



# Music Department

## Peripatetic Instrumental Lessons Policy

*“ Praise him with the sound of the trumpet: praise him with the psaltery and harp. Praise him with the timbrel and dance: praise him with stringed instruments and organs. Praise him upon the loud cymbals: praise him upon the high sounding cymbals. Let every thing that hath breath praise the Lord. Praise ye the Lord.” Psalm 150*

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### **1. Introduction**

Every pupil has the right to receive extra-curricular instrumental and vocal lessons subject to the availability of a teacher. There are many benefits of such lessons, including:

- pupils benefit academically in that the skills and knowledge gained from a peripatetic lesson may benefit their curriculum work.
- pupils gain spiritually, morally, and socially, especially if they attend one of the extra-curricular groups run by the music department.
- pupils who receive peripatetic lessons have the opportunity to participate in a wealth of extra curricular music activities.

### **2. Aims of the Policy**

This policy seeks to ensure that:

- all pupils have the opportunity to fully participate in instrumental lessons
- pupils are supported in selecting the appropriate instrument that they

wish to learn

- pupils and parents are aware of the commitment that learning an instrument requires, both during the school day and at home
- pupils, parents and teachers are clear about the expectations for pupils to contribute to the extra-curricular life of the school

### **3. Peripatetic teaching staff**

The Director of Music liaises closely with all peripatetic instrumental teachers to coordinate lessons and monitor pupil progress. All staff must be fully qualified, have suitable experience in teaching their instrument and be CRB checked. An updated list of peripatetic staff will be published at the beginning of each academic year. Parents are invited to consult with peripatetic staff at the end of each term concerning progress.

### **4. When lessons take place**

Instrumental tuition is provided on a weekly basis for a total of 30 lessons per year. Lessons take place throughout the school day during the week and lesson times rotate, to avoid children frequently missing the same lesson all term.

Because of this, parents and pupils do not need to fix lessons in break and lunch times, and are kindly requested not to make such arrangements, as this reduces the amount of time through which other pupils' lessons can rotate.

It is the responsibility of the pupil to check the time of their instrumental lessons each week and to arrive on time. Timetables are displayed on the notice boards outside the music room and pupils are encouraged to use their journals to record this information. The Director of Music will also send a timetable home via email, if provided with the information.

All members of staff at Trinity are aware of the pupils that will receive instrumental tuition and grant permission for them to leave timetabled lessons at the appropriate time.

## **5. Fees**

Music lessons currently cost £60 per term (for 10 lessons) at the Primary and £90 per term (for 10 lessons) at the Secondary and this must be paid in advance. Occasionally, pupils are taught in pairs or small groups, especially when they are beginners of similar ability. Lesson fees may be paid to the school reception by cash or cheque made payable to 'Trinity School'. A receipt will be issued for all payments.

Tutors will advise pupils and parents of the required tutor books or examination books and these should be purchased individually.

Please note that one full terms notice is required if your child wishes to give up instrumental lessons.

## **6. Hiring an instrument**

Some instruments can be hired for £15 each term. Instruments currently available for hire/in stock include:

- violin / viola / cello
- flute
- clarinet
- alto/tenor saxophone
- trumpet
- french horn
- trombone
- oboe
- bassoon
- guitar

Please note that hired instruments are the parents' responsibility. This includes any damage and/or general servicing costs. Parents should also make arrangements for hired instruments to be included on their general

household insurance.

## **7. Storage of instruments**

Most instruments can be covered by household insurance policies, it is important to check this with your insurer. Trinity School is unable to accept liability for any loss or damage to instruments whilst in school. Please ensure that your child's instrument is clearly labelled with their name. Instruments should be left at the appropriate place in the Music Department store in the morning before registration and should be taken home again at the end of each school day.

