

## Instrumental Tuition at Michael Hall

Music holds a central position in the day-to-day life of pupils at Michael Hall. In the Lower School singing and flutes/recorders are integral parts of the daily rhythm of Main Lesson; enriching the subject matter; marking the seasons; and developing the social fabric of the classes through the joy of singing/playing together. As our pupils move through the Lower School, they start to have weekly singing and recorder lessons, and in the Middle School they begin music theory/history lessons. In addition to this, many pupils choose to take up an instrument on a one-to-one basis during school time.

Below are the details of the instruments currently offered in school and the details of how lessons are organised. Due to constraints on teaching space, we are not able to offer the full spectrum of instruments and have selected the instruments below based on demand. For your information, both East and West Sussex Music currently offer tuition on a wide range of instruments and there are a number of established instrumental teachers in the locality.

### Getting started

All instrumental lessons at Michael Hall are administered by the school's Instrumental Tuition Coordinator, Rachel Masters. Lessons are offered once a week on rotation during term time by a team of dedicated, specialist instrumental teachers. All lessons are 40 minutes long. For pupils taking music exams, instrumental teachers include aural training during lessons up to Grade 5 standard. Yearly progress reports will be given for each pupil.

Instrument	Class available from	Teacher	Fee
Cello	Class 3 upwards	Rachel Masters	£27
Violin	Class 3 upwards	Nicoline Kraamwinkel	£27
Viola	Class 3 upwards	Nicoline Kraamwinkel	£27
Flute	Class 4 upwards	Julie Groves	£27
Clarinet	Class 4 upwards		£27
Saxophone	Class 5/6 upwards		£27
Piano	Class 4 upwards	Simon Casciano	£27
Group lessons	Class 3 Strings only		£33 in total

If your child is in Class 2 and is very keen to begin learning a **string instrument**, please contact the Music Department for a conversation.

### **Group lessons**

Group lessons are available for beginners (maximum 3 pupils), however this will entirely depend upon demand. It is important to add that group lessons can be a good way of getting started, but that differences in learning needs often result in pupils progressing at different speeds and therefore needing individual lessons. Group lessons will be provided for a maximum of 1 year only and the viability of each group will be continually reviewed.

### **The rotation system**

All pupils wishing to learn an instrument at school are placed on the rotation system which generally operates from lesson 3 (9:40am) through to the end of lesson 9 (4:00pm). Sometimes lunchtime and afterschool lessons (up to 5.00 pm at the latest) are included. The length of the rotation does vary slightly depending on the number of pupils and on teacher availability. Where possible pupils have a fixed day for their lesson, but the time of the lesson changes every week to prevent pupils from missing the same curriculum lesson more than once each half-term.

### **Fixed slots**

Depending on the individual availability of the teachers, we do offer a limited number of after-school fixed slots. Priority is given to older students when allocating these times.

### **Term dates and Fees**

The number of lessons offered in a term will vary depending on the length of the term. The number of lessons offered in a term will generally be one shorter than the actual length of the term to allow for a 'catch-up' lesson in the event that the instrumental teacher is absent.

Parents will be invoiced by the instrumental teacher as agreed.

*Please note that in addition to the fee for lessons there is also a £15 termly administrative charge which is added to the school fees to cover the organisation of timetables according to the school's requirements.*

### **Practice**

Learning an instrument is a big commitment both for the child and for the parent, as in order for the child to make progress and enjoy their instrument, **regular daily practice is essential**. Even for the most enthusiastic and dedicated musicians practice is hard and requires will power. Scheduling in a slot for practice at the same time each day can be very helpful, as it builds up a rhythm which can be supportive on those days when your child is struggling. Instructions and comments about practising for the week ahead will be written in either the practice book, or on the piece of music being learned. It is hoped that pupils will practise a minimum of 5 times each week and the length of the practice is determined by how advanced the pupil is. During the early

stages, 10 – 15 minutes' practice on a regular basis is ideal. More advanced players require longer sessions in order to cover the work set and build stamina. It is so much more beneficial to practise a little and often rather than have one big practice session each week. Practise during the holidays is also to be encouraged.

### **Supporting practice**

Your child does need your encouragement and support to help them practise as it can be lonely at times. Even if you do not understand how to read music or how to play the instrument they are learning, just sitting with them for some of their practice time and helping them read the notes their teacher has written for them is extremely beneficial. All children go through peaks and troughs with their practice, and just like most other artistic or indeed sporting disciplines, extensive hard work is required to achieve mastery in order to reap the rewards.

We also encourage you to **attend your child's lessons**. This can be very helpful especially in the early stages of learning an instrument. Whilst this is best organised in consultation with your child's teacher, we ask that for purely practical reasons, after the initial stages, this happens no more than once a term. Once arranged, please sign in at reception and wait for the instrumental teacher before going to the lesson as for any other school visit.

## **Terms and Conditions**

*Parents and pupils are subject to all the terms and conditions laid out here. Michael Hall reserves the right to vary these Terms and Conditions without prior notification.*

### **Practice**

The school facilitates pupils having instrumental lessons during the school day in order to actively support their musical growth and development. The school therefore insists that pupils demonstrate their commitment to learning an instrument through regular practice.

