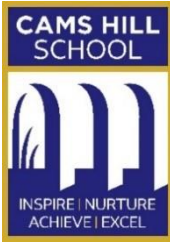


CAMS HILL SCHOOL
INSTRUMENTAL MUSIC POLICY



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INSTRUMENTAL MUSIC TUITION POLICY AND GUIDELINES

AIMS

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

1. Lessons

Lessons will be of 30 minutes duration on a rota basis to minimise disruption to the mainstream curriculum. Years 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 one) until numbers can be rearranged/pupils admitted from the waiting list.

It is expected that there would be approximately 12 lessons available to pupils in each term depending on the length of the term.

2. Charges

Current charges are available from the school.

The charge for instrumental lessons is per term irrespective of the length of the term (please see above with regards to the number of lessons available in each term).

Parents are invoiced once a term, at the end of the preceding term. Prompt payment is required.

In cases where payment is not forthcoming, an additional request for payment will be sent. If no payment has been received within seven days of the second request for payment, lessons will cease without further notice.

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, 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 to cover missed lessons.

Parents terminating these arrangements must do so by writing formally to the Head of Music, **giving at least a full term's notice.**

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 practise daily 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.

There is an expectation that pupils will support the school's Music Department and attend weekly extra-curricular activities. This will be in consultation with the pupil's instrumental lesson teacher to ensure that they are ready to take up this opportunity.

If appropriate, pupils are expected to take part in public performances arranged by the school.

6. Examinations

The school will operate arrangements for Graded Examinations with the Trinity College of Music, London.

If the school is unable to host an exam, a local exam centre will be offered as an alternative.

Whilst it is strongly encouraged, it is not compulsory for pupils to sit for Graded Examinations and pupils will be supported 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 Review about pupil progress.

Teachers will communicate informally with parents as and when issues arise but particularly in respect of examinations.

8. Loan of Musical Instruments

The school's Music Department has a limited number of musical instruments that it is able to loan to pupils for the purpose of learning the instrument in school. For details of the instruments that are available parents are encouraged to contact the Head of Music.

CAMS HILL MUSIC ACADEMY
INSTRUMENTAL MUSIC TUITION AGREEMENT

Name of Pupil: **Tutor Group:**

Current School (if different from Cams Hill School):

I wish my son/daughter to receive instrumental tuition

Instrument:

I have received and read a copy of the school's Instrumental Music Policy.

- I understand that payment of £85 per term will be required immediately on receipt of invoice.
- I understand that if my son/daughter wishes to give up tuition I must return the termination form at the bottom of this page, giving at least a full term's notice.
- I understand that no refunds will be made in the event of my son/daughter or the teacher being absent from the lesson other than in cases of long-term sickness.
- I understand that my son/daughter should take part in a weekly Music Department extra-curricular activity.

Signature of Parent/Carer: Date:

Signature of Pupil: Date:

[Cheques should be made payable to Cams Hill School. Payment should be placed in an envelope, clearly marked with the words "Peripatetic Music lessons", the pupil's name, tutor group and the amount enclosed, and taken to the Finance Office.]

For Office use only:

Date of first lesson

Signed *Head of Music*

Signed *Finance Department*

(Do not detach)

Request to terminate above agreement

Pupil's Name: **Tutor Group:**

Instrument:

Please tick the appropriate box:

	I would like my child to stop lessons at the end of the Autumn term.
	I would like my child to stop lessons at the end of the Spring term.
	I would like my child to stop lessons at the end of the Summer term.

I understand that I will be invoiced for the full term following the date of this request.

Signed: *(Parent/Carer)* Date: