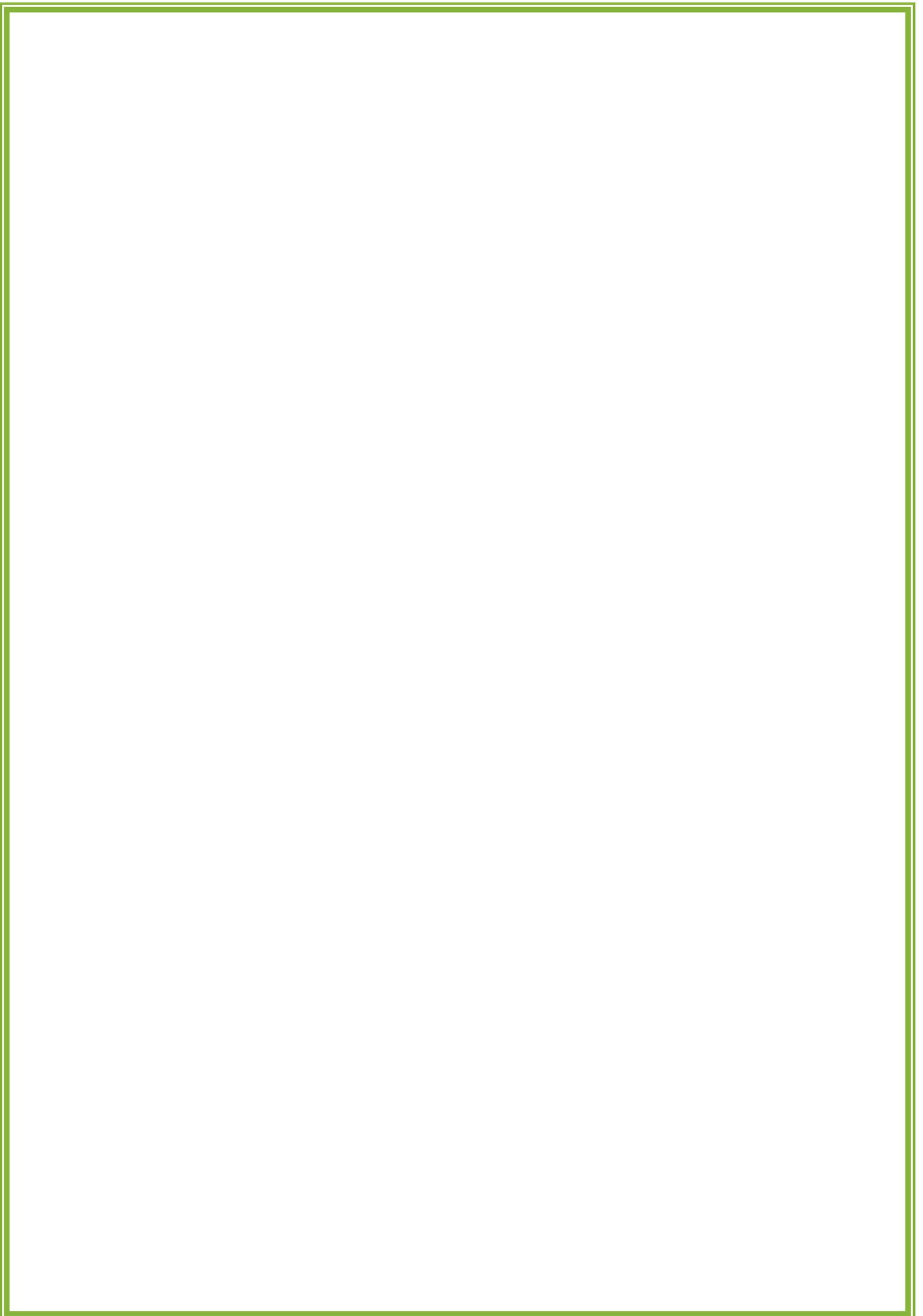




Ousedale School
Aspire, Believe, Achieve

Music Tuition Policy 2016/2017







Music Tuition Policy

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Introduction

- 1.0 The Governors and Staff at Ousedale School are committed to ensuring that access to Music Instrument/Vocal lessons is made available to all students. We believe that learning an instrument (including singing) encourages important skills, including:
- Develops confidence
 - Sharpens concentration
 - Refines time management and organisational skills
 - Develops perseverance and independent learning
 - Develops team skills and working with others
 - Promotes social skills
 - Enhances coordination
 - Increases personal responsibility
 - Fosters self-expression and relieves stress
 - Sharpens listening skills
 - Creates a sense of achievement
 - Teaches discipline
 - Provides and insight into a range of cultures
- 1.1 The cost of lessons are subsidised by the school. Members of staff are employed via a combination of Milton Keynes Music Co-operative staff and self-employed freelance musicians.
- 1.2 Administrative support is provided by Ms Vivienne Clarke (Olney Campus) and Mrs Lien Chang-Molloy (Newport Pagnell Campus).



Organisation and Groupings

2.0 Instrument lessons are currently available in:

<u>Strings</u>	Violin, Viola, Cello, Double Bass
<u>Woodwind</u>	Flute, Oboe, Clarinet, Bassoon, Saxophone
<u>Brass</u>	Trumpet/Cornet, Trombone, French Horn, Tuba, Tenor Horn, Euphonium
<u>Percussion</u>	Drum Kit, Tuned Percussion
<u>Guitar</u>	Electric Guitar, Classical Guitar, Bass Guitar
<u>Piano</u>	Piano, Keyboard
<u>Vocal Tuition</u>	Soprano, Alto, Tenor and Bass

- 2.1 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.
- 2.2 Students will receive 33 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.
- 2.3 Groups can consist of up to four students but in the vast majority of cases will be typically between two to three students. Please contact the Music Department for further information on groupings.
- 2.4 Tuition on a 2nd Instrument is offered to students in year 8 to 13. These lessons are not subsidised by the school.

