

Peripatetic Music and LAMDA Tuition Policy

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Commencement of lessons is taken as acceptance of the terms within this policy.

Commencement and Termination of lessons:

Commencement of lessons is taken as acceptance of all terms within this policy.

Please note that **eight weeks' notice** is required if your child wishes to give up instrumental lessons. Please email the teacher directly and copy in the Director of Music and Performance, Mrs. Sophie Hughes (shughes@ksw.org.uk).

1. Introduction

Every pupil has the right to receive extra-curricular instrumental and vocal lessons subject to the availability of a teacher, in accordance with the whole school policy on equal opportunities. There are many benefits of such lessons, including:

- pupils benefit academically in that the skills and knowledge gained from a peripatetic lesson may benefit their curriculum work.
- pupils gain spiritually, morally, and socially, especially if they attend an extra-curricular group run by the music department.
- pupils who receive lessons have the opportunity to participate in a wealth of extra-curricular music activities.

2. Aims of the Policy

This policy seeks to ensure that all pupils have the opportunity to fully participate in instrumental or singing lessons; pupils are supported in selecting the appropriate instrument that they wish to learn; and pupils and parents are aware of the commitment that learning an instrument requires, both during the school day and at home.

3. Equality of access

All students are entitled to participate in music tuition regardless of their age, gender, ethnicity or ability. The majority of pupils take up an instrument between Years 2 - 6, with approximately 85% of pupils receiving tuition throughout the Prep years. Some do start earlier, especially on the violin and piano. In such instances, a discussion with the Director of Music and Performance should take place.

4. Peripatetic Teaching Staff

The Director of Music and Performance liaises with all peripatetic instrumental teachers. All are well-experienced, fully qualified and DBS checked.

- . **Piano** - Mrs Angie Allard, BMus (Hons)
- . **Violin/Piano** - Mrs Jane Allen-Griffiths, BA (Hons), PGCE
- . **Cello/Piano** - Miss Jennifer Chaddock, DipABRSM, GBSM
- . **Woodwind** - Mrs Amanda Allsop, BMus (Hons) - **Flute/Oboe/Clarinet/Bassoon/Saxophone**
- . **Brass** - Mr David Bates, BMus (Hons) - **Trumpet/French Horn/Trombone/Tenor Horn/Euphonium**
- . **Guitar** - Mr Steve Bridgewater, A.L.C.M. - **Acoustic Guitar/Electric Guitar/Ukulele**
- . **Drums** - Mr Roy Adams
- . **Singing** - Mrs Helen Troughton. BAC Mus/PE
- . **Harp** - Ms Erica Sinclair-Wilding, BMus (Hons), MMus
- . **LAMDA** – Mrs Gemma Carlisle, BA (Hons)

5a. MUSIC Fees

From September 2025, fees are as follows:

- £22.40 per individual 30-minute lesson. It is expected that most children will receive 30 minute *individual* music lessons unless a teacher suggests a paired or shorter lesson.
- Where shorter 20-minute individual lessons are offered to the youngest beginners, these are charged at £16.40 /lesson.
- Where paired lessons to beginners of similar ability, these are charged at £12.80 per pupil per 30-minute lesson. This excludes piano lessons where it is not possible to share an instrument. Paired lessons may not be practical when pupils progress at different rates.

Teachers will invoice parents according to the number of teaching weeks in the term. Please note that the fees are for tuition as a whole and not just the lessons. The fees cover all the costs incurred in a term and these are still incurred if a student misses a lesson. *If the teacher is present for work they should be paid.* If the teacher is absent then the lesson will be made up, or carried forward, or refunded where this is not possible. Tuition includes preparing lesson materials (other than pupils' own tuition books), professional memberships, conferences, training, lesson plans, additional support, and administration costs.

5b. LAMDA Fees

From September 2025, fees are as follows:

- Solo - £22.40 per individual 30 minute lesson
- Duos/Groups - £10.95 per child per 30 minute lesson

It is expected that most children will receive 30 minute paired or shared lessons unless the teacher suggests (or a parent requests) individual lessons.

