

Music Tuition Policy 2024-25





2024-25 Music Tuition Application form

Please ensure you have read the Music Tuition Policy before you complete this application form

Please note that when applying for music tuition, we can only offer lessons on a first come, first served basis. Any applicant who applies for an oversubscribed music instrument lesson will be added to a waiting list and we will notify you at our earliest opportunity when a place becomes available for your son/daughter.

Please complete all sections of this form in **BLOCK CAPITALS**.

Section 1 Student details

Name..... Tutor Group

Home Tel..... Mobile.....

Email..... **(TO BE USED FOR INVOICING AND COMMUNICATION)**

Preferred Instrumental/Vocal teacher name (if known).....

Please give brief details of the pupil's musical experience so far

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Section 2 Music Instrument (Please tick one box to show your choice of instrument)

Acoustic Guitar	<input type="checkbox"/>
Bass Guitar	<input type="checkbox"/>
Bassoon	<input type="checkbox"/>
Cello	<input type="checkbox"/>
Clarinet	<input type="checkbox"/>
Double Bass	<input type="checkbox"/>
Drum Kit	<input type="checkbox"/>
Electric Guitar	<input type="checkbox"/>

Euphonium	<input type="checkbox"/>
Flute	<input type="checkbox"/>
French Horn	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>
Oboe	<input type="checkbox"/>
Piano	<input type="checkbox"/>
Saxophone	<input type="checkbox"/>
Tenor Horn	<input type="checkbox"/>

Trombone	<input type="checkbox"/>
Trumpet/Cornet	<input type="checkbox"/>
Tuba	<input type="checkbox"/>
Tuned Percussion	<input type="checkbox"/>
Viola	<input type="checkbox"/>
Violin	<input type="checkbox"/>
Voice	<input type="checkbox"/>

Section 3 Music Tuition Fees (Please tick one box to show your choice of payment)

Type of Lesson	Length of Lesson	2024-25 Annual Charge	2024-25 Termly Charge
Individual	20 minute lesson	£350 annual (33 lessons)	£128 per term (11 lessons)
Individual	30minute lesson	£542 annual (33 lessons)	£194 per term (11 lessons)

*Tuition on a 2nd instrument is not subsidised by the school. Please see 3.4 for second instrument tuition fees.

Section 4 Acceptance of Terms

I have read and understood the term and conditions as set out in Ousedale School's Music Tuition Policy. I will pay fees promptly and I will give the notice in writing should I wish for lessons to cease.

Print _____ Signed _____ Date _____

Please scan and email the completed form to musictuition@ousedale.org.uk or return it to the Music Department Newport campus and retain the Music Tuition Policy for your records.



Music Tuition Policy

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Introduction

1.0 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 an 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.

1.1 Administrative support is provided by Mrs Sarah Briggs who is based at the Newport Pagnell Campus. Enquiries regarding timetables at the Olney campus should be directed to Reception.

Organisation

2.0 Instrument lessons are currently available in:

Strings Violin, Viola, Cello, Double Bass

Woodwind Flute, Oboe, Clarinet, Bassoon, Saxophone

Brass Trumpet/Cornet, Trombone, French Horn, Tuba, Tenor Horn, Euphonium

Percussion Drum Kit, Tuned Percussion

Guitar Electric Guitar, Acoustic Guitar, Bass Guitar

Piano Piano, Keyboard

Vocal Tuition Soprano, Alto, Tenor and Bass

2.1 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.

2.2 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, Percussion, Keyboard/Piano and Vocal Tuition

20 minute Individual lessons are charged at

- £350 per year (33 lessons)
- £128 per term (11 lessons)

30 minute Individual lessons are charged at

- £542 per year (33 lessons)
- £194 per term (11 lessons)

3.1 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.

3.2 Termly Payment

Invoices for the Autumn Term 2024 will be sent in May 2024.

Invoices for the Spring Term 2025 will be sent in October 2024.

Invoices for the Summer Term 2025 will be sent in February 2025.

Invoices for the Autumn Term 2025 will be sent in May 2025.

All invoices are on a strict 30 day payment plan.

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

Lesson Type	Annual Parental Cost	Cost to School
20 minute Individual Tuition	£350	£424
30 minute Individual Tuition	£542	£635

3.4 Pricing of Lessons for **second instrument tuition** is as follows:

20 minute lesson is charged at £424 per year, or £141 per term for second instrument

30 minute lesson is charged at £635 per year, or £212 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 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 must be made by the following dates.