Pricing of Lessons

3.0 Strings, Woodwind, Brass, Guitar, Keyboard/Piano and Vocal Tuition

30 minute Group lessons are charged at £189 per year, or £74 per term

20 minute Individual lessons are charged at £257 per year, or £94 per term

30 minute Individual lessons are charged at £399 per year, or £142 per term

3.1 Percussion

Due to the nature of the instrument, we do not offer group lessons for Drum Kit.

3.2 Discounts

The school offers a reduction for annual payment due to reduced costs in administration. If you opt to pay annually, invoices will be sent out in the Summer Term with a 30 day payment period.

3.3 Termly Payment

Invoices for the Autumn Term 2016 will be sent in May 2016.

Invoices for the Spring Term 2017 will be sent in October 2016.

Invoices for the Summer Term 2017 will be sent in January 2017.

Invoices for the Autumn Term 2017 will be sent in May 2017.

All invoices are on a strict 30 day payment plan.

3.4 **Please see below a table outlining costs to parents verses the cost to the school.**

Lesson Type	Annual Parental Cost	Cost to School
30 minute Group Tuition	£189	£510
20 minute Individual Tuition	£257	£340
30 minute Individual Tuition	£399	£510

- 3.5 Pricing of Lessons for **second instrument tuition** is as follows:
20 minute lesson is charged at £340 per year, or £115 per term for second instrument
30 minute lesson is charged at £510 per year, or £170 per term for second instrument.
- 3.6 If your child is on the Pupil Premium register, then you may be eligible to secure funding for tuition fees and instrument hire from the school Pupil Premium budget. Please contact the Music Department for more information.
- 3.7 If your son/daughter would like to discontinue their lessons, then notice has to be made by the following dates.
- **Friday 14th October 2016** to discontinue lessons at end of Autumn Term
 - **Friday 3rd February 2017** to discontinue lesson at end of Spring Term
 - **Friday 19th May 2017** to discontinue lessons at end of Summer Term

Notice must be made in writing or by e-mail to mark.couldrick@ousedale.org.uk

Payment commitments must be honoured for this notice period.

