



INSTRUMENTAL TUITION INFORMATION

Parents & Students



Instrumental Lessons

Lessons

- It is our aim to provide instrumental tuition to all students requesting lessons.
- Lessons will normally be of 30 minutes duration.
- Lessons will be timetabled for 10 weeks of each term.
- Only in exceptional circumstances will timetables be altered at short notice.
- Students will be expected to arrive promptly at all lessons.
- On completion of a Trust Instrument Rental Agreement (With the exception of Pianos, Drum-Kits, Guitars, Ukuleles or similar) the trust will, where appropriate, supply an instrument for the pupil to learn on until they reach a standard of grade 3 or the end of Year 8; whichever is sooner. Unless agreed in advance parents will be expected to provide an instrument for the student to learn on after this period has elapsed and the trust instrument returned. Assistance in finding music/equipment etc. can be provided by the teacher and savings can be made through use of the 'Assisted Instrument Purchase Scheme (AIPS)' available through the relevant school.
- If the timetable of an instrumental tutor becomes completely full, it may be necessary to implement a waiting list. Every opportunity to provide tuition will be investigated. As soon as a space becomes available, the student at the top of the waiting list will be contacted and offered lessons.

Practice Diaries

- Practice diaries should be used every lesson to monitor and record practice.
- The diary is for the student, teacher and parent/guardians to maintain a record of the student's progress.
- Diaries should be brought by the student to each lesson.
- The tutor will ensure that a current record of progress is maintained and will, where necessary, include any relevant notes to parent/guardians.
- Parents/guardians are encouraged to add any comments for the tutor in the appropriate place within the diary.
- Parents/guardians are also encouraged, especially in the early stages, to 'sign off' the practice done by the student each week.

Instrument Storage

Students should speak to music staff about instrument storage. Students who leave instruments on the floor or in other areas risk damaging their instruments. The music department will not be liable for any damage caused.

Regular Practice

It is a vital part of the early stages of learning any instrument that the student establishes a routine of practice. Failing to do so will inhibit the progress possible. We seek to encourage all students to practise and for parent/guardians to support them in this endeavour.

- Students should establish a routine of regular practice, as directed by the teacher.
- At first, students may need support in this effort by parents/guardians.
- Teachers will recommend a suitable minimum level of practice each week and help the student with the format and substance and duration of their practice.
- Teachers have an expectation that practice forms a central part in the development of the student.

Invoices

- Tutors will provide to parent/guardian a clear invoice for the forthcoming term minus any agreed subsidies including, where appropriate, any settlement from previous invoice(s).
- Invoices are payable upon receipt for the term in advance.
- If there is a need to pay the invoice in part or over a period of time, this should be arranged with the teacher concerned in advance of the start of term.
- If an invoice remains unpaid, the teacher shall have the right to cease tuition pending the payment, in full, of the invoice.

Absence

- If a student is unable to attend a lesson, a week's notice should be given to the tutor. If the student is ill, parents/guardians should contact the tutor to inform them of absence.
- If, for any reason, a lesson is missed by the tutor, then the cost of that lesson will either be deducted from the next invoice or, if possible, be made up before the end of the current term.

Rates

- The standard rate for lessons is reviewed annually and set by the by the Executive Headteacher, Finance Director and Director of Music for the trust in association with the instrumental teachers. Please see the rate card for the rate for this academic year. Subsidies are available as per the below rate card. In the event of a subsidy being awarded the tutor will invoice the parent directly for the non-subsidised proportion.
- Where a subsidy is given for paired/group tuition the tutor may, in agreement with all parents concerned, split the lesson into shorter, individual, lessons (*so, for example, a 30-minute paired lesson may be split into 2x15-minute individual lessons, or a 30-minute individual lesson once a fortnight*)
- Any parent/guardian who feels they need special consideration in respect of finance should contact the school's Head of Music.

Extracurricular Involvement

The West Norfolk Academies Trust promote engagement in a wide variety of musical ensembles at school, trust and regional levels. These add to the vibrant musical life of the school.

