



St Benedict's School

**Music Department – Senior School
Information for Individual Music Lessons at School**

Please read this document carefully and retain it for reference

St Benedict's Senior School is pleased to be able to offer the opportunity for pupils to have individual singing or instrumental music lessons during the School day. This document describes the nature of the lessons that are available and the roles and responsibilities of parents, pupils, their teachers and the School.

1. THE SCHOOL/PARENT/TEACHER RELATIONSHIP

The School

St Benedict's undertakes, as far as is reasonably possible, to arrange for suitably qualified teachers to be available to teach individual music lessons as required. Following an application by their parents, each pupil will be introduced to an appropriate teacher.

Parents and Teachers

EMPLOYED PERIPATETIC TEACHERS

Parents are expected to abide by the Contractual Agreement with the School which is on page 3 of this document, and to honour the spirit of the terms and conditions explained herein. Parental enquiries about progress and any other matters should be addressed to the Director of Music or the employed visiting instrumental teacher.

SELF-EMPLOYED PERIPATETIC TEACHERS

Parents are expected to abide by the Contractual Agreement with the self-employed music teacher which will be snet directly by them. Parental enquiries about progress and any other matters should in the first instance be addressed to the teacher and then, if required, to the Director of Music.

2. THE LESSONS

Pupils are expected to have an instrument available for their own personal use where practical. However, there are some School instruments available to hire. There may be a waiting list for certain instruments.

Timetables

Pupils should normally expect to receive one lesson each week although this may vary from time to time, especially in the Trinity term when examinations and field-trips are common. Unless lesson times are fixed, lesson times will change from week to week in order to reduce missing the same academic subjects too often. Sixth Formers have lessons in their study periods. Games lessons and Whole School Masses are always avoided.

All pupils receiving instrumental lessons must:

- Check the lesson timetables on SOCS.
- Timetables will appear on SOCS at, or before, the beginning of the term. These are subject to change at short notice so pupils should check regularly. Pupils or parents must advise

the Music Department *at least one week in advance* if they need to miss or re-arrange a lesson. Lessons inadvertently missed will not normally be rescheduled.

Practice

An integral part of learning any musical instrument is the progress made by the pupil at home, working at the recommendation of the teacher on individual pieces and on musical and technical exercises – a Practice Book is provided for this purpose. It should be understood by pupils and parents that regular practice in a quiet environment will ensure that the best possible progress is being made.

Extras

Music, books, Practice Diaries, strings, rosin, reeds, examination fees and any other usual extras are to be paid for by parents. If provided by the School, the cost will be added to the pupil's billing account.

3. THE CONTRACTUAL AGREEMENT

1. The principal commitment is to take thirty 40-minute lessons (or their equivalent) per year. The precise number of lessons given each term may vary. Lessons continue from year to year until due notice is given (see 3.4 below) or until the pupil leaves the School at the end of Year 11 or Year 13. Pupils returning to School in Year 12 after GCSE leave will resume lessons unless proper notice has been given.
2. Lesson fees are set each year by the School (employed teachers) or the individual music teachers (self-employed). Charges for lessons will be added to the pupil's billing account or in the case of self-employed instrumental teachers, invoiced directly to parents. Charges by the School are retrospective. Self-employed instrumental teachers usually invoice parents for lessons in advance half termly.
3. Apart from absence due to School-organised events, and apart from any other absences notified by parents in writing to the Music Office *at least a week in advance*, it is unlikely that missed lessons will be rescheduled. In the event of a pupil being unable to play his/her instrument due to injury, pupils may receive music theory/aural/sight-reading tuition for up to 3 weeks, during which time, parents and teacher will decide on a preferred course of action.
4. Notice of termination of lessons with employed music teachers must be given in writing to the Director of Music, either *before Half-Term* when lessons will stop at the end of the Term, or *before the start of a new Term* when a charge will be made for a nominal half term's (i.e. 5) lessons. Failure to give the required notice will result in half a term's fees being charged in lieu. Notice of termination of lessons with self-employed teachers will be as stated in the Contractual Agreement with the teacher and any decision to cease lessons with self-employed teachers should be sent directly to them, not the Music Office.

4. STORING AN INSTRUMENT

All instruments brought to School, whether personally owned or hired from the School, must be clearly labelled with the pupil's name and form. They should be stored carefully in the Music Storeroom in the Music Department. While the School will take every reasonable precaution against vandalism and theft, parents are ultimately responsible for the insurance of the instrument and should check that their policy covers both use at School and travel between home and School.

5. HIRING AN INSTRUMENT

Some musical instruments are available for hire through the School. The current hire charge is stated on the Application Form and is reviewed periodically by the School. Revisions to the charge are communicated to parents each Easter. The charge covers the cost of servicing and/or minor repairs which may occasionally be required between periods of hire through normal use of the instrument. **Parents are**

responsible for the cost of repairs during the hire period. Music teachers will be able to advise parents of local repair shops if required. Instruments will be hired out in good working order and parents will be charged for repairs if it is deemed that an instrument is returned in an unreasonably damaged condition.

It is hoped that pupils will be provided with their own instrument once they have reached a reasonable degree of proficiency and desire to continue with lessons. After one year of hiring an instrument from the School, the School reserves the right to terminate the hire arrangement if the instrument is required by another pupil.

Parents are expected to insure the hired instrument to the value notified by the School for loss or damage at School or at home or during any journey. (Failure to insure the instrument adequately will render parents themselves liable for any repair or replacement costs that may subsequently arise.)

Local music shops may be able to offer reasonable terms on which initially to hire and subsequently to buy an instrument. The music teachers or Music Department will be able to offer advice.

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