

CAMBOURNE VILLAGE COLLEGE



INSTRUMENT TUITION 2018/19

Years 7-11

Dear Parents/Carers

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

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

If you have any further questions, having read through the information, please do not hesitate to contact us. An application form is enclosed and we look forward to welcoming your child to our Music School and helping them to enjoy music. This information is also available on the website www.cambournevc.org/music

Yours sincerely

Mr B Mulholland
Instrumental Lessons Coordinator
bmulholland@cambournevc.org

Music School Tuition Information 2017-18

Lessons

Lessons are taught on a one-to-one basis and are 20 minutes in length. We guarantee thirty lessons over the academic year, which we offer as three blocks of ten lessons. This may involve receiving more than ten lessons in a long school term and slightly fewer in a shorter term. Lessons take place during the normal school day on a rotation basis (within the day that each tutor is in school) so that pupils do not regularly miss the same curricular lessons where possible.

Music School students should be committed to regular instrumental practice and involved in musical extra-curricular activities (details on the school website): we notice significantly more progress made by those who use their skills within ensembles and in preparation for performances than those who do not.

We ask that parents/carers and pupils honour their responsibilities as laid out in the Terms and Conditions.

Tuition Available in:

Wind: Flute, Clarinet, Saxophone

Brass: Trumpet, Cornet, Trombone

Strings: Violin, Viola

Guitar: Electric, Acoustic or Bass (but not Classical at present)

Voice: Musical Theatre, Pop, Classical

Other: Drum kit, Piano, Keyboard, Ukulele, Music Theory

What is the cost of the lessons?

The total cost for a year's tuition is £360 which is paid in three instalments of £120 (in advance of the 10 week block commencing) directly to your child's instrument tutor. Please make a note of the following payment dates:

- £120 payable by 1st September for Teaching Block One (commencing September)
- £120 payable by 1st November for Teaching Block Two (commencing December)
- £120 payable by 1st March for Teaching Block Three (commencing April)

Please note that as the Music School is entirely self-funding **prompt payments or full notice of cancellation are essential** for us to maintain the Music School provision. Where payment has not been received, we reserve the right to cancel further tuition until payment has been made.

If your child receives free school meals or the pupil premium we would be able to make a significant contribution towards the cost of these lessons, and we may also be able to offer a reduction to pupils receiving the pupil premium, or in need of financial support.

How to Apply for Lessons

Please complete the enclosed Application Form and hand it to Mr Mulholland or Mr Page in the Music Department or the school office. No payment is required at this stage; your details will be passed on to a tutor who will contact you regarding payment details.

Confirmation of lesson day and times will be published in early September via email where possible (or a letter via your son/daughter).

FAQs

- **Do you have instruments for hire?** Unfortunately not, but we are happy to recommend: The Cambridge Pianoforte & Music Gallery – www.cambridgemuic.net or Woodwind & Reed – www.wwr.co.uk
- **Is there instrument storage at school?** We do have storage space for students' instruments with the Music Department. The cupboard is secured with a number-coded lock. We ask that students ensure their equipment is *clearly labelled* and stored neatly and safely. However, *all items are left at the owner's risk*. Please note: this cupboard is not for overnight storage of instruments.
- **What about lessons not scheduled due to Curriculum Extension Days, etc?** We guarantee that each student will receive 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 events such as whole-school events.
- **What if a tutor should be absent?** In cases of tutor absence, a notice will be displayed on the Music Tuition Notice Board and all lessons 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 week's notice* it should be possible to reschedule a lesson if it were to clash with another unavoidable commitment (e.g. a compulsory test). 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 at any time and from students in all years.
- **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.
- **What extra-curricular music activities can my child join?** We currently offer: Band, Jazz Band, Rock Groups, Junior and Senior Choir, Ukulele Orchestra and the school production.
- **How can I find out my child's progress?** A formal report is sent out in the Summer Term. However, once you have details for your child's tutor, please contact them direct in the first instance, copying in Mr Mulholland.
- **What if I can't afford to pay for lessons?** If your son / daughter receives the Pupils Premium we are able to help parents meet the cost of instrumental lessons. We are also sometimes in a position to help other pupils who would like to learn, but cannot afford lessons. Please contact Mr Mulholland to find out more about receiving financial assistance for instrumental lessons.
- **Any further queries?** Please do not hesitate to get in contact (preferably by email), and we will get back to you at the first opportunity.



CAMBOURNE VILLAGE COLLEGE

Instrument Tuition

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 tutor, copying Mr Mulholland (in confidence)
- Once you've been given tutor details, all communication must be direct with the named tutor with bmulholland@cambournevc.org copied in
- **To give a minimum of five school weeks written notice 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 will not be rescheduled
- To inform us of any change of contact details: particularly preferred email address

PUPIL RESPONSIBILITIES

- Pupils must check the notice board and timetables in the Music Department regularly, taking note of when lessons are, notifying Music staff immediately of any queries or concerns
- They should attend all lessons promptly, arriving **5 minutes early** in order to set up instruments and be fully prepared
- To practise regularly and thoroughly
- Giving at least a week's notice of potential minor changes to their timetable with their tutor or a member of the Music Department staff
- Once an appropriate standard has been reached, to support at least one of the many extra-curricular activities organized by the Music Department

SCHOOL RESPONSIBILITIES

- 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 (where possible) reminders, we have still not received payment and received no communication from you
- We will reschedule lessons where possible if sufficient notice of planned absence or a timetable clash has been given

PLEASE KEEP THIS BOOKLET FOR FUTURE REFERENCE