



Faculty of Creative & Performing Arts



Farmor's School
AN ACADEMY

Instrumental
Lessons

INSTRUMENTS OFFERED

Brass	<i>All instruments</i>	Teacher: Mr. I. Hartnell
Drum kit/Percussion		Mr. R. Cooper
Guitar & Bass	<i>Acoustic & Electric</i>	Mr. P. Cordell
Piano		Mrs. R. Emmerson
Singing		Mrs. K Hicks Beach
Strings	<i>Violin, Viola</i>	Miss. H. Godfrey
Strings	<i>Cello, Double Bass</i>	Miss. S. Higgins
Woodwind	<i>Flute, Clarinet, Saxophone</i>	Mrs. M. Frewer
Keyboard		Mrs. M. Frewer

THE SCHEME

During the academic year a total of 30 lessons will be available. Lessons are 30 minutes long and lessons are offered either individually or in groups of two but there are some variations depending upon the choice of instrument and individual circumstances, which have to be agreed with the individual teacher.

The lessons are divided into **three modules of 10 lessons**. Within a 40 week academic year this means that the effect of unforeseen events such as school closure or teacher absence should not affect the availability of the 30 lessons offered.

All students should complete an application if they wish to apply for tuition for **each academic year**. Please read the terms and conditions carefully, **including cancellation terms**.

CHARGES

The scheme is self-financing and parents are charged as detailed below. Charges are revised every September. The rates for the academic year 2016-17 are as follows:

Individual Tuition:	£17.00 per lesson	£170.00 for 10
Tuition in a group of 2:	£9.00 per lesson	£90.00 for 10

Please read the terms and conditions carefully before completing your application form.
In cases of hardship please see 'Bursaries' below

OTHER COSTS

These include the provision of **music**. The School has an account with *Blackwell's Music Shop* and we order sheet music on a weekly basis. The full costs of this are passed on to families through the instrumental lessons scheme. For the usual range of teaching material which is necessary to support the learning of a student such as Tutors or exam music we do not normally ask for your permission prior to ordering. However, for music that is specialist and more expensive we do consult parents first. Because some of our instrumental teachers have developed their own teaching materials which they photocopy the costs of photocopying will be passed on to parents. **Students and parents are reminded that the photocopying of copyright music is illegal.**

You will be sent details of any costs for your child and payment must be received before the sheet music is given to your child or exam entries made. All payments are to be made to the Finance Office.

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It is possible for parents and students to order, or download, sheet music from web sites such as *sheetmusic.com* if you wish to do this please decline the option for music to be ordered as needed on the application form. Please note that if you wish to obtain music yourselves you need to do so promptly to ensure the continuity of the lessons.

METHODS OF PAYMENT

Monthly payments can be made for full school year (30 lessons) by standing order direct to the bank over 10 months 1 September to 1 June.

Or

Module 1 to be paid by cheque sent with your application form by 1 July 2016, cheques to be post-dated to 1 September 2016. Late applications will be accepted in September with payment by 9th September 2016.

For Modules 2 and 3 payments can be made by cheque or directly to our bank, details will be enclosed with the invoices.

Account name: Farmor's School Fund A/C
Sort code 30-80-95
Account number 32698360
Reference Student name/Music

BURSARIES

As with all activities students can apply for support from the Trustees bursary. Funds are limited and support cannot be guaranteed. Please contact Mrs Dorey, Business Manager for more information.

WHO CAN APPLY FOR LESSONS?

All pupils may apply for lessons, and wherever possible their request will be met. However, it must be realised that neither teaching time nor teaching space is limitless, and where lessons are oversubscribed your name will be put on a waiting list in order of the application date. Other factors such as the size of your hands may affect your choice of instrument and teachers will advise you if you are likely to encounter difficulties in pursuing your choice. Teachers may consider teaching in groups of 3 in special circumstances.

AVAILABILITY OF LESSONS

At the start of the autumn term some teachers offer a trial lesson to help assess suitability for particular instruments. Where these are available lists will be posted on which students can sign up. The first term of lessons is regarded as probationary. Pupils will then need to consistently demonstrate that they have both the attitude, and aptitude, for the instrument they have chosen.

TIMING OF LESSONS

To cause the minimum conflict with curriculum time the lessons are generally organised as follows:

Years 7, 8 and 9	During school lesson time, on a rota
Years 10 and 11	Fixed times at break or lunchtime, wherever possible
Sixth Form	During study periods

PROVISION OF INSTRUMENTS

It is the responsibility of the students/parents/guardians to provide an adequate instrument to learn on; if the request is for Piano lessons then ready access to a piano / suitable keyboard at home is essential. Instruments may be hired from the County Music Service at Colwell, but parents/guardians and students would be well advised to seriously consider purchasing their own instrument. There are now many schemes offered by music shops that are of a hire-and-buy nature and which do not attract interest charges. Details are available from the Music Department if you wish to consider this course of action.

EXPECTATIONS

Attendance

In preparing the rotas allowance will be made for known school events that appear on the school calendar. **It is obviously not possible** to foresee every school visit or informal test that takes place during the school year. Since pupils are informed about these in time to prepare themselves **it is assumed that they also have time to inform instrumental teachers** as well. Wherever possible an alternative time will be arranged but this may not always be feasible unless a gap has arisen elsewhere.

Absence from a lesson on the part of the student will not normally be made up, but absence on the part of the teacher will normally be made up or a refund will be made at the end of the year. Any long term absence due to illness should be discussed with school immediately and your music teacher.

Attendance registers for instrumental lessons will be kept in the Music Department and students initial the register to confirm their attendance. If there are two consecutive, unexplained absences, or if the pattern of their son's/daughter's work is causing concern parents will be contacted so that the best possible course of action can be pursued.