- Once the appropriate standard of ability has been reached the Head of Music, Instrumental Tutor or member of the Music Team will direct, and encourage, the student to attend these ensembles.
- It is a condition of any subsidy, additional funding towards tuition, or instrument loan that pupils attend extracurricular groups as requested by a member of Music Staff, or their tutor unless previously agreed in writing.
- In the event that a reasonable request is not supported the school reserves the right to remove any subsidy or request the return of the loaned instrument.

Examinations

- Students may, when and if deemed appropriate by the tutor, be entered for exams – these entries should be made via the trust examination entry form, available from the tutor.
- Exam entry may require extra work on behalf of the student.
- Fees for exams will be the responsibility of the parent/guardian and should be paid through the School Shop section of the Springwood High School website (www.springwoodhighschool.co.uk).

Ceasing Lessons

- Ceasing instrumental lessons should be regarded only as an extreme last resort for any student, and following discussion, monitoring and every attempt to keep the student involved in the musical life of the school.
- If a student decides, after every effort has been made, to cease taking instrumental lessons, a minimum notice period of ***a half term*** is required, ***in writing***, to the tutor under copy to the Head of Music.
- If, in extreme circumstances, a tutor decides that it is no longer feasible for a student to continue with instrumental lessons, the tutor will inform the Head of Music and the parents, in writing, giving the reasons, and lessons will stop at the end of the current term.
- If, in extreme circumstances, the notice period is not possible, appropriate refunds will be calculated.

Reports

- Each tutor will provide, for all parent/guardians, a written report at the end of each academic year, which will be sent out in the final month of the Summer Term.
- Student information in reports will include attendance/punctuality and achievement as well as future/further development.
- Parent/guardians wishing to discuss the progress of students are free to contact the instrument tutor or Head of Music to arrange an update at any time.

Instrumental Tuition Agreement

Please acknowledge receipt of this information by signing, dating and returning the final page of this document below to the music department, or by completing the online version that can be found at <https://forms.gle/g9DshjoYMTbnWwot5>

Instrumental Charges and Subsidies, 2024-25.

The rate for lessons in the 2024-25 Academic Year is £33 per hour (or £16.50 per 30-minute lesson)

All rates and subsidies are based on 10 lessons per academic term.

Year Group	Type of Instrument	School Subsidy (**)	Weekly Paired Lesson (where Possible) Or fortnightly individual lesson		Weekly Individual Lesson	
			Parental Contribution (per child)	School Subsidy (per child) (**)	Parental Contribution (per child)	School Subsidy (per child) (**)
7	All Instruments	15% <i>(of shared or fortnightly lessons)</i>	£70.12	£12.38	£152.62	£12.38
8	All Instruments	15% <i>(of shared or fortnightly lessons)</i>	£70.12	£12.38	£152.62	£12.38
	Endangered Species(*)	100% <i>(of shared or fortnightly lessons)</i>	£0	£82.50	£82.50	£82.50
9	All Instruments	15% <i>(of shared or fortnightly lessons)</i>	£70.12	£12.38	£152.62	£12.38
	Endangered Species(*)	100% <i>(of shared or fortnightly lessons)</i>	£0	£82.50	£82.50	£82.50
10 <i>(GCSE Music Students Only)</i>	All Instruments(***)	50% <i>(of individual weekly lessons)</i>	£0	£82.50	£82.50	£82.50
11 <i>(GCSE Music Students Only)</i>	All Instruments(***)	50% <i>(of individual weekly lessons)</i>	£0	£82.50	£82.50	£82.50
12 <i>(A-Level Music Students Only)</i>	All Instruments(***)	50% <i>(of individual weekly lessons)</i>	£0	£82.50	£82.50	£82.50
13 <i>(A-Level Music Students Only)</i>	All Instruments(***)	50% <i>(of individual weekly lessons)</i>	£0	£82.50	£82.50	£82.50

Orchestral Instruments: Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, French Horn, Trombone, Tuba, Violin, Viola, Cello, Double Bass, Orchestral Percussion.

