

St Cedd's School



MUSIC

- Instrumental Tuition Policy -



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Instruments taught at St Cedd's School

Visiting Music Teachers (VMTs) offer lessons in: piano, violin, cello, flute, clarinet, oboe, saxophone, bassoon, trumpet, cornet, euphonium, tenor horn, French horn, trombone, tuba, classical guitar and drum kit. They are all highly qualified musicians who have been employed in line with the School's recruitment policy including our safeguarding training and satisfactory completion of all statutory checks, as are all who work professionally with children.

Recorder lessons

One 35 minute recorder lesson a week is given to all children in Years 2-4 by the Assistant Director of Music, Mrs Penkett, as part of their standard music education. Pupils in Years 5-6 continue recorder as an extra-curricular activity unless their parents decide that they are not continuing. When pupils go into Year 2 or start Recorder they will be issued with a new Recorder and book and the charge will be added to the next term's invoice. If a child already has a Recorder they should bring it in to the first lesson and Mrs Penkett will check that it is suitable to use. All recorder pupils need to have a music bag, available from the School Shop. More detailed information of the Recorder Teaching can be found in the Year 2 Recorder Tuition Guide.

Organisation of visiting music teacher lessons

Lessons are 35 minutes long and take place, for the most part, during school hours. Lesson times are rotated on a weekly basis as much as is possible so that the same lesson is not missed each week. The Assistant Director of Music is responsible for timetabling lessons and organising appropriate rooms. She liaises directly with the visiting music teachers. Wherever possible pupils in Year 6 will not miss core subjects before the October Half Term. Wherever possible pupils in Year 5 will not miss core subjects after the October Half Term. Lessons take place in the practice rooms or classrooms in the Music School.

Snow Days

In the case of school being closed due to snow, VMTs may choose to arrange remote lessons for their pupils. Under these circumstances lessons need to be arranged between the VMT and the parent/s of the pupil and suitable supervision of the lesson arranged.

Payment of instrumental lesson fees

The cost of lessons from September 2024 is £25.00 for 35 minutes. This amount will be reviewed for the Autumn 2025 term. Payment must be made in advance to the individual teacher concerned for each term's lessons. Payment should be by cheque or BACS as directed by the VMT. If a teacher misses a lesson, it is made up during the term or the cost of the lesson reimbursed.

If a child misses a lesson because of an activity organised by the school as part of their education, the lesson is rearranged or made up another time. **It is expected, however, that parents/guardians kindly inform VMTs of any such activity with reasonable warning, to enable them to make any alterations to the lesson timetable.**

If a child misses lessons for any other reason such as: illness, medical appointments, forgetfulness (e.g. not having their instrument in school) etc, they cannot be rearranged and no reimbursement is given.

How pupils are accepted

Parents/Guardians fill in an application form for their child and their name is then put on the waiting list either until a place becomes available or until the child reaches the correct age/size to play their chosen instrument. Application forms are available to parents as soon as their child starts at St Cedd's School. When a lesson place becomes available Parents/Guardians will be informed. Lessons are allocated to Key Stage 2 children on a 'first come, first served' basis. Pupils joining St Cedd's School in Key Stage 2 who are **already learning** an instrument will automatically be put to the top of the waiting list to minimise the break in their instrumental education. Key Stage 1 children are only offered lessons in exceptional circumstances and in conjunction with discussion with the Director of Music.

Children are only permitted to learn up to a maximum of two instruments in school time so as to minimise disruption to their education (This rule excludes recorders). They will not be given a place to learn a second instrument until they seem ready to cope with the demands of two lots of lessons and practice.

Children are not allowed to have instrumental lessons in school for an instrument that they are also learning with another teacher outside of school.

It is expected that children learning an instrument in school, having reached the appropriate standard, will become members of a school ensemble.

It is expected that parents support their child's learning by actively encouraging and monitoring practice.

The St Cedd's School String and School Shortage Instruments Scheme

St Cedd's School has a long tradition for fine string playing and is able to boast a String Orchestra. In order for this tradition to continue, the Director of Music selects a number of Year 2 children (approximately 12) to have group violin or cello lessons free of charge for one year. It is hoped that these children will then want to continue with lessons after this initial year has come to an end. At present the Scheme offers two 30 minute group violin lessons (8 pupils) and two 30 minute group cello lessons (4 pupils) per week. It is offered free of charge to parents and reviewed each term.

