

Thomas Telford School



Music School Policy

Prepared by:	Andrew Womble
Approved by:	Ian Rawlings
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Thomas Telford Music School

A letter from the Headmaster

Dear Parents

I have pleasure in enclosing details of the Thomas Telford Music School. I do hope that your son / daughter is able to take full advantage of the opportunities available to them.

Please read the following information carefully and return one copy of the enclosed agreement in the envelope provided. A second copy has been enclosed and should be kept for your records.

If you have any questions regarding our Music School or please do not hesitate to contact the Head of Music.

Assuring you of my cooperation.

Yours sincerely

Mr Ian Rawlings
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.

Following an initial expression of interest to receive instrumental tuition, a member of Music School staff will contact you. They will explain the specific details of lessons in their specialism and answer any questions that you may have.

Opportunities to progress through grades will be offered each year. Any additional cost, such as examination fees, are **not included** in the cost of Tuition Fees.

Teaching Staff

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

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

Any other queries should be directed to the Head of Music via email; musicschool@ttsonline.net.

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

Brass	Mr Stephen Rhodes
Woodwind	Mrs Jan Lumley
Woodwind/Brass	Mr Brad Robert
Upper Strings	Mrs Margaret Wright
Drum kit	Mr Stephen Terry
	Mr Josh Finzi
Guitar	Mr Andrew Jones
	Mr Paul Parker
Piano/Keyboard	Mr Nathan Rose
Piano	Dr Matthew Hall
Singing	Miss Bella Bowen

Arrangements for Music Tuition

Thomas Telford Music School endeavours to deliver tuition for a minimum of thirty weeks each academic year and takes place during Session 3.

Lessons do not run in the last week of a full term (other 'non-teaching weeks may apply).

Timing of the instrumental lessons will be arranged to enable students to attend all appropriate activities wherever possible.

Students remaining on Thomas Telford School's site following the end of Session 2 must ensure that they have work to do whilst waiting for a lesson and must register with a Session 3 Activity so that they are supervised.

Provision for students to use a computer is also available via a Session 3 activity.

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 at reception from 5.00pm onwards if they are not travelling via the late coach to Wolverhampton. Parents should ensure that students are signed out using the devices provided at the Reception Desk.

Students with specific requirements regarding the timing of instrumental lessons should make their requests in writing, directly to the individual 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 are of 20 or 30 minute duration at the parents' request (priced accordingly).

Paired lessons are 30 minutes.

Whilst paired lessons are available, these will only be possible where available and if they are appropriate for all concerned.

Parental Agreement

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 upon request, and it is hoped that parents will use these to check their son/daughter's targets.

There is an expectation that students receiving instrumental/vocal tuition will be involved in ensemble/band rehearsals and performances as arranged by the Performing Arts Faculty. Music-making is rarely a solitary pursuit and, therefore, Thomas Telford School aims to promote instrumental, and ensemble work wherever appropriate.

We ask that parents support students in taking care of their instrument, 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 whilst on school premises.

Where an instrument is on loan from Thomas Telford School and in the unfortunate case of damage occurring during this time, it is the responsibility of parents to ensure that any damage is repaired (please refer to the Terms and Conditions on the Instrumental Loan Agreement). Thomas Telford School will cover the cost of servicing the loan instrument when necessary.

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.

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 Agreement

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

Where a Music School instrument is being loaned, students will also be expected to look after the instruments, ensuring that they are kept clean and in good order. Our team of Music School staff will ensure that all students are made aware of how to do this. They will need to ensure 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) the instrument is needed in School.

On no account should instruments be left in the cloakroom areas.

Thomas Telford School cannot accept responsibility for any loss or damage occurring 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 Faculty, 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 Thomas Telford School Choir, and it is an expectation that students in receipt of vocal lessons at Thomas Telford 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.

Loan of School Instruments

Where they have no instrument of their own and **depending on availability within school**, there is scope for a student to be loaned an instrument from Thomas Telford School.

Electronic keyboards, guitars and drums are not generally available for loan.

The loan instrument will be in good playing order and will have been properly maintained.

Please refer also to the Terms and Conditions on the Instrumental Loan Agreement.

Policy for non-attendance

The Music School will operate a strict policy for non-attendance. Charges for Music School tuition *may* still apply where students fail to attend their lesson(s).

Where possible, parent/carers should give sufficient notice, directly to the appropriate member of Music School staff regarding a need to miss a lesson. An e-mail from a parent/carer will be acceptable. Absence will be dealt with on a 'case by case' basis.

Catch-up lessons may be arranged at the discretion of the individual member of Music School teaching staff. However, there is no guarantee that this will be possible. As such, where this cannot be arranged, a credit may be offered for subsequent invoice periods, or a refund issued should this be deemed more appropriate.

Continued poor attendance to music lessons may result in the offer of music tuition being removed.

Where a lesson is cancelled due to teacher absence, the teacher will make every effort to make up this time on a later date. Where this is not feasible, a credit will be made to subsequent invoice periods or refunded where appropriate.

Tuition Fees – *from September 2025*

Tuition fees are to be paid in advance of tuition beginning and are **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.

The cost of lessons from September 2024 are detailed below and reflect both the regional and national landscape for instrumental tuition.

20-minute lesson 1:1 (recommended for grades 1-5)	£12.00
30-minute lesson 1:1 (recommended for grade 5 and above)	£18.00
30-minute <u>shared</u> lesson*	£9.00

***Please note that a shared 30-minute lesson is at the individual teachers' discretion.**

Projected cost based upon a 10-week teaching / invoicing period is as follows.

£120.00	= 20 minutes 1:1
£180.00	= 30 minutes 1:1
£90.00	= 30 minutes shared

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 withdraw tuition if fees remain outstanding.

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 Cease

Students wishing to discontinue lessons must inform the Music School teacher in writing providing one full half-term 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 **MUST** have been returned to Thomas Telford School by the end of the tuition period.

Concessions and Remissions

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 in receipt of Free School Meals should notify Thomas Telford School in writing as soon as possible.

A discounted rate will be applied and 50% of the cost of lessons subsidised by Thomas Telford School.

A prompt request or notification will aid Thomas Telford School to make the necessary arrangements. In exceptional 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 may take place at external venues. Students and parents will be advised of these details by their teacher.

Examination board procedures do vary. As such, the process of being submitted for examination will be done on a 'case by case' basis, the full details will be discussed with students and parents at the appropriate time.

Whilst examinations are an opportunity for students to shine, there is no prerequisite for them to occur. The deadlines for examination fees being paid will be communicated to parents at the earliest opportunity.

Please note that we cannot submit an examination entry if the payment has been received after the set deadline.

The Use of Audio/Video Equipment

From time to time, audio and video equipment may be used to support the progress and learning of a student. Video equipment may also be used for the submission of Digital Examinations (please refer to 'Examination Entry/Grades').

All recordings will be made using Thomas Telford School audio/visual equipment and will remain within the school's domain.

Audio/visual recordings will only be submitted to an external institution as a means of assessment. This procedure will only take place with the distinct permission of both students and parents.

Thomas Telford School retains the right to alter these arrangements and conditions when deemed necessary.

General Data Protection Regulation (GDPR) – Data will be processed to be in line with our requirements and protections set out in the UK GDPR, Data Protection Act as amended by the Data (Use and Access) Act 2025.



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 with the individual member of the Music School team, 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.

Student name: _____ **Year/PT:** _____

Signed: _____ (parent)

Print name: _____ (parent)

Date: _____