



Kimbolton School

September 2018

Dear Parent,

### Instrument Lessons – Preparatory School

Music plays an important part in the life of the school and a large number of pupils take advantage of the expert tuition on offer from a staff of 17 visiting music specialists. In addition to all orchestral and band instruments, tuition is also available in piano and guitar.

We offer 36 individual lessons throughout the school year (an average of 12 each term). The cost of lessons is £248 per term in the Preparatory School (25 minute lessons). Tuition fees are payable in advance through the school billing system. All lessons rotate within the school timetable. When pupils learn more than one instrument we endeavour to fix lessons for one of the instruments outside academic lesson time.

With the exception of piano, drum kit and electric guitar, the school has a stock of instruments which can be hired for a small fee (currently £46 a term) to enable pupils to start lessons. The hire period for a school instrument should not normally exceed one year, after which time a pupil is expected to have their own instrument.

Please complete the slip below if your child wishes to have individual instrumental tuition. A 'come and try' session is available before your child starts lessons should you request it (please see Mrs Eddon to arrange). Once you have returned this form, confirmation will be sent to you by our Music Administrator, Mrs Alison Butt (afb@kimbolton.cambs.sch.uk).

Please do not hesitate to contact me if you need any further details.

Yours sincerely

*Mrs Sally Eddon GRSM (Hons) LRAM PGCE  
Head of Music, Kimbolton Preparatory School*

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Please return the form to Mrs A Butt, Music Administrator, at the address below

### Request for Instrument Lessons – Preparatory School

Pupil's Name \_\_\_\_\_ Academic year group in Sep 2018 \_\_\_\_\_

I wish my son/daughter to have individual instrumental tuition.

Instrument \_\_\_\_\_ I would like to hire an instrument if available: Yes / No

Please indicate standard reached: Beginner / Grade \_\_\_\_\_

**I have read and agree to the Individual Music Lesson Terms and Conditions (attached)**

Parent / Guardian Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Kimbolton School

### Preparatory School

#### Individual Music Lessons: Information, Terms and Conditions

(Revised May 2016)

Many of the daily queries received by the Music Office are answered in this document. Please take the time to read it carefully. The take up of instrumental lessons is regarded as implicit acceptance of the conditions under which lessons are offered.

#### Time & Place

All lessons take place in the Music Practice Rooms at a time set by the teacher. As far as possible teachers will avoid scheduling music lessons during trips, tests, sporting activities and other school commitments as published in the school calendar. However, pupils are responsible for informing their music teacher of the times and dates of any school or private commitment which may affect timetabling of a music lesson. **Pupils should ensure that their Music Lesson Card is filled in and signed by the relevant member of academic staff each week.**

#### Lesson Rota

Music lessons are arranged on a rotational basis across the school day. Please note that we will not accommodate parental requests for specific lesson times. Teachers will rotate lesson times as much as the academic timetable allows. Pupils are expected to excuse themselves from their appropriate academic lesson at least 24 hours in advance and are expected to catch up on any work missed.

#### Fixed Lessons

Lessons may be fixed for one instrument when a second instrument is taken up.

#### Lesson Quota

The Music Department contracts to teach 36 lessons over the academic year and you will be billed for 12 each term. Because of the varying lengths of terms, pupils often receive more than 12 lessons in the Autumn Term and less in the short Summer Term. At the end of the Summer Term the actual number of lessons taught is confirmed and you will receive a refund if your son or daughter has received less than 36 lessons for which you have paid.

#### Missed Lessons

All absences are charged for including those due to illness, medical appointments and travel delays. For queries regarding the arrangements of long-term illnesses, please contact the Head of Music. For absences beyond your control, your music lesson fees may be recovered by your school fees insurance. Please check your policy terms and conditions for details. Should a lesson have to be cancelled by the teacher, the teacher will arrange to carry that lesson forward to a later date or to credit the appropriate fee. Where an unexpected clash arises after the music timetable has been set for the forthcoming week the music lesson takes priority. If a pupil fails to turn up for 2 consecutive lessons the teacher will telephone you to let you know. Where a pupil is in school but unable to play their instrument due to injury (eg sprained wrist) they are still expected to attend lessons and will work on aural and theory.

#### Notice to Discontinue

Lessons may only be stopped at the end of a term (ie after 12 lessons have been received in the Autumn Term, 24 lessons by the end of the Spring Term or 36 lessons by the end of the Summer Term). Notice to discontinue lessons must be given in writing (which includes e-mail) to the Music School office by the beginning of the half-term holiday of the term at the end of which you wish the lessons to cease. Notice given any later than this will be deemed to apply to the following term. The same terms of notice apply when a pupil changes instrument or teacher.

#### Practice between lessons

Whilst the teacher will make every reasonable effort to improve the musical skills and understanding of the pupil, pupils are expected to cooperate with the teacher and adhere to the sessions of practice advised by the teacher. Weekly targets will be set out in the pupil's practice book. Parental support, particularly for younger pupils, is essential.

### **Performing**

All instrumental pupils are expected to play in ensembles/choirs if selected to do so and are encouraged to take an active role in concerts. Exhibition Award holders are expected to take an active performing role as set out in the terms and conditions of their award.

### **Lack of pupil commitment**

At the discretion of the Director of Music, tuition may be withdrawn for persistent poor attendance and lack of work between lessons. There are waiting lists for many instruments and priority is given to those fully committed to learning.

### **Reports & staff consultations**

You will receive a detailed report of your child's progress at the same times as academic reports are issued. You will be invited to sit in on a music lesson annually during which time you will have the opportunity to discuss your child's progress.

### **Practical Exams**

Pupils are entered for practical exams at the sole discretion of their teacher. The majority of pupils are examined by the Associated Board of the Royal School of Music (ABRSM) and an examiner will visit the school each term. For some instruments, such as percussion, teacher may enter pupils for Trinity College London exams. These exams usually take place at a Trinity College London exam centre and parents will be expected to arrange transport to the exam centre. Exam fees are charged on the end of term account. Teachers will not be coerced into entering pupils for exams. If a pupil is not ready to take the next grade, the experience may have a negative effect. Pupils progress at different rates and this can depend on the nature of the chosen instrument as well as the effectiveness of practice habits. A candidate who withdraws from the exam will be liable for the exam fee. If a candidate misses the exam through illness the Board may refund part of the fee provided a medical certificate is forwarded to the Music Administrator.

### **Music Theory Exams**

Pupils taking Grade 6 and above are required by the ABRSM to have passed grade 5 theory exam. This exam is available in school each term as required. We offer **free** theory lessons at lunchtimes and recommend that all pupils take advantage of this once they reach grade 3 on their instrument.

### **Billing**

Lesson fees are payable a term in advance through the school billing system. If you start lessons part way through a term, these lessons are billed in arrears as a music disbursement. Fees are set by the Bursary and are subject to an annual review.

### **Music Exhibition Award**

An Exhibition Award is given to a pupil on attaining grade 5 with a merit or distinction in an instrument or singing exam. This award entitles the pupil to free tuition for the duration of the award. Full terms and conditions of the award can be found on the school website.

### **Instrument Hire**

There are a limited number of school instruments available for hire (with the exception of piano, drum kit and electric guitar). Priority is given to beginners and we would normally expect the instrument to be returned after three terms of hire. Instrument hire is payable at the end of each term of hire through the school billing system. Where an instrument is hired for part of a term the full fee is payable. Full terms and conditions can be found on the school website.

### **Insurance**

All instruments brought to school should be kept in classrooms. Pupils who bring their own instruments into school **must** have them insured as they are not covered by the school insurance policy. All instrument cases must be clearly labelled with the pupil's name.

**ALL OF THE ABOVE CONDITIONS ARE SUBJECT TO REVISION**