



Music School Instrumental Tuition

Information Booklet 2022-23

Dear Parents/Carers

Learning to play an instrument can be an exciting and enjoyable experience for young people. We are fortunate to have our own team of highly skilled instrumental tutors able to offer a wide range of instruments for all students to learn.

The Music school has developed and grown over many years and currently there are over 150 pupils learning to play instruments, successfully passing exams as well as performing in concerts and productions.

Please take the time to read the following information carefully. The take up of instrumental lessons is based on acceptance of the conditions under which lessons are offered. To enrol your child for lessons, please complete the online Application Form. Your details will be passed to a tutor who will send you an invoice with payment details. Prompt payment to the tutor on receipt of the invoice is appreciated as this will secure your child's place. Confirmation of the first lesson day and time will be emailed to you once payment has been received by the tutor.

We hope you will find the booklet helpful, however, if you have any further questions, please do not hesitate to contact us.

Yours sincerely

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Music School Tuition Information

Tuition is currently available to all year groups 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 & Keyboard

Drum kit

Music Theory

Voice

Lessons: Lessons take place during the normal school day on a given day that the tutor is in school. Students will be required to come out of lessons to attend the 20-minute lessons. We offer 30 lessons per academic year, which is split into three blocks of ten lessons. Due to varying lengths of terms, pupils may receive more than or less than 10 lessons per term. Sometimes it will be necessary to offer lessons via a digital platform, such as Zoom (pupils will be notified should this be the case).

Timetabling: Lessons are timetabled on the same day weekly but by rotation to minimise academic disruption where possible. Sixth form students will have their lessons at fixed times scheduled in non-curricular times such as study periods or other breaks. The timetables are displayed on the Tuition Notice Board in the Music Department. Students are expected to check the timetables regularly and ensure that they attend all lessons promptly.

Tuition Fees: Fees are payable in advance of each block starting, to your child's instrument tutor. The total cost for the year is £382.50 for which you are invoiced £127.50 each term for ten lessons at a time.

We ask that all payments are made promptly. Payments not received on time may incur a charge to cover fees and your child may need to be removed from the timetable. Please note the following payment dates (these may vary according to each tutor):

- 1st July for Teaching Block One (commencing September)
- 1st November for Teaching Block Two (commencing December)
- 1st February for Teaching Block Three (commencing March)

Financial assistance may be possible for looked-after children and those eligible for free school meals. Please contact musictuition@combertonvc.org in confidence for enquiries about this.

There may be additional costs for sheet music, examination entry, study materials and consumables (e.g. Reeds or strings).

To enrol your child for lessons, please complete the online [Application Form](#).

Communication: Email musictuition@combertonvc.org and the message will be forwarded to the relevant person. We will reply at the first opportunity.

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 or Wood, Wind & Reed – www.wwr.co.uk.

Is there instrument storage at school? We have a storage cupboard for students' instruments within the Music Department which is secured with a number-coded lock. Please ensure that all instruments/cases are *clearly labelled* and easily identifiable. 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 can 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, 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? It should be possible to reschedule a lesson if it were to clash with an unavoidable commitment. Please give a minimum of 1 weeks' 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. If this is not possible, we will always try to help but with short notice this may 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 at any time during the academic year; 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 my child's progress? A 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 extra-curricular activities do you offer? We offer a wide range of activities. Full details are available at the start of each term.

My child wants to stop lesson. What is the notice period? 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.

Terms and Conditions

Parent/Carer Responsibilities:

- To meet all payment commitments
- Communicate payment concerns as soon as possible in writing to the named tutor, once known. Please copy in musictuition@combertonvc.org in confidence
- Communicate timetable concerns to musictuition@combertonvc.org
- Giving a minimum of 1 weeks' notice in writing if a pupil is unable to attend a lesson / requesting a time change due to a timetable clash
- To give the minimum 5 school week's written notice to the tutor to discontinue tuition

Student Responsibilities:

- Check the timetable on the notice board regularly, taking note of when lessons are
- Notify a member of the Music Department staff immediately of any queries or concerns
- give at **least 1 weeks' 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** to set up instruments and be fully prepared. We are unable to fetch pupils if they are late
- To practise regularly and thoroughly

School/Tutor Responsibilities:

- To 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 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 timetable clash has been given

PLEASE KEEP THIS BOOKLET FOR FUTURE REFERENCE