



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

At Reigate St. Marys we consider learning an instrument to be a really worthwhile experience for any child to have. The benefits to pupils and the School itself are considerable. It takes dedication and practise to master an instrument and from this comes a skill for life, enjoyment, engagement and achievement.

HOW TO APPLY

Applications - Applications for individual music lessons are made by filling in the application form, which is found below. You are advised to keep a copy for your records. Applications can be submitted at any point during the school year, however it is strongly encouraged that applications are submitted before the start of each term.

Allocation of teacher - We regard all teachers of equal status and therefore allocate freely. A waiting list will be put into operation should a pupil not be able to be allocated to a teacher, due to all timetables being full. However, the Music Department will do its utmost to ensure that this is a last resort.

For reference, the teacher is the self-employed Peripatetic Instrument Teacher.

If a Peripatetic Instrument Teacher leaves the school, the school will appoint a new teacher to take his/her place. The school will inform parents if a Peripatetic Instrument Teacher is going to leave, and it is assumed that the lessons will continue with the new teacher, unless you inform us to the contrary as soon as you hear that the teacher is leaving.

Current fees - £20 per 30 minute lesson, which is a total of £200 per term

Fees - are determined by Reigate Grammar School and usually increase annually at the beginning of an academic year. A term's notice of a fee increase is always given to the parent.

Billing for lessons – As the Peripatetic Instrument Teacher is self-employed the teacher will directly invoice parents for the lessons, and all enquiries regarding number of lessons, payment, etc., should be made directly to the Peripatetic Instrument Teacher. The parent is advised to provide payment promptly, as soon as the invoice arrives. Cheques should be payable to the Peripatetic Instrument Teacher. It is advisable that the Music Co-Ordinator is copied into any correspondence, especially if the email is about discontinuation.

The parent is asked to provide payment promptly, as detailed on the invoice. Cheques or BACS payments should be made payable to the teacher. The Music Co-ordinator will instruct the teacher to cease lessons immediately if an invoice is not paid within 14 days of the date of the invoice. However, the fees remains due, and further action may be taken to recover fees if they are still not forthcoming.

Discontinuation – Notice to discontinue lessons must be received by the Music Co-Ordinator not later than the second lesson in a term to take effect at the end of the term. The exception to this is in the case of a pupil's first term of lessons, when notice may be given up to the first half term, to discontinue lessons at the end of the term. Failure to give notice as detailed above will render the parent liable for the fees if a future term.

Absences – A Peripatetic Instrument Teacher is under no obligation to make up a lesson missed by a pupil, and no re-imburement of fees will be made. In case of known absence, at least one week's advance notice must be given by the pupil or their parent directly to the teacher, though there is no guarantee that the lesson will be made up, or the fee(s) refunded.

Lessons missed due to a school trip will, where possible, be rearranged by the teacher. The Music Co-Ordinator will provide the Peripatetic Instrument Teacher's with a list of school trips, but the parent should also contact the Peripatetic Instrument Teacher, giving at least one week's notice.

When a Peripatetic Instrument Teacher is absent the Peripatetic Instrument Teacher will do their very best to make up the lesson. If this is not possible then a refund will be issued or credit applied to the following term's invoice.

Rota – Lessons are on a rota system, whereby a pupil will miss a different academic lesson each week for a music lesson. Maths and English are avoided where possible for Upper School.

Parents sometimes have anxiety about their children missing academic lessons, but it has not been the experience at Reigate St Mary's or nationally, that progress is harmed through this system, or that pupils suffer academically.

Progress and practise – It is recommended that all pupils regularly practice their instrument, to ensure that progress is made. We would recommend that a pupil who is a beginner up to Prep Test standard, practises 5 times a week for about 20 mins. The amount of time required should then increase as the pupil progresses up the grades. For instance, a Grade 3 pupil, should be practising for about 30 mins, 5 times a week.

Instrument – All pupils having lessons from Peripatetic Instrument Teachers will be required to have their own instrument on which to play in lessons (with the exception of the drum kit, piano and voice) and to use at home. These instruments can be bought or hired through local shops. It is very important that those learning the piano have an instrument with weighted keys. Help and advice will be given by the pupil's Peripatetic Instrument Teacher.

Music Purchases – Pupils will be required to have their own copies of the music that they are learning. There are local music shops and many online music shops who provide an excellent service.

Music examinations – The Peripatetic Instrument Teacher may wish to enter the pupil for a graded music examination as appropriate. This must be agreed by the parent, who will be responsible for paying for the examination board's fees as invoiced by the school. It will also be necessary to pay for an accompanist (which will be organised by the school if desired) if one is required.

Communication - The Music Department encourages parents and Peripatetic Instrument Teacher's to quickly establish and maintain a good level of communication, either by telephone, email or through notes written in the Pupil's practice notebook. Where a disagreement arises between a teacher and a parent, the matter can be referred to the Music Co-Ordinator, whose decision must be adhered to by both parties.

Insurance - Parents are advised to make sure that musical instruments are well insured.



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Instrumental Application Form

Please ensure this form is completed in full and returned to Mrs Sara-Jane Whitehead, Music Co-Ordinator.

Pupil's Name: Form:

Reigate St. Mary's offer lessons on the following instruments:
Double Bass, Violin, Viola, Cello, Classical Guitar, Rock Guitar, Bass Guitar, Flute, Clarinet, Bassoon,
Recorder, Saxophone, Trumpet, Cornet, Trombone, French Horn, Tuba, Drum Kit, Piano and Voice.

Instrument/s Request:
(If requesting guitar lessons, please specify Classical, Electric, Acoustic or Bass)

1)

2)

Previous Experience and Lessons continuing outside School
(This will help us to include your child in orchestras and ensembles)

Instruments:

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Grades or Standard Achieved:

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I have read the terms and conditions and agree to be bound by them for the length of time that my son/daughter receives instrumental or singing lessons at Reigate St. Mary's.

Signed: Date:

Email: