



Regent House Grammar School

Music Tuition Guidelines

2023/24



ONLINE APPLICATION FORMS ARE AVAILABLE IN THE MUSIC SECTION OF OUR SCHOOL WEBSITE BY ACCESSING DEPARTMENTS FROM THE DROP DOWN MENU PARENTS AND PUPILS. PARENTS/GUARDIANS SHOULD COMPLETE THE FORM AND SUBMIT THE FORM IF THEY WISH TO REGISTER THEIR CHILD FOR LESSONS.

These guidelines contain information on the current provision of music tuition in Regent House both for pupils continuing with tuition and for those interested in taking up lessons for the first time. The guidelines should be kept for reference.

Parents/Guardians are asked to pay particular attention to the section on discontinuing tuition.

Availability

As of September 2021, tuition will be available in piano, voice, guitar, drum kit, percussion, violin, viola, cello, oboe, flute, clarinet, bassoon, saxophone and brass instruments. Pupils interested in learning other instruments should speak directly to Mrs McIvor. It is sometimes possible to engage additional tutors if sufficient numbers are interested in an instrument not currently offered, although this cannot be guaranteed.

Pupils wishing to start or to continue lessons should complete the appropriate online form (available on our school website) and submit to the Music Department.

Fees and Invoicing

Fees for this year are **£15 for an individual lesson, £10 for two pupils sharing a lesson and £9 for three pupils sharing a lesson**. Tutors will invoice parents/guardians for this amount at the start of each set of lessons. It is expected that invoices will be settled within two weeks of the date of issue. Payments should be made by cheque to the individual tutor, as detailed on the invoice. **Pupils starting lessons for the first time will be asked to settle their invoice before lessons begin.**

Timetabling

Lessons will be timetabled as far as possible on a rotational system. Lessons for sixth form pupils will be conducted during free periods. It is the responsibility of pupils to excuse themselves from any classes to be missed as a result of music tuition and to catch up on the relevant classwork and homework.

Hire of School Instruments

There are number of school instruments available for hire. The annual hire cost is currently £60. This cost will be invoiced by the Music Department during the academic year. School instruments will be issued in good condition and must be returned in a similar state. Parents/Guardians will be responsible for replacing accessories such as broken strings or reeds during the hire period.

Pupils who wish to be considered for instrument hire should complete and return the separate instrument hire form. Instrument hire is also offered by a number of local music shops. Please speak to the Head of Music for further information.

Identification

All instruments brought to school must be clearly labelled on the outside with the owner's name, to help with identification should they be lost or mislaid. It is not sufficient for pupils to be able to recognise their own instruments or cases.

Insurance

Parents or guardians are asked to make certain that their household insurance covers pupils' instruments when brought to school.

In the event of any loss of or accidental damage to school instruments hired by pupils, the school may claim from its insurers, but will pass on the full cost of the excess to the parent or guardian.

Absence from Lessons

Pupils will be charged at the normal rate if they miss a lesson without notice.

They will not be charged if notice is given in one of the following ways:

- In the case of a planned absence, such as a school trip or medical appointment, the tutor must be notified at least 24 hours, and preferably a week, in advance.
- In the case of unplanned absence, due to illness or other circumstances, the tutor or school office should be informed before 9.00 am on the day of the lesson.

Discontinuing Tuition

Our tutors all have schedules of commitments, and lessons may therefore be discontinued only at the end of a lesson set. **One calendar month notice, in writing, must be provided for discontinuing tuition.** This notice should be addressed to the music tutor.

Contact with the Music Department

Parents/guardians are asked to provide on the tuition registration form contact details for use by the music tutor, along with details which may be needed for examination entries.

Parents/guardians are welcome to contact the Head of Music by phone to discuss issues which may arise in connection with music tuition in school.

For Parents/Guardians of all pupils

1. I understand that my son/daughter will be required to practise this instrument for 20 minutes each day and I am prepared to oversee this practice daily. I am prepared to purchase any necessary sheet music and study books as recommended by the tutor.
2. I understand that the pupil will also be required to participate weekly in a school instrumental/choral group when ability allows him/her to do so. Failure to attend all rehearsals and concerts of that group will result in immediate cancellation of this agreement unless my child is absent from the school on that particular day, as the school pays for the cost of this service. Junior School Music Groups will meet every Monday from

3.20pm until 4.20pm and Senior School Music Groups every Tuesday from 3.20pm until 4.50pm. Choral groups meet on Fridays from 3.20pm until 4.30pm.

3. I understand that if my child wishes to discontinue lessons that I should inform the Head of Music, in writing, at least four weeks in advance.
4. I understand that the fee for a private lesson, lasting 30 minutes is £14. Alternatively, if the lesson is shared with another pupil, the fee is £10 and if shared with two others, £8.
5. I understand that my child will miss a different period each week over a ten-week cycle to attend their music lesson. It is my child's responsibility to check the music department notice board for their lesson time each week. If my child is absent from school on a day on which he/she receives a lesson, I may cancel that lesson by emailing the office before 8.45am. It is the responsibility of my child to ensure that if they are on a school trip that the tutor is notified in advance. If the tutor does not have sufficient notice, then I will be charged. If my child has a class test the music lesson will be rearranged but it is their responsibility to organise this with the tutor.
6. I understand that I am not to be charged for a lesson if:
 - The tutor does not attend
 - I inform the Music Department before 9.15am that my child is absent from school.
7. I am prepared to pay music examination fees if and when my child is recommended by the tutor to enter such examinations.
8. I understand that my child's instrument should be left in the music department instrument store at the beginning of the school day on which he/she receives a lesson and should not be left in school overnight.
9. I am prepared to encourage my child to attend weekly lunchtime theory classes in order to complete Grade 5 theory which is required for practical exams above Grade 5 standard. The school pays for the cost of these classes.

Mrs H McIvor
Head of Music
May 2022