

CAMS HILL PERIPATETIC MUSIC SERVICE

INSTRUMENTAL MUSIC TUITION POLICY & GUIDELINES

AIMS

- To enhance the musical development of pupils regardless of gender, ethnicity, ability or financial hardship.
- To enable pupils to develop a wider musical experience through the enjoyment of learning an instrument and participating in extra-curricular activities.

CONTEXT

Throughout the 1990s, against a national backdrop of cutbacks and decline, Cams Hill School maintained and then expanded peripatetic music teaching for large numbers of pupils. At times over one third of the intake (300+ pupils) have played an instrument. Governors have made the conscious decision to invest in this area throughout this time. At first it was very heavily subsidised (to the tune of £30,000) and the Music Department was tasked with finding ways to reduce the subsidy. Any subsidy from the School, of course, occurs at the expense of other areas and raises equity issues with respect to those pupils who do not have lessons. Nevertheless, whilst recognising that there will always be a need for a level of subsidy, Governors are committed to supporting pupils and parents in this way for as long as it remains financially viable.

1. Lessons

- Lessons will be of 30 minutes duration on a rota basis to minimise disruption to the mainstream curriculum. Year 10 and 11 pupils are timetabled during break, lunchtime and after school, where possible, to avoid disruption to GCSE classes.
- Pupils will be taught in groups of no more than four of similar ability.

If at all possible, the School will facilitate one-to-one teaching where parents request this but the full commercial rate (including a small administration fee) will be charged. Where pupils terminate their lessons and reduce group sizes to lower numbers than shown above, lessons will continue (even with a group size of 1) until numbers can be re-arranged/pupils admitted from the Waiting List.

2. Charges

- Current charges are available from the School. Parents are invoiced at the beginning of each term. Prompt payment is required.
- One additional request for payment will be sent after which lessons will cease for that pupil and their place re-allocated if payment is not forthcoming within seven days.
- Refunds will not be made unless, in exceptional circumstances, there is long-term staff or pupil absence. Each case will be examined individually.
- **If the lesson falls during a school closure day for staff training or when the school closes early for Parents' consultations with staff, the lesson will still be available. PARENTS should notify the School if their child will not require the lesson because of domestic circumstances.**

3. Termination

- Refunds will not be available for parents who terminate lessons in the middle of a term. If, for any reason, the School terminates lessons a full refund will be made.
- Parents terminating these arrangements must do so by writing formally to the Head of Music, **giving at least a term's notice.**

13/03/2009

4. Hardship

No pupil should be disadvantaged through financial hardship. Parents are invited to contact the Head of Music confidentially and the School will seek financial support if appropriate.

5. Pupil Commitment

- Pupils are expected to practice regularly and take care of their instruments. Practice books must be completed and signed by parents each week.
- Pupils are expected to take responsibility for arriving at their lessons on time. Timetables are clearly displayed in the Music Department and pupils must check these regularly for any changes that may have to be made.
- Priority is given to pupils receiving instrumental lessons with respect to musical activities within the School and these children are expected to support the School Music Department. Places are reserved for these pupils at a minimum of one extra-curricular music activity. There is an expectation that pupils will fulfil this commitment.
- If appropriate, pupils are expected to take part in public performances arranged by the School.

6. Examinations

- Instrumental teachers will operate individual arrangements for Graded Examinations with the support of the school.
- It is not compulsory for pupils to sit for Graded Examinations and pupils will be encouraged to enjoy their instruments at every level.

7. Feedback for Parents

- There will be an annual Parents' Evening at the School.
- Each teacher will prepare an Annual Report about pupil progress.
- Teachers will communicate informally with parents as and when issues arise but particularly in respect of examinations.