In addition to this, for the academic year 2024-2025, two Year 2 pupils will be chosen to learn trumpet and two Year 2 pupils to learn clarinet. Trumpets and clarinets will be provided by the school for the pupils to use whilst on the scheme.

Instrument hire

St Cedd's School is able to offer a limited number of violins and cellos for hire to pupils who are **beginning** to learn these instruments. This enables a child to find out if they are suited to a string instrument without having to commit to purchasing an instrument. It is assumed that after a year of lessons Parents will have purchased an instrument for their child.

St Cedd's School instrumental hire charge is £25.00 per term, paid in arrears and this will be added to the school bill and used for the upkeep of the instruments.

Labelling of instruments

All instruments that are brought into school, whether they belong to the school, Essex Music Hub or the child, **should be labelled clearly with the child's name on the outside.** The School Shop sells luggage tags which are excellent for this purpose.

How to practise

Young children need help to get into the habit of practising their instrument. Very few children will remember to practise without being reminded. Please try to choose some set times during the week when your child will be able to practise, and if it can be in a room without other distractions that is really helpful. It is better (as with recorder practice) to do a little, but often, to help your child start to remember the music they are learning. We recommend practising 5 times during a week if possible and making sure that your child knows what they should be working on. Your child's VMT should either provide your child with a Practice Notebook in which they write down after each lesson what they wish your child to practise at home, or will make notes in the music book they are learning from to indicate what needs to be worked on. Different teachers have different ways of working, but essentially if they have highlighted a particular area to focus on, then most of your child's practice time should be spent working on that. This

may involve playing something they are finding difficult (perhaps a couple of bars, or a phrase) a number of times until it starts to improve. After they have covered what they have been set to do it is often nice to then play the pieces through to see if they are improving. Some pupils also enjoy trying to sight-read other music of their own choosing, or perhaps experimenting with making up some of their own music to play on their instrument. If you wish for more detailed advice about your child's particular instrument please do ask their VMT.

How to stop lessons

Lessons can only be terminated by written notification to the Director of Music, a copy of which should be sent to the VMT concerned.

A term's notice must be given or a term's fee will be charged. This means that any pupil wishing to give up at the end of term must have given notice in the *first* week of that term.

Reporting on progress

Progress is monitored continually and a written report is provided at the end of the summer term. Where a pupil is not progressing at an appropriate rate, parents are consulted and targets set for improvement. If parents wish to communicate with the child's VMT they will have received an email contact address with the invoice which was sent out by the teacher.

The Director of Music reserves the right to discontinue lessons if a pupil's attendance and/or effort do not meet the required standard, or if a pupil does not appear suited to a particular instrument.

It is helpful if parents check the practice diary after each lesson in order to help their child understand what needs to be worked on each week.

Application Form for Learning an Instrument

Please include an email address if you wish to have confirmation of receipt of the form

PARENTS/GUARDIANS DETAILS

Title.....Initials.....Surname.....

Daytime telephone..... Evening telephone.....

Email

I give permission for my email address to be passed on to the VMT for the purposes of sending a termly invoice. (please tick)

PUPIL DETAILS

First NameSurnameClass.....

Special need/medical conditions e.g. dyslexia, grommets etc.
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LESSON DETAILS

Please state the instrument your child would like to learn (violin, cello, flute, oboe, clarinet, saxophone, bassoon, guitar, piano, drum kit, trumpet, cornet, tenor horn, baritone, French horn, trombone, euphonium, tuba).....

Please note that those children wishing to learn the piano must have a piano or touch-sensitive keyboard at home on which to practise.

In the case of violin and cello, please indicate whether you will need to hire an instrument from the school. Yes..... No.....

If your child has already had lessons on the above chosen instrument, please give details of how long they have played and any exams they may have taken
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Please do not obtain an instrument until you have been given a starting date for lessons and have spoken with the VMT concerned.

I apply for instrumental lessons for the pupil named above. I understand and accept the *Regulations and Conditions* in the policy that explains how teaching is arranged.

Signed..... Date.....