- 3.8 Unless notice is given, the music tuition will continue until your son/daughter is no longer on the school roll.
- 3.9 The music department reserve the right to withhold lessons until full payment has been received for the term/year.



Timetabling

- 4.0 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.
- 4.1 Timetables are displayed in the Music Department and should be checked before school starts on the day of the lesson.
- 4.2 Teachers are responsible for timetabling lessons in conjunction with music administration team. Queries regarding timetabling should be made direct to the Music Department.
- 4.3 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.
- 4.4 In some cases it is possible for students in Year 12 and 13 to have their instrument lesson 'off rotation' to fit into a free period. Students should enquire directly with their instrumental teacher.



Attendance

- 5.0 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.
- 5.1 Instrumental teachers will keep an attendance register which will be monitored by the Music Department.
- 5.2 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 music department staff at the earliest opportunity.
- 5.3 The department believes that parents 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, a letter/ email will be sent home to inform parents.
- 5.4 If a student fails to attend three lessons in any one term without a valid explanation, the department reserves the right to withdraw the opportunity of further lessons without refund.
- 5.5 The department 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.



Progress and Examinations

- 6.0 The department 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.
- 6.1 To enable progress, it is the responsibility of parents to provide any books/music required promptly.
- 6.2 Average progress is usually about one grade per year. However, the definition of reasonable progress will be arrived at in consultation with the appropriate instrumental/vocal teacher. Some students may make greater progress than others. Some students will make slower progress but will clearly be trying hard.
- 6.3 Instrument examinations are organised by the instrument/voice teacher and queries regarding this, including payment, should be directed straight to them.
- 6.4 Queries into progress should be made directly to the Instrumental teacher, via the Music Department.

Reporting and Communication

- 7.0 Parents and Music 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.
- 7.1 If you wish to speak to your son/daughter's Instrumental teacher, then please contact the Music Department administration team who will be able to pass on contact details.



Enrichment and Extracurricular Ensembles

- 8.0 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. We strongly believe in a team approach and we encourage students to support each other in their musical development. As soon as the instrumental teacher feels that the student is capable to cope with the level of music, they are expected to support and join in with one or more groups.
- 8.1 The Music Department runs a number of activities to support instrumental learning including:
- Ousedale Concert Orchestra
 - Ousedale Symphonic Winds
 - Ousedale String Orchestra
 - Big Band's Little Brother
 - Ousedale Guitars
 - Ousedale Keys
 - Ousedale Rock School
 - Ousedale Chorus
 - Various other chamber groups
 - Encore Chorus
 - Anacrusis Chamber Choir
- 8.2 Students who have music lessons through this scheme will be expected to join music group for 'enrichment' lessons during the winter term. The Music Department will inform students which music group is most suitable for them.
- 8.3 Music ensembles usually take place from 3.30pm – 4.45pm at either campus on a Tuesday/Wednesday. Some ensembles rehearse during lunch times.
- 8.4 Students will be expected to participate in school concerts across the school year.
- 8.5 **Please note that all students are expected to contribute to extra-curricular activities when they are at an appropriate level. Students may be expected to travel between campuses for ensemble making. It is important to consider this when deciding whether or not to opt into the music tuition scheme at school.**



Instrument Hire and Care

- 9.1 In some circumstances, the Music Department is able to supply a student with an instrument on long term loan/hire. In this instance, the upkeep of the instrument is the students/parents responsibility and the department reserves the right to invoice parents for any repair work on the instrument, if required, when the instrument is returned.
- 9.2 Students are encouraged to leave their instruments in the 'Instrument Storage Room' during the school day. Please note, the cupboards are not to be used to for overnight storage of instruments.
- 9.3 All instruments that are brought into school need to be clearly labelled and are left at the owner's own risk.
- 9.4 Instrumental hire is available from Milton Keynes Music Co-operative. More details regarding this is available on their website www.mkmusiccoop.com

Curriculum Lessons and Instruments

- 10.0 The Department actively encourages students to bring their instrument to Music Curriculum at all Key Stages.

