



The Cottesloe School



Policy for Peripatetic Staff and Musicians 2016-17



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1. Peripatetic Lesson Tuition Introduction

The Governors and Staff at The Cottesloe School are committed to providing instrumental and vocal tuition to students in all years. Learning an instrument or voices promotes important skills, such as:

- Develops confidence and self-expression
- Refines time management and organisational skills
- Develops resilience and independent learning
- Develops social skills and working with others
- Enhances coordination and memory capacity
- Promotes relaxation and relieves stress
- Develops listening and concentration skills
- Creates a sense of achievement
- Teaches discipline and promotes personal responsibility
- Provides and insight into a range of cultures

The cost of lessons is the responsibility of the parent/carer. Members of staff are self-employed freelance musicians who are DBS checked by the school.

Lessons are publicised and promoted in school. Lesson arrangements are by direct application to the relevant instrumental teacher. A member of the Performing Arts Team will be happy to pass on the contact information for the relevant instrument or voice teacher.

2. Tuition Available

Upper Strings: Violin, Viola

Lower Strings: Cello

Woodwind: Flute, Oboe, Clarinet, Bassoon, Saxophone

Brass: Trumpet, Cornet, Tenor Horn, French Horn, Trombone and Tuba

Percussion: Drum Kit

Guitar: Electric Guitar, Classical Guitar, Bass Guitar, Ukulele

Piano: Piano, Keyboard

Voice: Soprano, Alto, Tenor and Bass

Lessons are given both in groups and on an individual basis. The instrument teacher will use his/her professional judgement to group students of a similar ability and decide if a student has reached the standard whereby individual lessons are needed.

Students will receive 30 instrument lessons over the school year. There are 39 weeks over the school year allowing room for instrument teachers to 'make up' absences due to teacher illness/absence. These usually occur at the end of each term. For students taking private or GCSE examinations, additional lessons will be accommodated at the discretion and by direct application to the teacher.

3. Tuition Fees

Fees are paid directly to the instrument or voice teacher, who will invoice parent/carers directly for the lessons.

Students on the disadvantaged register may be able to apply for funding subsidy. Please contact a member of the Performing Arts Team if you wish to enquire about this further.

If your son/daughter wishes to terminate their lessons, you are required to give half a terms notice to the instrumental teacher in writing. You are expected to pay the cost of lessons until the notice period expires.

The school does not make a profit from instrumental teaching.

Fees are determined by the Peripatetic teacher and the details of the current prices are included in the Information Booklet to Parents September 2016.

Upper Strings: £11 individual lesson (20 minutes), £6.60 group lesson (if a group is available).

Cello: 20 and 30 minute lessons; prices available to view on www.bucksmusic.org.

Bassoon: £204 per term for individual 30 minute lessons (£136 for 20 minutes). £108 per term for group 30 minute lessons (£72 for 20 minutes)

Woodwind: £16 for a half hour individual lesson or £11 for a 20 minute lesson.

Brass: £100 per term for ten 20 minute lessons £150 per term for ten 30 minute lessons.

Drums: £10 for a 20 minute individual session (there are a minimum of 10 lessons per term).

Guitar: 20 minute lessons; prices available to view on www.guitarinschools.co.uk/lessons.

Piano: 30 minute individual lessons cost £14.50 each.

Singing: £75 per half term for private lessons, £35 per half term for group lessons.

4. Timetabling

Lessons are organised on a rota to avoid regular clashes with lessons, although where the teacher has only a few students this is not always possible.

Teachers are responsible for timetabling lessons. Timetables are displayed in the Performing Arts Department and should be checked before school starts on the day of the lesson. Instrumental teachers should also contact parents by e-mail to advise them of lesson times and, where possible, changes.

The instrument lesson will be held on the same day from week to week. If for any reason the teacher needs to change the teaching day, then he/she is expected to give at least a week's notice and advise students, parents and the Performing Arts Team.

In some cases it is possible for students to have their instrument lesson 'off rotation' to fit into a particular timetable requirement of, for 6th Form Students, to coincide with a free period. To discuss this further, parents should enquire directly to the instrumental teacher (details in Peripatetic Booklet).

5. Examination and Qualification Opportunities

The school encourages students to sit instrument/vocal examinations, but recognises that this is not suitable for all students. For most students, examinations can provide a clear goal and motivate them to work hard and make good progress; however, examinations are not compulsory for students who play an instrument. Students are welcome to learn for pleasure and not take part in examinations if this is

Instrument examinations are organised by the instrument/voice teacher and queries regarding this should be directed straight to them.

Queries into progress should be made directly to the Instrumental teacher, via the Performing Arts Department.

6. Reporting and Communication

Parents and Performing Arts Department Staff are informed of students' progress through an annual report which is delivered to the student via the Instrument teacher towards the end of the academic year.

7. Attendance

Regular attendance to lessons is vital to ensure that progress is made. Students must also ensure that they practise on a daily basis between lessons.

Instrumental teachers will keep an attendance register and advise the Performing Arts Team of students who are late or miss lessons.

Students are expected to attend at the time allocated on the timetable. If a student is present at school but unable to attend a lesson, it is courteous to inform the instrumental teacher and/or Performing Arts Department at the earliest opportunity.

The school believes that parents/carers have a right to know if their child has not been attending his/her lessons. Therefore, if a student does not attend his/her lesson without giving a valid reason, the instrumental teacher will contact the Performing Arts Team who will prompt a letter or email to inform parents.

The school and instrumental teacher reserves the right to recommend the withdrawal of students from lessons if they are not making progress, are obviously not enjoying the course, or if they are abusing the system in any way.

8. INSPIRE Extra-curricular Opportunities

Research has shown that the best way for students to make progress is for them to play or sing in an ensemble. They develop their aural skills and improve their technical skills. They develop their musicality, their sight reading and show improved musical understanding compared with those who only play alone.

Therefore, your son/daughter is expected to commit to at least one extra-curricular ensemble as to perform at concerts and events during the year. The Performing Arts Team can advise the most suitable ensemble for your son/daughter. Music of an appropriately challenging level will be provided to them.

Currently available are:

- INSPIRE Choir
- Senior INSPIRE Choir and a cappella
- INSPIRE Orchestra
- INSPIRE Flute Choir
- Ukulele Club
- Annual school production
- Other INSPIRE themed events

9. Instrument Hire and Storage

We regret that at this time we are unable to loan instruments.

For students considering keyboard lessons, we are able to lend second hand keyboards, subject to availability, free of charge for students to practise on at home. Please contact a member of the Performing Arts Team if you would like more information.

Students are encouraged to leave their instruments on the shelves or guitar racks in B7 during the school day. We do not recommend the students leaving instruments overnight.

All instruments that are brought into school need to be clearly labelled and are left at the owner's own risk.

10. Curriculum Lessons and Instruments

Students are encouraged are encouraged to develop their instrument and voice skills in their curriculum Music lessons.

11. Cottesloe School Music Tuition Agreement

Parental/Carer Responsibilities

- To meet all payment commitments directly to the instrumental/vocal tutor.
- To communicate with the instrumental/vocal tutor, as soon as possible, should there be any problem with meeting payment.
- To give a minimum of a week's notice in writing if a student is unable to attend a lesson to allow time to re-arrange. Without such notice, the Performing Arts Department cannot guarantee that the lesson will be rescheduled.
- To be responsible for the up-keep of any loaned keyboard.
- To give half a term's written notice in the event of ceasing instrument lessons. Payment commitments must be honoured for this notice period.

Student Responsibilities

- Students must check the notice board timetable in the Performing Arts Department each week, including the morning of the day of the lesson, taking note of when the lesson is.
- They should attend all lessons promptly, arriving 5 minutes early in order to set up instruments and be fully prepared.
- To practice regularly and thoroughly.
- To discuss potential minor changes to their timetable with their teacher or a member of the Performing Arts Team as soon as possible, and to notify the teacher if for any reason they are unable to make the lesson.
- To take care of any loaned keyboard.
- To attend at least one of the many extra-curricular activities organised by the Performing Arts Team.
- GCSE students should liaise with their teacher regarding any solo performance, ensemble or composition controlled assessment recordings as applicable.

School Responsibilities

- Promote instrument and vocal tuition in lessons and provide opportunities for students to take part in concerts and performance events.
- Ensure the equipment and learning environment are suitable for instrumental and vocal lessons.
- Where possible, to locate students who do not attend their instrumental or vocal lessons and communicate with parents where students miss lessons.
- To advise students of last minute changes to lessons.
- To ensure that keyboards on loan are in good working order.
- To celebrate exam successes and achievements in school.
- To liaise with instrument and voice teachers where school events or examinations may affect students attendance to lessons or availability of usual teaching spaces.

Instrumental and Vocal Teacher Responsibilities

- Arrive punctually for lessons.
- Publish timetables half a term in advance and advise parent of this and notify the Performing Arts Team of dates.
- In the event of illness, contact the Performing Arts Team by 7:30am that morning so a message can be sent out to students. In this event, either re-schedule missed lessons or refund the tuition fee at the discretion of the instrumental or vocal tutor.
- To give half a term's written notice in the event of leaving the School. Lesson commitments must be honoured for this notice period.
- Offer appropriate examination opportunities if desired by the student.
- Monitor attendance to lessons and inform a member of the Performing Arts Team when a student does not attend a lesson so letter or e-mail can be sent.
- To recommend the withdrawal of students from lessons if they are not making progress, are obviously not enjoying the course, or if they are abusing the system in any way.
- To report to parents on student progress during the Christmas and Summer term on the school report forms which will be provided.
- To support GCSE students regarding the preparation of any solo performance or ensemble controlled assessments and, where applicable, composition controlled assessment recordings.
- To advise Miss Mayhew and Mrs L Cox via email when a new student begins lessons or an existing student ceases lessons.
- To provide either by email, or ask Miss Mayhew to photocopy, a copy of the timetable for each half-term to give Mrs Hardings in the Attendance Office (template attached).
- Where last minute changes are necessary to call Mrs Hardings on the school's internal phone and leave a message, or email her.

I confirm I have received a copy of the policy for peripatetic staff and musicians.

Signed

Name
(in capitals)

Date

To: Mrs Hardings, Attendance Officer

Please send to Mrs Hardings at the beginning of each half-term

PERIPATETIC MUSIC LESSONS

Teacher Name:

Instrument(s):

	9.30	10.00	10.30	11.00	11.30	12.00	12.30	1.00	1.30	2.00
31.10	A	B	C	D	E	F	G	H	I	J
7.11	J	C	D	E	F	G	H	I	B	A
14.11	C	D	E	F	G	A	I	J	B	H
21.11	D	E	F	G	H	I	J	A	B	C
28.11	E	F	G	H	I	J	A	C	B	D
5.12	A	B	C	D	E	F	G	H	I	J
12.12	J	C	D	E	F	G	H	I	B	A

A name
B name
C name
etc