- **Monday 14th October 2024** to discontinue lessons at end of Autumn Term
- **Monday 3rd February 2025** to discontinue lessons at end of Spring Term
- **Monday 12th May 2025** to discontinue lessons at end of Summer Term

Notice must be made in writing or by e-mail to musictuition@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.

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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 uploaded to **Microsoft TEAMS** and should be checked before school starts on the day of the lesson.
- 4.2 Teachers are responsible for timetabling lessons in conjunction with the 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 2 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.
- 4.5 When a lesson is timetabled during am or pm registration, students should ensure they 'sign in' at school reception area.

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. It is the student's responsibility to check the time of their lesson each week. 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, parents will be notified where the music department has concerns regarding lesson attendance.
- 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 If the pupil is injured but able to attend school, music lessons continue as there is plenty of useful work that can be covered such as aural training, music theory and general musicianship.
- 5.6 Lessons missed by pupils due to forgetfulness, short term sickness, school trips/activities, emergency school closures, exams, funeral, wedding, poor pupil internet connection (virtual lesson) or a pupil's faulty device etc. will not be made up or credited.
- 5.7 At least 2 weeks' notice is given, tutors may be able to arrange an alternative lesson time for your child. However, this is at their discretion and there is no obligation for them to do so.
- 5.8 The department reserves the right to recommend the withdrawal of students from lessons if they are not making progress, are 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 Instrumental teachers will write an annual progress report for parents which will be sent out in the Summer term via email.
- 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.

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 Jazz Band
 - Big Band's Little Brother (BBLB)
 - Encore Chorus
 - Ousedale Young singers
 - Anacrusis Chamber Choir
 - Various other music groups
- 8.3 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 for overnight storage of instruments.
- 9.3 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 own risk.
- 9.4 Instrumental hire is available from Milton Keynes Music Education Hub. Further details regarding hire are available on their website:
<https://miltonkeynesmusichub.co.uk/instrument-hire/>.

Curriculum Lessons and Instruments

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

FAQ

My son/daughter's lesson is on an INSET day?

If your son/daughter's lesson has been cancelled due 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.

Why lessons on a 2nd are 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.

Who provides the instruments?

Students must provide their own instruments where these are portable. Students receiving piano or drum kit lessons should have access to an instrument at home for practice.

Do you have instruments for hire?

Unfortunately, in most cases, we are unable to offer instruments for hire but are happy to recommend the Milton Keynes Music Education Hub. Further details are available on their website: <https://miltonkeynesmusichub.co.uk/instrument-hire/>.

How are the lessons timetabled? Will my child miss subject lessons?

Students have music lessons during school time and will therefore come out of subject lessons to attend. Times are rotated if this is possible, although where the teacher has only a few students this is not always possible. The instrument timetables are uploaded on **Microsoft TEAMS** and students are responsible for finding out, in advance, the time of their lesson each week. They are also responsible for catching up with any work and homework that has been missed from their usual subject lesson.

Will missed lessons be rearranged or refunded?

Lessons missed due to the peripatetic music teacher's absence will be rearranged. Lessons missed due to the student's absence (e.g. if student was ill or forgot to attend a lesson, work experience) cannot be rearranged or refunded. This is standard practice with peripatetic teachers.

What happens if my child has an appointment or school trip on the day of her music lesson?

Students should notify the peripatetic music teacher and the Music department as soon as possible and preferably two weeks in advance. A swap with another pupil will be arranged where this is possible and in some cases students may organise this themselves, with the approval of the peripatetic music teacher. If insufficient notice is given the peripatetic music teacher is not obliged to make up the missed lesson.

How do I cancel my child's music lessons?

At least half a term's notice, as per the school calendar, must be given in writing to the Music Department. Notice should be given no later than the following dates. If insufficient notice is given, the next term's fees will be payable.

- **Monday 14th October 2024** to discontinue lessons at end of Autumn Term
- **Monday 3rd February 2025** to discontinue lessons at end of Spring Term
- **Monday 12th May 2025** to discontinue lessons at end of Summer Term

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

Is there instrument storage at school?

We do have storage space for students' instruments within the Music Department. 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*.

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 2 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 timetable on **Microsoft TEAMS** 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 2 week's 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 support the extra-curricular activities organised by the Music Department.
- To participate in school concerts/productions as requested by the Music Department.
- To 'sign in' at the front of school if lessons are timetabled during am or pm registration.

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