## **8. Attendance**

Pupils must endeavour not to miss lessons. They must leave their class in good time to attend their instrumental or vocal lesson. If there are any issues regarding pupils missing a curriculum lesson, staff, parents and pupils should discuss the matter with the Director of Music in the first instance. If a pupil has a particularly important curriculum lesson which, for example, may contain assessed work, it may be possible to find an alternative instrumental lesson time if:

- adequate notice is given to inform other students of the timetable change
- in changing the timetable there is not a knock-on effect created, so that other pupils are taken out of the same lesson which they were taken out of recently.

### **On absences:**

- Any information regarding absences of any kind can be communicated directly to the teacher by phone/email/text (text is permissible for short notices such as absences) or through the school office, which will pass the information on when the teacher arrives. A message on the morning of the absence itself is perfectly acceptable.
- Lessons that are missed without prior notice, or lessons that are missed due to the children not being in school will unfortunately be forfeit.
- Where peripatetic teachers are informed of an absence in advance, that

lesson will *not* be forfeit and will be owed, or carried over to the following term.

- Naturally, an absence on the part of a peripatetic teacher will count as a lesson owed. These are usually rearranged in consultation with parents at a convenient time during the same term or carried over to the following term, and will appear on the next invoice as an extra lesson, or a free lesson owed.
- Absences of peripatetic teachers will be communicated to pupils via the music department noticeboards, and if possible during registration.

**9. Advice on practice** Pupils are expected to practice between 15 and 20 minutes every day. Regular practice is very important. It is far better to do a little most nights, than to do half an hour the night before a lesson. The practice diary is highly recommended and is the best means of communication between teachers and parents and provides clear guidance for the student on a weekly basis.

**10. Monitoring progress** Peripatetic teachers contact parents through the practice diary for updates on progress regularly. Pupils will be given a formal annual report in the summer reporting process. Entrance for an examination is also a good indicator of progress. Examiners' feedback can be constructive and useful to both parent and teacher.

**11. Examinations** Pupils may be encouraged to enter for ABRSM or Rock School graded examinations at the teacher's discretion. Teachers will select the most appropriate level of difficulty of examination and consult with parents. It is important to remember there is a cost element to such examinations. For string, woodwind, brass and vocal pupils, there may also be a small additional cost for piano accompaniment. Parents should also be aware that it is their responsibility to organise transport to the examination centre. Further information on these examinations and local exam centres will be made available to parents in advance. Please also refer to the websites [www.abrsm.org.uk](http://www.abrsm.org.uk) and <http://www.rockschool.co.uk>)

## **12. Guidance for Peripatetic Staff**

1. Keeping a register: Staff must keep a weekly register. Reasons for this

include Health & Safety as well as dispute resolution. The Director of Music also monitors attendance, as well as how many pupils are studying an instrument at any one time.

2. Drawing up a timetable: The Director of Music draws up a timetable at the beginning of each term in consultation with staff, and staff should endeavour to stick to it as far as possible. Selecting pupils on an 'ad hoc' basis is not appropriate, as it is too difficult to ensure that pupils are not missing the same curriculum lesson too often.
3. Rewards for practising & good preparation: Thorough practice and/or good preparation for lessons should be rewarded. Excellent effort in lessons should also be rewarded. For pupils who put in extra effort or are considered to have made outstanding progress, a Director of Music Award could be given.
4. ABRSM and Rock School Exams: Consent from parents should be sought before entering a child for an exam. The cost of the exam and the cost of any piano accompaniment should be made clear to the parents. When the date of the examination comes through, it must also be made clear to parents that it is their responsibility to arrange transport to the examination centre if the venue is an external one.
5. Reports: Written reports are issued once a year in the summer term. These should be word-processed onto a specific template available from the Director of Music. Staff should provide regular, informal feedback to parents via the child's practice diary.

### **13. Equality of access**

All pupils are entitled to participate in instrumental tuition regardless of their age, gender, ethnicity or ability. Pupils who have received tuition in primary school will be given priority to continue their instrumental studies.

### **14. Review of Policy**

The Director of Music will review this policy annually in consultation with senior management.