If little to no practice is managed between lessons, the instrumental teacher may advise that the lessons they have been contracted to teach are discontinued. Whilst this would happen following consultation with the Instrumental Coordinator and the Music Teachers, each individual instrumental teacher reserves the right to discontinue lessons should they feel that it is in the best interests of the pupil or student.

### **Missed lessons**

If an instrumental teacher misses a lesson, the lesson will be rescheduled. Where this is not possible, the teacher will credit the lesson in the next invoice.

If a pupil or student is absent from school on the day of a scheduled instrumental lesson then the pupil or student will be considered absent from the lesson. Should the pupil or student then arrive for their scheduled instrumental lesson, they will be asked to return home.

If a pupil or student suffers a long-term illness or injury, please inform the instrumental teacher and the Instrumental Tuition Coordinator in writing. A doctor's confirmation letter may be required. Either a credit (for a continuing pupil) or a refund will then be arranged.

Please note there may be occasional timetabling changes to accommodate the professional commitments of instrumental teachers.

### **Permanent withdrawal from lessons**

To withdraw your child from music lessons, a minimum of half a term's notice must be given in writing by the parent/guardian to the Instrumental Tuition Coordinator by the half-term/end-of-term holiday prior to the termination of lessons.

Please note that a failure to abide by these Terms and Conditions will result in the discontinuation of instrumental lessons at school.

## **APPLICATION FOR INSTRUMENTAL TUITION**

PLEASE COMPLETE IN BLOCK CAPITALS, **SIGN** AND RETURN TO RECEPTION OR SEND TO:

Music Department  
Michael Hall School,  
Kidbrooke Park,  
Priory Road,  
Forest Row,  
East Sussex,  
RH18 5JA

### **PUPIL DETAILS**

1. NAME OF PUPIL
2. CURRENT CLASS
3. INSTRUMENT
4. If the pupil is not a beginner, then for how many years/months have they been learning?.....
5. Has the pupil taken any exams on their instrument and if so which ones and what mark did they achieve?

Grade..... Mark.....

6. If your child is a **beginner** would they prefer a group lesson if available?
7. If a group lesson is not available would the pupil like individual lessons?
8. Preferred starting date
  
7. Any other details:

**IMPORTANT: The school does not automatically provide instruments. We have a selection of instruments available to hire. If you require an instrument, please complete the hire form on the reverse of this form.**

### **PARENT/GUARDIAN DETAILS**

1. NAME OF PARENT

Information regarding instrumental tuition is communicated via email. If you do not have email please state below.

2. EMAIL

*I have read and agree to the **Terms and Conditions***

Parent/Guardian Signature: \_\_\_\_\_

Date:

# MUSICAL INSTRUMENT HIRE AGREEMENT

**DATE:**

**AGREEMENT BETWEEN MICHAEL HALL SCHOOL AND.....**

**PUPIL NAME.....**

**INSTRUMENT HIRED.....INSTRUMENT NUMBER.....**

**TEL.....**

**WHEREBY IT IS AGREED:**

1. The School will let the Hirer a Musical Instrument/s on the terms as specified below.
2. The Hirer will pay to the School a rental of £25.00 per instrument, being the fee for ONE SCHOOL TERM. Payment will be added to the direct debit.
3. During the continuance of the Agreement:-
  - a) The instrument remains the property of the School and the Hirer shall not sell or offer for sale, assign, mortgage, pledge, lend or otherwise deal with or part with possession of the instrument and shall take all reasonable precautions to safeguard the instrument.
  - b) Parts and accessories, e.g. strings, bridges, reeds, bow rehairs and other normal upkeep of the instrument are the sole responsibility of the Hirer.
  - c) The instrument is covered under the schools Insurance policy. There is, however, a £100 excess payable by the Hirer for any accidental loss or damage. There is no cover for theft from vehicles and we advise that instruments are not left in vehicles unsupervised.The Hirer must give immediate notice in writing to the School of any loss or damage.
4. The Hirer may terminate this Agreement at the end of any half term period and return the instrument in the same condition as at the commencement of the initial rental period (fair wear and tear excepted), without further obligation.

The School may terminate this agreement for any reason at any time by giving one month's notice to the Hirer and on expiry of such notice the School may take possession of the instrument and in such event the School will make due allowance for the appropriate proportion of any rental.
5. The Hirer shall not employ any person than to carry out any repairs or work on the instrument, other than in 3(b) above, without permission in writing by the School.
6. The termination of the hiring under any clause of this Agreement shall not affect the School's right to recover damages in respect of any breach by the Hirer of the terms of this Agreement.
7. The Hirer will be liable for payment of interest on all overdue Rentals at a rate of 5% per annum over current bank rate from the date such payment falls due until such time as the relevant payment is made in full or the instrument is returned to the School.

SIGNATURES: \_\_\_\_\_ **the Hirer**                      \_\_\_\_\_ **for the School.**