Preparation

It is expected that students will come to lessons prepared with instruments, music and having practised regularly. If students are not properly equipped or prepared they will be sent back to their curriculum lesson where their time can be more profitably spent. By looking at the Rotas posted in the Music Block students will be able to see in advance when their lessons are and they should keep staff informed if there is a clash with an important event such as a test in a curriculum subject so that alternative arrangements can be made. **It is also expected that they will support school musical activities** in order to maximise their progress and experience.

All class work missed due to an instrumental lesson must be made up and homework collected - a reliable friend can be very helpful for this. If you are told of a test, or of a particularly important lesson, check to see if your instrumental lesson clashes, if it does see a member of the Music staff or your instrumental teacher in advance.

Reports

It is the intention that a pupil's instrumental report will be issued towards the end of the summer term. If in the interim attendance or progress are causing concern parents will be contacted.

Notice to terminate lessons

Notice of not wanting to continue with tuition must be given in **writing to Mrs S Dorey the Business Manager or by email to musictuition@farmors.gloucs.sch.uk** with the correct notice periods as outlined within the terms and conditions.

Music Tuition – Terms and Conditions

Autumn term

- All students who want tuition complete an application form, indicating individual or shared lesson.
- This form is completed and returned to the Finance Office with a cheque payment for the autumn term, or confirmation that payment will be submitted to the bank, **by the end of the first week back to school – by 9th September 2016**
- The Finance Office put lists together for each Peripatetic Teacher giving the student names and indicating whether individual or shared lessons.
- The Peripatetic Teacher puts his/her timetables and registers together based only on those students who have paid.
- Any students starting after the beginning of the module do not start until they have completed an application form and have paid for the number of sessions left during the module.

Spring term

- Notice of not wanting to continue with tuition in the Spring Term must be **given in writing to Mrs S Dorey, the Business Manager, by the deadline of 19 October 2016.**
- Invoices for Spring Term tuition will be sent out **one full school week after the autumn half term holiday.**
- Payment must be made, either by cheque or confirmation that payment will be submitted to the bank, **one full school week before the end of the autumn term- by 16 December 2016**
- The Finance Office put lists together for each Peripatetic Teacher giving the student names and indicating whether individual or shared lessons.
- The Peripatetic Teacher puts his/her timetables and registers together based only on those students who have paid.
- Any students starting after the beginning of the module do not start until they have completed an application form and have paid for the number of sessions left during the module.

Summer term

- Notice of not wanting to continue with tuition in the Summer Term must be given **in writing to the Business Manager, by the deadline of 10 February 2017.**
- Invoices for Summer Term tuition will be sent out **one full school week after the spring half term holiday.**
- Payment must be made, either by cheque or confirmation that payment will be submitted to the bank, **one full school week before the end of the spring term – by 7 April 2017.**
- The Finance Office put lists together for each Peripatetic Teacher giving the student names and indicating whether individual or shared lessons.
- The Peripatetic Teacher puts his/her timetables and registers together based only on those students who have paid.
- Any students starting after the beginning of the module do not start until they have completed an application form and have paid for the number of sessions left during the module.

Please note

- **Current students wishing to continue with their tuition in the new Academic Year must remember to complete a new registration form as per the structure outlined above.**
- The decision to stop lessons during the term will not result in a refund for that term and if the notice periods outlined above have not been met, payment for the following term will also be due. This is to protect other students in shared lessons from increased costs and also to meet the school's commitment to acceptable notice of reduced tuition for Peripatetic Teachers.

Contact information:

Tel:	01285 712302
Fax:	01285 712504
Email:	<u>musictuition@farmors.gloucs.sch.uk</u>

COST: Solo lesson £170 x 10 weeks per term total 30 lessons
Shared lesson £90 x 10 weeks term total 30 lessons

3 terms per year Autumn Spring Summer.
A terms notice must be given to cease lessons.

OPTION 1: PAYMENT IN FULL BY CHEQUE PER TERM IN ADVANCE
(Payable to Farmor's School)

OPTION 2: BY STANDING ORDER DIRECTLY TO BANK ACCOUNT

Option 2: Standing Order Instructions

Account name: Farmor's School Fund A/C
Sort code 30-80-95
Account number 32698360
Reference Student name/Music

Solo lessons per year (3 terms)
10 months x £51.00 1st September 1st to 1st June 2017

Shared lessons or 15 Minutes per year (3 terms)
10 months x £27 1st September to 1st June 2017

Please reference your payment with the student's surname in order for us to reconcile this from our bank account.

Farmor's School, Fairford

Name of Student		Tutor Group	
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Contact telephone number	
Email address	

Please arrange for the above student to receive tuition for:
(insert instrument) _____

I wish to apply for him/her to:

- a) **Have a solo lesson**
- b) **Shared lessons in a group of 2**

I enclose my cheque for the Autumn module 10 lessons

Cost for a solo lesson =£170.00 ____
Cost for a group of 2 = £90.00 ____
Payable to 'Farmor's School'

OR

I wish to pay by monthly standing order _____

Solo 10x £51 1/9/16 to 01/06/17
Shared 10 x £27 1/09/16 to 01/06/17

Please DO NOT automatically order music

I have read the notes for parents/guardians and students and confirm that I will give the correct notice to terminate lessons and understand that failure to do so means that I will be liable for payment.

Signed		Date	
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Please add any other information (e.g. beginner, learning experience, please group with) below and on the reverse of this form.

Return by 15 July 2016 cheques to be post-dated to 1st September 16

September 2016 - 2017

Instrumental Lessons
Application Form