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***Music School Instrumental Tuition  
Information Booklet  
Year 7 Intake: September 2021***

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## Music School Tuition Information for 2021-22

### Lessons

Lessons are taught one-to-one during the normal school day for twenty minutes. They are timetabled at a different time each week (within the day that each tutor is in school) to minimise academic disruption where possible. We offer thirty lessons over the academic year, either in person or via a digital platform (such as Zoom) in three blocks of ten lessons, this may involve receiving more than ten lessons in a longer term and slightly less in a shorter term.

Timetables are displayed on the Instrument Tuition Notice Board in the Music Department. Students are expected to check the timetables regularly in case of any changes and ensure that they attend all lessons promptly and be committed to regular instrumental practice.

We are fortunate to employ our own team of highly skilled instrumental tutors and can offer tuition in a wide variety of instruments:

**Woodwind:** Flute, Clarinet & Saxophone

**Brass:** Trumpet, Cornet, Tenor Horn, Trombone, Euphonium & Tuba

**Upper Strings:** Violin & Viola

**Guitar:** Acoustic, Electric and Bass

**Piano & Electric Keyboard**

**Drum kit**

**Music Theory**

**Voice**

### Cost of Lessons

£367.50 for 30 lessons over the academic year, which is payable in three instalments of £122.50 (per 10-week teaching block) payable upon receipt of invoice to your child's instrumental tutor in advance of each teaching block starting).

Financial assistance may be possible for looked-after children and pupils receiving the pupil premium. Please contact C Harris in confidence for enquiries about this.

Please note that there may be additional costs for sheet music, examination entry, study materials and consumables (eg reeds or strings).

**Prompt payments** to your child's tutor as per the invoice are essential for us to maintain the Music School provision. Payments not received on time may incur a charge to cover fees. Please note the following payment dates (these may vary according to each tutor):

- 31<sup>st</sup> July for Teaching Block One (commencing September)
- 1<sup>st</sup> November for Teaching Block Two (commencing December)
- 1<sup>st</sup> February for Teaching Block Three (commencing March)

Should you wish to **withdraw** your child from lessons during the year, please provide a **minimum of five school weeks written notice to your child's instrumental tutor** - payment commitments must be honoured for this notice period.

## **FAQs**

**Do you have instruments for hire?** Unfortunately, we are unable to offer instruments for hire but are happy to recommend: The Cambridge Pianoforte & Music Gallery – [www.cambridgemusic.net](http://www.cambridgemusic.net) or Wood, Wind & Reed – [www.wwr.co.uk](http://www.wwr.co.uk).

**Is there instrument storage at school?** We have a storage cupboard for student's instruments within the Music Department which is secured with a number-coded lock. Please ensure that all instruments/cases are *clearly labelled* with name and tutor group. We also ask that students ensure their equipment is stored neatly and safely. Please note that *all items are left at the owner's risk*. Due to limited space, instruments must be taken home at the end of each day.

**What about extracurricular days and whole school events?** Students are timetabled for 30 lessons over a full year and, as the full teaching year is 39 weeks, this allows for a degree of flexibility within each term so we are able to accommodate whole-school events such as the whole school sponsored walk in September and curriculum extension days.

**What if a tutor should be absent?** In cases of tutor absence, a notice will be displayed on the Instrument Tuition Notice Board and the lesson will be rescheduled. Very occasionally, a tutor may need to come in for an extra day in a week, or change days, in order to ensure each pupil receives the full amount of tuition (notice will be given to any pupils concerned).

**What if a test or medical appointment, etc. should conflict with a lesson time?** With a *minimum of 1 weeks' notice* it should be possible to reschedule a lesson if it were to clash with an unavoidable commitment. If this is not possible, we will always try to help but with short notice this may be not be feasible. For unexpected pupil absences from the lesson (where insufficient notice is given) we are unable to make up the time.

**Can we apply part way through the school year?** Applications are welcome from students in all years; however, you may be placed on a waiting list until a space becomes available.

**May my child learn more than one instrument through the Music School?** Due to the lessons being held in curriculum time, we do not allow students to take up more than one instrument within school time.

**How can I find out about my child's progress?** A formal report is sent out in the summer term. However, your child's homework planner or lesson notebook may be used as a means of communication with the tutor at any time.

**What about extracurricular activities?** We offer a wide range of activities, full details of which are available at the beginning of each term.

**How do we apply for lessons?** Please complete the Application Form which can be found here: <https://forms.office.com/r/B2TYdHuuE5> by **9<sup>th</sup> July**.

**Any further queries?** Please email [musictuition@combertonvc.org](mailto:musictuition@combertonvc.org) and your message will be forwarded the message onto the relevant person. We will reply to you at the first opportunity.

## Terms and Conditions – Parent/Carer Copy

### Parental/Carer Responsibilities:

- To meet all payment commitments: as per the information booklet
- Any concerns regarding *payments* to be communicated as soon as possible in writing to the named tutor, with [musictuition@combertonvc.org](mailto:musictuition@combertonvc.org) copied in (in confidence)
- Any concerns regarding *timetables* to be communicated to [musictuition@combertonvc.org](mailto:musictuition@combertonvc.org)
- To give a minimum of *five school weeks written notice* to the tutor should you wish to *discontinue* tuition: payment commitments must be honoured for this notice period
- To give a *minimum of a week's* notice in writing if a pupil is *unable to attend* a lesson to allow time to re-arrange, otherwise the lesson may not be rescheduled
- To inform us of any change of contact details: particularly the preferred email address

### Student Responsibilities:

- Students must check the timetable in the Music Department regularly, taking note of when lessons are and notifying a member of the Music Department staff immediately of any queries or concerns.
- Give at least a week's notice of potential minor changes to their timetable with their tutor or a member of the Music Department staff
- Attend all lessons promptly, arriving 5 minutes early in order to set up instruments and be fully prepared
- To practise regularly and thoroughly

### School/Tutor Responsibilities:

- We offer 30 lessons per academic year, either in person or via a digital platform
- We reserve the right to recommend the withdrawal of pupils from lessons if they are not making progress, are obviously not enjoying the course, or if they are abusing the system in any way
- We will cancel lessons if, following 2 email reminders payment remains outstanding and have received no communication from you
- We will reschedule lessons where possible if sufficient notice of a planned absence or a timetable clash has been given

**PLEASE KEEP THIS BOOKLET FOR FUTURE REFERENCE**