



**MUSICAL INSTRUMENTAL TUITION
INITIATIVE 'MITI' PRIMARY SCHEME
INSTRUMENTAL TUITION INFORMATION
Parents & Students 2024-2025**



Instrumental 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, the Trust will 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.

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. Practice takes place at home between the weekly lessons; this requires the parent to sign an agreement to take responsibility for the instrument when it is off the schools premises. Without this agreement, tuition cannot commence.

- ❑ 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.
- ❑ The failure of one student to practise regularly will hinder the progress of the rest of their group.

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 in school. Students who leave instruments on the floor or in other areas risk damaging their instruments. The school will not be liable for any damage caused.

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 the absence.
- ❑ If, for any reason, a lesson is missed by the tutor, the time will be made up within that term so the minimum number of lessons is maintained. (Please note that, depending on the length of the term, any lessons to be made up may need to be added later in that academic year)

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. The MITI rate for the 2024-2025 academic year is £25 for ten lessons; the remainder being subsidised by the WNAT. Parents will be invoiced by their child's school at the start of each term for the following term
- ❑ There is no charge for workshops and extra-curricular rehearsals.
- ❑ Any parent/guardian who feels they need special consideration in respect of finance should, in the first instance, contact the school's head teacher.

Extracurricular Involvement

Involvement in musical ensembles adds a social aspect to a child's learning and gives a purpose to what they learn in their lessons. The extra commitment usually results in more rapid progress. Once the appropriate standard of ability has been reached the instrumental tutor will direct, and encourage, the student to attend these ensembles. The West Norfolk Academies Trust promotes engagement in musical ensembles based on the Trust's four high schools:

MARSHLAND	TBC
ST. CLEMENTS	TBC
SMITHDON	TBC
SPRINGWOOD	TBC

- ❑ In the event that a reasonable request is not supported with a legitimate reason 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.
- ❑ Exam entry may require extra work on behalf of the student.
- ❑ Fees for exams will be the responsibility of the parent/guardian and invoiced by the Trust.

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 **six 'termtime' weeks** is required, **in writing**, to the tutor under copy to school head teacher.

- ❑ 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 school 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 parents/guardians, a report at the end of each academic year, which will be sent out at the end of the summer term.
- ❑ Student information in reports will include attendance and achievement as well as further development.
- ❑ Parents/guardians wishing to discuss the progress of students are free to contact the tutor or school to arrange an update at any time.

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Further Information

- The Trust is required to provide further information in the event of an inspection, so, we would be grateful for the following information, which will be treated in full confidence and which will not be shared with any other source in a manner that can identify an individual child.
- We need to know whether your child has any special educational needs and if your child is eligible for free school meals.

Purchase of Instruments

Once a child has shown good progress on an instrument it is a good idea for them to have their own. Past experience shows that this is always a stimulus to rapid progress. To benefit from this system, there is a government approved scheme whereby parents can purchase a new instrument without having to pay the 20% VAT. Further details can be found by googling VATGPB7825. The first step is to contact the teacher to decide upon a suitable instrument. The second is to give all relevant details of the supplier and instrument to your child's school (not WNAT) and ask them to order the instrument on your behalf. You pay the school directly for the necessary amount once it arrives. (This might be a suitable Christmas present.) Do not purchase online.

instrument	Shop price	Price minus VAT
flute	200-295	166-245
Clarinet	180-515	150-429
Trumpet	180-350	150-291
trombone	180-350	150-291
Violin	110-250	81-208
Viola	215-390	180-325
Cello	290-600	241-500

Instrumental Tuition Agreement

Please retain this document for your information and acknowledge receipt by detaching, completing and returning attached document to your school secretary – not the instrumental teacher.

For any questions, please contact:

Benjamin Howell

Trust Peripatetic Music Lead

Email: b.howell@westnorfolkacademiestrust.co.uk

Instrumental Tuition Agreement

MITI Primary Scheme Parental agreement

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

I also realise, and give my permission for the details of my child and myself to be shared with the West Norfolk Academies Trust for the purposes of instrumental tuition in the form of a copy of this application.

NAME OF STUDENT:

SCHOOL:

YEAR GROUP 2024/25 ACADEMIC YEAR:

PARENT/GUARDIAN NAME:

PARENT/GUARDIAN SIGNATURE: DATE:

E-MAIL ADDRESS:

TELEPHONE:

POSTAL ADDRESS:

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DOES YOUR CHILD QUALIFY FOR FREE SCHOOL MEALS? YES/NO

DOES YOUR CHILD, TO YOUR KNOWLEDGE, HAVE ANY SPECIAL EDUCATIONAL NEED?

Please return this page only to the office at your child's primary school