



***Music School Instrumental Tuition
Information Booklet
Year 7 Intake: September 2024***

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 & Electric Keyboard

Drum kit

Music Theory

Voice

Lessons: Lessons are taught one-to-one 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 thirty lessons over the academic year which is split into three blocks of ten lessons. Due to varying lengths of terms, Students may receive more than or less than 10 lessons per term.

Timetabling: Lessons are timetabled on the same day weekly but timed by rotation to avoid academic disruption. 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 Instrument Tuition Notice Board in the Music Department. Students are expected to check the timetables regularly in case of any changes, ensure that they attend all lessons promptly, and be committed to regular instrumental practice.

Tuition Fees: Fees are £427.50 for 30 lessons over the academic year for which you are invoiced £142.50 per block of 10 lessons in advance of each block starting.

Prompt payment to your child's instrument tutor is expected. 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):

- 31st 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 students receiving the pupil premium. Please contact musictuition@combertonvc.org in confidence for enquiries about this.

Please note that there may be additional costs for sheet music, examination entry, study materials and consumables (eg reeds or strings).

To enrol your child for lessons, please complete the online [Application Form](#) by Friday 5th July.

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 student's instruments within the Music Department which is secured with a number-coded lock. Please ensure that all instruments/cases are *clearly labelled* with name and tutor group. 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 student receives the full amount of tuition (notice will be given to any Students concerned).

What if a test or medical appointment, etc. should conflict with a lesson time? With a *minimum of 1 weeks' notice* it should be possible to reschedule a lesson if it were to clash with an unavoidable commitment. If this is not possible, we will always try to help but with short notice this may not be feasible. For unexpected student 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; 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 about my child's progress? A formal report is sent out in the summer term. However, your child's lesson notebook may be used as a means of communication with the tutor at any time.

What about extracurricular activities? We offer a wide range of activities, full details of which are available at the beginning of each term.

How do I withdraw from lessons? Should you wish to withdraw your child from lessons during the year, 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.

Any further queries? Please email musictuition@combertonvc.org and your message will be forwarded onto the relevant person. We will reply to you at the first opportunity.

Terms and Conditions

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 named tutor (once known), with musictuition@combertonvc.org copied in (in confidence)
- Any concerns regarding *timetables* to be communicated to musictuition@combertonvc.org
- To give a minimum of *five school weeks written notice* to the tutor 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 student is *unable to attend* a lesson to allow time to re-arrange, otherwise the lesson may not be rescheduled
- To inform us of any change of contact details: particularly the preferred email address

Student Responsibilities:

- Students must check the timetable in the Music Department regularly, taking note of when lessons are and notifying a member of the Music Department staff immediately of any queries or concerns.
- Give at least a week's 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 in order to set up instruments and be fully prepared
- To practise regularly and thoroughly

School/Tutor Responsibilities:

- We offer 30 lessons per academic year, either in person or via a digital platform
- We reserve 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
- 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 a timetable clash has been given

PLEASE KEEP THIS BOOKLET FOR FUTURE REFERENCE