

Instrumental & Vocal Music Lessons Contract

General information

1.1 Learning a musical instrument and taking part in musical activities offers a diverse range of benefits to pupils at King Edward's School. In addition to enhancing your Music Education, it develops and displays such qualities as leadership and interpersonal skills through teamwork, performance etiquette as well as discipline and commitment. We aim to make music accessible to all pupils as well as stretching the most gifted musicians, all through a strong focus on enjoyment.

1.2 Singing and playing a musical instrument opens up opportunities for involvement in a number of activities and pupils who have instrumental or vocal lessons are **actively encouraged and expected** to broaden, develop and complete their musical skills **by joining an appropriate KES ensemble**.

1.3 KES Music recognises the valuable role that parents play in the success of Music at the school, particularly in supporting daily practice schedules at home, logistic support as well as general encouragement for pupils who take part in a KES Music Team.

2.1 Instrumental lessons are available on a wide range of orchestral instruments, but also including singing, guitar, saxophone, drum-kit & percussion, piano, keyboard, and ABRSM theory.

2.2 Owing to possible restrictions of the availability of instruments and / or peripatetic staff, your child **cannot be guaranteed immediate instrumental tuition**, but will be accommodated as soon as possible.

Practice and Reporting

3.1 Parents are asked to take responsibility for their child's attendance, and to encourage practice at home. 15-20 minutes a day for a beginner will be plenty. *Pupils around Grade 5/6 should perhaps be working towards 35-45 minutes a day, and pupils at around Grade 7/8+ are advised to be working for around an hour or more.* **Hot tip:** *pupils should leave their instrument cases open at home to aid spontaneous practice. Little and often is better than lengthy, infrequent practice.* Pupils will be given a 'Practice Book' by their instrumental teacher. This is a valuable method of communication between the instrumental teacher and home. You are encouraged to ask your child to show you the Practice Book at least once a week. In this way, any problems or queries can be dealt with promptly, before a potentially difficult situation is allowed to escalate. The Practice Book provides ongoing feedback and communication to parents as each term progresses.

3.2 We hold a '**Music Parents' Evening**' in November where you have the opportunity to meet with your son/daughter's instrumental/vocal teacher to discuss progress and targets.

3.3. In addition, a formal report detailing the progress made by your child on their instrument is included along with the Spring or Summer term academic curriculum reports, dependant on the Year your child is in.

Hiring Instruments

4.1 Instruments may be hired from the School initially (subject to availability), but when progress is established, we may have to ask parents to consider buying an instrument.

4.2 Favourable rental and purchase schemes are available from local music shops and websites such as John Packer (www.johnpacker.co.uk) who often operate hire/purchase agreements which work out very favourably in the long-term.

4.3 'Take it away' is an Arts Council initiative designed to help more people get involved in learning and playing music. The scheme allows individuals to apply for a loan of up to £5,000 for the purchase of any kind of musical instrument, and pay it back in nine or eighteen monthly instalments, completely interest free. Further details from <http://www.takeitaway.org.uk>.

Timetabling

5.1 Pupils are timetabled for their instrumental lessons on a rota basis to avoid missing the same curriculum lessons too often. Our academic teachers are very co-operative over this. Pupils are expected to make up work missed and to negotiate a change of lesson time if, for example, important tests are planned. Pupils are responsible for notifying their academic teachers of an intended absence for

instrumental tuition. This should ideally be carried out 24hrs before the academic lesson, but at the latest at the start of the lesson.

5.2 In some cases, it may be possible to arrange fixed lesson slots during break, lunch or after school, but the availability of these cannot be guaranteed. Where these slots are available, priority is always given to GCSE, AS and A Level pupils.

Type and length of lessons

6.1 Lessons are 30 minutes long and we can arrange tuition on an 'individual' basis.

6.2 We are able to provide extended lessons upon request. This is particularly useful for those approaching the higher Grades (7 & 8). It is very difficult to teach all the necessary aspects of high-level grades in one half-hour session and we advise that pupils schedule one hour-long lesson, or two half-hour lessons a week in the run up to such exams. This can only be arranged and charged with parental consent.

6.3 We also offer a 'taster' lesson package for pupils wishing to gain some experience of playing a particular instrument, before deciding to fully commit to individual lessons. The 'taster' course lasts for six lessons, and we then ask for a firm decision whether to proceed or not into the main instrumental scheme. You will be contacted by the Music Department towards the end of the course of lessons. If you would like to stop taster lessons at the end of the course of six lessons, please could you confirm this in writing before they have been completed as it is usual procedure to continue on to individual lessons.

6.4 Whichever type of lesson is requested, we will aim to accommodate wherever possible. However, occasionally this may not be possible as your child's instrumental teacher may have limited spaces. If we have been unable to accommodate your specific request and you are not happy with the type of lesson your child has been offered, you are under no obligation to continue with the lessons. Please inform our Music Administrator Mrs. Sarah Walker as soon as possible if this is the case. (musicadmin@kesbath.com)

6.5 In times of government-imposed restrictions to combat eventualities such as global pandemics etc. (COVID-19), KES Specialist Music Staff **we will endeavour to offer remote teaching via online platforms** (e.g. MS Teams) to maintain your child's musical progress.

Physical Contact in Music Tuition

7.1 Physical contact in Music tuition is appropriate in a very limited number of circumstances. Whilst KES Music staff generally avoid this method of instruction and explore alternatives such as mirroring or describing the physical techniques needed to play or sing, there are times when it is beneficial to a pupil's skill development for a teacher to use very limited physical contact to aid posture, technique and positioning.

7.2. Music staff will always ask for the pupil's permission and explain the reasons for any physical contact in the demonstration.

7.3. If a teacher occasionally employs any physical contact in their instrumental or vocal teaching, they will aim to state this in writing at the commencement of lessons explaining the type of touch that may be involved in the lessons, where on the body and why this technique is sometimes employed.

7.4. All Specialist Music Staff received the same level of safeguarding training as Academic Staff with additional guidance on the school's best practice in relation to instrumental and vocal lessons.

7.5 If you would like any further clarification, or you or your child are unhappy with these occasional proposed techniques and do not give permission for such contact to take place, do please contact the Music Department or the teacher by email.

Fees and Hire Charges (2021-2022)

8.1 Fees are charged at the rates listed below. These rates are reviewed periodically by the School's Governing Body. Naturally, you will be informed in advance of any changes to the published rate, as decided by the Governing Body.

8.2 Individual lessons (one-to-one tuition) are charged at £26.82 per lesson for Senior and Junior School pupils (equates to £295 per term).

8.3 'Taster' lessons are charged at a subsidised rate of £80 for six lessons. (approx. 13.34 per lesson)

8.4 The total number of lessons we aim to provide in an academic year is 33 Owing to the unequal length of the terms, there are more lessons in the Autumn Term than in the Spring or Summer Terms. The usual allocation of lessons is: 13 in the Autumn Term, 11 in the Spring Term, 9 in the Summer Term. The above-mentioned termly amounts are based on an average term length where 11 lessons are given.

8.6 Hire of an instrument is subject to availability and not available for piano, keyboard, guitar or drum-kit. This will be charged separately, at a rate of **£70 per term**, to include school holidays.

How the Invoicing Procedure Works

9.1 Instrumental tuition fees will be added automatically to the school fees. You will be invoiced for your child's instrumental tuition in arrears, at the end of each term.

9.2 Fees are usually calculated about 2-3 weeks before the end of a term. Because of this, the final two or three lessons in a term will usually appear as part of your bill for the following term.

10.1 An attendance card will be kept by instrumental teaching staff and each lesson that takes place will be signed for by both the teacher and the pupil. This system will ensure accuracy in invoicing for instrumental tuition.

11.1 You will not be charged for lessons missed under the following circumstances:

11.1.1 School activity/event (with more than 7 days' notice).

11.1.2 Instrumental teacher absent (in case of sickness).

11.1.3 School closed due to weather or other unforeseen circumstance.

11.1.4 Unexpected test or curriculum teacher did not allow pupil to leave.

11.2 However, in the case of missed lessons due to short-term pupil illness or them simply forgetting, charges will still be made (apart from in exceptional circumstances when a doctor's note may be required). Should a pupil have an injury or be unable to play their instrument for an extended period, but is still fit to attend academic lessons, the instrumental teacher will endeavour to continue their musical training by providing either aural or theory tuition in the scheduled lessons. Therefore, the pupil should continue to attend their instrumental lessons as normal wherever possible.

11.3 We will endeavour to inform parents if three consecutive lessons are missed.

12.1 In order to promote fluency and continuity in your child's musical progress, instrumental staff will endeavour to make up any missed tuition by providing additional lessons.

12.2 On occasions, a shortfall in lessons provided may be made up by offering two lessons in the same week. We will give careful consideration to the effect on academic lessons in these cases.

Stopping Instrumental Lessons

13.1 If you wish to cancel instrumental tuition, we require a full term's notice in writing.

13.2 For the purposes of calculating the notice period required, a 'term' equates to 11 School weeks from the date of notice being received by the School.

13.3 A pre-printed form is included at the end of this document for giving notice to cease instrumental lessons, but it requires a parent's signature. This form must then be returned to Mrs. Sarah Walker, who will then pass on this information to both the instrumental teacher and the finance office.

13.4 Please note, you will need to provide a term's notice (11 school weeks) in writing, even when the cessation of lessons is temporary. (e.g. when a pupil is going to stop lessons because of **study leave** for examinations, about 2/3 weeks into the Summer Term.) Most pupils decide to continue their instrumental tuition through their exams as a way to promote personal wellbeing at this stressful time, and instrumental staff need to know in advance whether to expect your child for their lesson during this period. This needs to be arranged early in the Spring Term for pupils in Years 11 and 13 wishing to stop lessons during study leave. If we do not receive confirmation from you that instrumental lessons are to be suspended, then instrumental/vocal lessons will automatically be scheduled, and charges will continue to apply through the Summer Term. We endeavour to send a reminder to all Yr. 11 and 13 pupils' parents at the start of the Autumn Term to aid this process.

14.1 We reserve the right to cease lessons without notice if there is persistent non-attendance, non-payment, continual lack of practice, or poor behaviour in lessons.

Security of Musical Instruments

15.1 In order to ensure that musical instruments are kept safe and secure at school, the following procedure must be adhered to:

15.2 Individually lockable musical instrument storage space is available on the Senior School site. A £10.00 returnable deposit will be payable by pupils wishing to have one of these lockers.

15.3 For larger instruments (cellos, double basses, saxophones, trombones, tubas, euphoniums and guitars) purpose-built racks are available for storage of these instruments. **We urge parents to provide a padlock and chain** (or bicycle lock) in order to secure these instruments to the racks provided; **the racks themselves are not kept in secure rooms.**

Purchasing Sheet Music

16.1 All KES musician's parents are expected to purchase original copies of the music that their son are studying in their individual instrumental or vocal lessons, or are presenting in performances or exams.

16.2 It is in most cases, illegal for KES staff to make photocopies of printed music for pupils. Our Specialist Music Staff will usually send home a request form for you to purchase a particular book or piece, or may write a request in the practice diary.

From experience, here are some useful retailers to use:

- Opus 13: 14 St Michael's Hill, Bristol BS2 8DT 0117 9230164 shop@opus13.co.uk
- **Sheet Music At The Piano Shop Bath**, 1 & 2, Canton Place, London Road, Bath BAI 6AA, 01225 427961
- **Forwoods Music Ltd**: P O Box 321, Dover, Kent, CT15 7YQ, 0800 072 0354, music@forwoods.co.uk

Also online:

- www.amazon.co.uk
- www.musicroom.com

Insurance

17.1 It is *extremely* important that parents/guardians arrange their own insurance cover for all musical instruments brought into school. This includes both those hired from King Edward's and those privately owned. Please be aware that household insurance rarely covers musical instruments that are taken outside of the home. To this end, we highly recommend appointing the services of a Specialist Musical Instrument insurer such as: [Allianz Musical Instrument Insurance](#).

17.2 Whilst every effort is made to ensure that instruments are secure at School, King Edward's School cannot accept responsibility for any theft or damage to instruments. In the case of theft or damage to a school-owned instrument, we will ask for any costs incurred to be met by the hirer of the instrument (whether through their own insurance policy, or directly payable to the school).

Thank you for taking the time to read this information. Should you decide to go ahead with instrumental tuition for your child at school, I recommend you keep this document in a safe place for future reference. If you have any questions or queries about the School's Instrumental Music Scheme, please do not hesitate to contact our Music Administrator, Mrs Sarah Walker.

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Director of Music - King Edward's School

School Telephone: 01225 464313 Email: rjd@kesbath.com / musicadmin@kesbath.com

KING EDWARD'S SCHOOL – INSTRUMENTAL TUITION

Notification Form For Cancelling Instrumental Tuition

Pupil's Name: _____ Tutor Group: _____

Instrumental Teacher: _____ Instrument: _____

I wish to cancel instrumental tuition for my child. I understand that I have agreed to give a full term's notice for this. Please accept this form as official notification.

If you wouldn't mind letting us know if you have any particular reasons for you stopping lessons, we would greatly appreciate the feedback.

Parent's Signature: _____ Date: _____