Non-Orchestral Instruments: Singing, Piano/Keyboard, Drum-Kit, Guitar, Ukulele

() 'Endangered Species': These rates are only available to those who started lessons during year 7 of 2022-23 or 2023-24 and are not available to new students. These were based on 100% subsidy for paired lessons, or individual fortnightly lessons. Individual weekly lessons are available with rates as per the above table.*

*(**) Subsidies are available to a limited number of students in each year group and on each instrument which will be reviewed on an annual basis. In the event that a year group/category/instrument is over-subscribed subsidies will be allocated on a 'first come, first served' basis by the relevant Head of Music whilst giving a balance of instruments with a waiting list being kept, or parents may wish to pay an unsubsidised (full) rate.*

*(***) For GCSE and A-Level students subsidies are only available on an instrument that they will use for their final performance exams in years 11 or 13 respectively*

In addition to the above Individual lessons are also available on all instruments without any subsidy and so will be chargeable by the visiting teacher at a full rate of £165 per term.

Additional subsidies may also be available for those students in receipt of Pupil Premium or Free School Meals. Please contact the relevant school for more details.

West Norfolk Academies Trust Instrumental Scholarships, 2024-25 : New Year 7 Students Only

This year there will be two types of instrumental scholarships available to new Year 7 students, available by application in September via the scholarship application form.

ARTS PLACE SCHOLARSHIPS (SPRINGWOOD HIGH SCHOOL ONLY): These are open to students arriving in Year 7 who have been granted a place at Springwood through the Arts-aptitude tests. Limited to 10 places successful applicants will be invited to learn an orchestral instrument, for which they will receive 50% subsidy on paired (or fortnightly individual) lessons. This would equate to a parental contribution being required of £41.25 per term.

INSTRUMENTAL SCHOLARSHIPS (ALL HIGH SCHOOLS): These are open to students arriving in Year 7 who have already been learning an instrument prior to joining a WNAT High School in Year 7. Limited to 10 places successful applicants, who have been learning either an Orchestral Instrument or Piano prior to arriving at Springwood. These will be awarded via application and audition to the Director of Music and the successful students will receive 100% subsidy on one instrument for weekly individual lessons in years 7 & 8, with a 50% contribution on individual lessons in year 9. This would equate to free lessons in years 7 & 8 with a parental contribution of £82.50 per term in Year 9.

More details on these scholarships can be obtained by contacting the Director of Music, e-mail music@springwoodhighschool.co.uk

Instrumental Tuition Agreement – West Norfolk Academies Trust

THIS FORM IS ALSO AVAILABLE ONLINE AT <https://forms.gle/g9DshjoYMTbnWwot5>

I hereby acknowledge receipt of the Instrumental Tuition Information for Parents and Students and have read and accepted the contents.

NAME OF STUDENT:

SCHOOL ATTENDED SEPT'24:.....

YEAR GROUP 2024/25 ACADEMIC YEAR:

Application Details

I would like to apply for a subsidised lesson at the rate as per the information.
(Please note that subsidised lessons are limited and may not be available for all)

I would like to opt out of the subsidised scheme and would like an individual lesson at the full cost of £165 for 30 minutes for the 2024/25 academic year.

INSTRUMENT/VOICE REQUESTED *(please complete a separate form for each instrument studied):*

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PREFERRED TEACHER?:.....

PREFERRED SUBSIDISED LESSON – INDIVIDUAL/PAIRED/FORTNIGHTLY *(please refer to the charging table for prices – please note we cannot guarantee to meet all requests – in the event your request is not possible the tutor will contact you prior to lessons commencing):*

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IS YOUR CHILD ELIGIBLE FOR FREE SCHOOL MEALS?:.....

DOES YOUR CHILD HAVE A SPECIAL EDUCATIONAL NEED?:.....

PARENT/GUARDIAN SIGNATURE:.....

PARENT/GUARDIAN NAME:.....

DATE:

E-MAIL ADDRESS:.....

TELEPHONE:

POSTAL ADDRESS:

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Please detach and return to the Head of Music at the relevant High School, or complete online.