FAQ

My son/daughter is musically talented, but I cannot afford to pay for Instrument lessons?

Financial help is available for families who have exceptional financial difficulties. If you wish to apply for a bursary, please write to Mr Mark Couldrick, Head of Music, giving details to support your application. Each case will be dealt with on an individual basis.

My son/daughter's lesson is on a Shine Day or INSET day?

If your son/daughter's lesson has been cancelled due to a shine day or INSET day then the Instrument Teacher is expected to 'make up' the lesson during another school week. The school offers 33 weeks of tuition and opportunities to 'make up' lessons are planned at the end of each term. If, however, for any reason your son/daughter does not receive 33 weeks of teaching, then the school will contact parents to offer a refund.

How do I contact my Son/Daughter's Instrument Teacher?

Please contact the Music Department if you need to contact your Instrumental teacher.

How do I contact the Music Department?

Please contact us using the details below:

vivienne.clarke@ousedale.org.uk	Tel: 01234 717480	(Olney Campus)
lien.chang-molloy@ousedale.org.uk	Tel: 01908 210203	(Newport Pagnell Campus)
mark.couldrick@ousedale.org.uk	Tel: 01908 210203	(Head of Music)

Why are lessons on a 2nd instrument only offered to Year 8-13 students?

We do not offer a 2nd instrument to the vast majority of Year 7 students as we believe students need to be settled into school life to get the most out of learning a second instrument. Exceptions can be made and parents should contact the Music Department in this instance.



Ousedale School Music Tuition Agreement

Parental/Carer Responsibilities

- To meet all payment commitments:
- To communicate in writing (in confidence), 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 Music Department cannot guarantee that the lesson will be rescheduled.
- To be responsible for the up-keep of any instrument loaned/hired from the Music Department.
- To ensure their child is suitably equipped with books, music, instruments, etc., for each lesson.
- To give written notice by the required dates stated in the Policy. Payment commitments must be honoured for this notice period.

Student Responsibilities

- Students must check the notice board timetable in the Music Department each week, including the morning of the day of the lesson, taking note of when the lesson is.
- Students are expected to be fully prepared for lessons with books, equipment as instructed by their tutor.
- They should attend all lessons promptly, arriving **5 minutes early** in order to set up instruments, music and be fully prepared.
- To practice regularly and thoroughly.
- To discuss potential minor changes in the timetable with their teacher or a member of the Music Department staff, giving at least 5 working days notice to their teacher if for any reason they are unable to make the lesson.
- To take care of any instrument or equipment loaned/hired from the Music Department.
- Once an appropriate standard has been reached, to contribute to Term 1 'Enrichment' music ensembles as notified by the Music Department.
- Once an appropriate standard has been reached, to support at least one of the many after school extra-curricular activities organised by the Music Department.
- To participate in school concerts/productions as requested by the Music Department.

School Responsibilities

- We reserve the right to recommend the withdrawal of students from lessons if they are not making progress, are obviously not enjoying the course, abusing the system in any way or not meeting their above responsibilities.
- We will cancel lessons if, following two reminders, we have still not received payment and received no communication from you.
- To ensure that any instrument on long term loan/hire is in good working order.
- Barring any student absence, all lessons paid for will be honoured.

Please keep this booklet for future reference



Ousedale School Music Tuition Agreement

Please complete and return **this page only** to: Music Department, Ousedale School, Newport Pagnell, MK16 OBJ - thank you.

Student name: Form:

Parental/Carer Responsibilities

I have read and agree to the terms and conditions as set out in Ousedale School's Music Tuition Policy.

Signed: Date:

Parent/carers/other (please specify):

Student Responsibilities

I have read and agree to the terms and conditions as set out in Ousedale School's Music Tuition Policy.

Signed: Date: