



SMITHDON HIGH SCHOOL
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 student 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 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, the lesson will 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*)
- Any parent/guardian who feels they need special consideration in respect of finance should contact the Smithdon's Music Lead.

Co-curricular 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 Music Lead, 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 students attend co-curricular 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 by parents/guardians, 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 Music Lead.
- 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 Music Lead 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 Music Lead 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.

Smithdon High School Instrumental Charges and Subsidies, 2023-24.

The rate for lessons in the 2023-24 Academic Year is £32 per hour (or £16 per 30-minute lesson)

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

Year Group	Type of Instrument	Trio Lesson (or pro rata)		Paired Lesson (or pro rata)		Individual Lesson	
		Parental Contribution (per child)	School Subsidy (per child) ⁽⁴⁾	Parental Contribution (per child)	School Subsidy (per child) ⁽⁴⁾	Parental Contribution (per child)	School Subsidy (per child) ⁽⁴⁾
7	Orchestral ⁽¹⁾	£27.00	£27.00	£45.00	£35.00	£125.00	£35.00
	Non-Orchestral ⁽²⁾			£48.00	£32.00	£128.00	£32.00
	Endangered Species ⁽³⁾			£0	£80.00	£80.00	£80.00
8	Orchestral ⁽¹⁾			£56.00	£24.00	£136.00	£24.00
	Non-Orchestral ⁽²⁾			£64.00	£16.00	£144.00	£16.00
	Endangered Species ⁽³⁾			£0	£80.00	£80.00	£80.00
9	Orchestral ⁽¹⁾			£64.00	£16.00	£144.00	£16.00
	Non-Orchestral ⁽²⁾			£72.00	£8.00	£152.00	£8.00
	Endangered Species ⁽³⁾			£0	£80.00	£80.00	£80.00
10 (BTEC Music Students Only)	All Instruments					£120.00	£40.00
11 (BTEC Music Students Only)	All Instruments					£120.00	£40.00



School subsidies with this colour box can only be utilised, and offered, with the permission of the Music Lead or a member of SLT at from Smithdon.

(1)Orchestral Instruments: Flute, Clarinet, Saxophone, Trumpet, Violin, Orchestral Percussion.

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

(3)'Endangered Species': Oboe, Bassoon, French Horn, Trombone, Euphonium, Tuba, Viola, Cello, Double Bass

(4)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 Music Lead whilst giving a balance of instruments with a waiting list being kept, or parents may wish to pay an unsubsidised (full) rate.

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 £160 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.

Instrumental Tuition Agreement – Smithdon High School

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

NAME OF STUDENT:

YEAR GROUP 2023/24 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 £16 for 30 minutes for the 2023/24 academic year.

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

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PREFERRED SUBSIDISED LESSON – INDIVIDUAL/PAIRED/TRIOS *(please refer to the charging table for availability – 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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PARENT/GUARDIAN SIGNATURE:.....

PARENT/GUARDIAN NAME:.....

DATE:

E-MAIL ADDRESS:.....

TELEPHONE:

POSTAL ADDRESS:

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Please return to the Music Lead at Smithdon High School

Office Use:	Date Form Received:
Teacher Assigned:	Subsidised Y/N
Date Passed to Teacher:	Subsidy awarded: %
Added to Waiting List Y/N	Date Added to Waiting List: