult for students/parents to source sheet music / tuition books quickly in the local area due to the lack of music shops. As deemed necessary by the Music School teachers, the necessary book(s) for a student to prepare for their next examination will be ordered direct through our School supplier and given directly to the student by their Music School teacher.

The cost for these books will be uploaded to your Parent Pay per term (where applicable), but please note that we are supplying them at educational rates on a non-profit basis. Please refer any queries about this service direct to Ms Gardner (kgardner@ttsonline.net).

### **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 pigeon-holes provided in **Practice Room 3** on the day(s) they are required in School. On no account should instruments be left in the cloakroom areas.

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 waiting for a music lesson or an ensemble must remain in the Restaurant 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.

The School may, in exceptional circumstances, extend the loan period of an instrument, eg; where an instrument is particularly expensive to purchase. Application for special consideration should be addressed in writing to Ms Gardner.

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

The School will operate a strict policy for non-attendance. Where a student fails to attend a lesson more than twice during a term without prior written notice, his/her lesson provision may be reviewed or forfeited.

**Good reasons for non-attendance must be given in writing to Ms Gardner** with adequate notice so that others' lesson times might be re-arranged. An e-mail from a parent to [kgardner@ttsonline.net](mailto:kgardner@ttsonline.net) will also be acceptable.

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

Students wishing to discontinue lessons must inform Ms Gardner 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.

### **Cost to parents**

Parents of students involved in the scheme will be charged a termly subscription of £67.50 payable in advance to Thomas Telford School. **This is to be paid through the online ParentPay system.**

Students who choose to take tuition in two instruments are subject to an additional fee, resulting in a discounted termly fee of £120.

This sum is used to assist with the purchase of further instruments and ensemble music and **equals approximately a discounted rate of 70% of the tuition fee.**

Subscription fees are due on the following dates for this academic year:

Autumn Term fees payable by **Monday 15 October 2018**

Spring Term fees payable by **Monday 14 January 2019**

Summer Term fees payable by **Monday 13 May 2019**

Please note that an e-mail reminder will be sent prior to these dates.

Alternatively, parents may choose to pay the full amount for the year in one payment at the start of the year.

Students who use a School instrument (where available) will be charged an additional £40 per term as a contribution towards maintenance costs.

No student will be denied the opportunity to receive instrumental tuition on the grounds of cost. Families in receipt of income support should notify Ms Gardner in writing as soon as possible. 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**

In both the **Spring and Summer Terms 2019**, the opportunity to be entered for a Music Grade (Trinity College, Registry of Guitar Tutors and London College of Music) will be available to the students.

We work hard to ensure that the examinations can take place within Thomas Telford School rather than external venues, but this cannot be guaranteed.

Initially, Ms Gardner will discuss with each teacher which students are ready to be put forward for the round of examinations.

Ms Gardner will 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.**

Theory of Music (Grade 1-5) is also offered at Music School and tuition for this also takes place during the Session 3 timetable. Any Music School student wishing to take a Theory of Music grade (or take their progress further than Grade 5) should speak with Ms Gardner.

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