6. Lesson times, clashes and changes

Instrumental, Singing and LAMDA tuition is provided weekly for a *minimum* of 30 weeks per year by peripatetic teachers. All lessons take place throughout the school day, throughout the week. ALL lessons rotate between the times of 8.00am and 4.00pm, ensuring no child misses the same period or part of a double period in consecutive weeks. When there are sufficient numbers of pupils receiving tuition, this can be as infrequent as once every 5 weeks within the same term. Because of this, **it is not possible to fix lessons in break and lunch times, and parents and pupils are kindly requested not to make such arrangements, as this reduces the amount of time through which other pupils' lessons can rotate. At some point ALL children may miss Maths or English and this is to be accepted at the time of requesting lessons. Equally, a child will at some point miss any subject lesson, or break time, or lunch time, or swimming (or part of any of these) on the day of their peripatetic teacher's Music lessons.** Our peripatetic teachers are only at King's Hawford on particular days and they also teach in other schools and offer private tuition. If you do not feel the rota system is suitable then fixed slot music lessons out of school may be a better option for your child.

6.1 Central timetable and lesson bookings

Timetables are organised by peripatetic teachers and cross referenced to the school term calendar on SOCS. Peripatetic teachers notify parents of lesson times. All staff at King's Hawford are aware that pupils receive instrumental tuition and grant permission for them to leave class lessons at the appropriate time. Parents must check the emailed timetable when received and inform the teacher of any clashes. Please inform your child of their lesson time and encourage punctuality.

7. Attendance and Absence

Pupils must endeavour not to miss lessons. They must leave their class in good time to attend their instrumental or vocal lesson. Please give at least 24 hours' notice for any request which will be accommodated if possible. If there are any issues regarding pupils missing a curriculum lesson, staff or parents should discuss the matter with the Director of Music and Performance in the first instance. If a student has an important curriculum lesson which, for example, may contain assessed work, it may be possible to alter a peripatetic lesson time if:

- adequate notice is given to inform other students of the timetable change. It is not possible to request a lesson time change on the day of a lesson.
- in changing the timetable there is not a knock-on effect created, so that other students are taken out of the same lesson which they were taken out of recently.
- If a parent chooses for their child to miss a peripatetic music lesson so as not to miss a subject lesson perhaps as a one-off, this lesson will be forfeit and should be notified to the music teacher beforehand and in writing.

Absence

Any information regarding absences of any kind can be communicated directly to the peripatetic music teacher by phone/email/text (text is permissible for short notices such as sickness absence) or through the school office, who will pass the information on when the teacher arrives. **It is the parents' responsibility to notify the peripatetic teacher of any planned absences including school trips and sports fixtures once team selection is known.**

- Lessons that are missed without prior notice, including sports fixtures, or lessons that are missed due to the children not being in school, will unfortunately be forfeit. Sports fixtures often affect several children with the same peripatetic teacher and pose problems when re-timetabling so as much notice as possible (and at least 24 hours) should be given if

the lesson is to be rearranged. Notification on the day is not acceptable when the fixture has been known about in advance. Where peripatetic teachers are informed of an absence more than 24 hours in advance, that lesson will **not** be forfeit and will be owed, or carried over to the following term. **Insufficient notice may result in the lesson being forfeit.**

- If a pupil (or parent) informs the peripatetic teacher of a planned absence on the morning of a sports fixture, they will endeavour to teach the child before midday but this cannot always be accommodated, particularly if a large number of the same year group are affected. Sometimes it might be possible to double up two pupils of a similar standard if both are affected, but otherwise the lesson may be forfeit.
- Naturally, an absence on the part of a peripatetic teacher will count as a lesson owed. These are usually made up at the end of a term or may be carried over to the following term, and will appear on the next invoice as an extra free lesson, or a free lesson owed.
- Absences of peripatetic teachers will be communicated to pupils via registers and class teachers. Peripatetic teachers are asked to email parents directly where possible. A note may be put in the book bag of our younger pupils to keep parents informed if the peripatetic teacher has not previously advised parents of the absence.

8. Guidance on practice and extra-curricular music activities

Pupils are encouraged to practise regularly. It is far better to do a little practice most nights than to do half an hour the night before a lesson. On reaching the required standard, **ALL instrumental pupils are expected to join in the musical groups on offer** in school to gain experience in ensemble playing and to develop their all-round musicianship skills. Orchestra is for all pupils Grade 1 and above. Guitar Group, String Group, Brass Group and Woodwind Group are by invitation. **ALL singing pupils are expected to attend Junior or Senior choir** to further develop their musicianship and aural skills, although an audition may still be necessary for Senior Choir. Parents can communicate with the peripatetic teacher regarding practice via their child's notebook which should be brought to each lesson. Parents are to provide the notebook.

9. Combining MUSIC and LAMDA Peripatetic Lessons

Some pupils have two sets of peripatetic music lessons and may have music tuition and LAMDA lessons. However, the school strongly advises against taking three peripatetic disciplines in school time, such as two instruments/voice and LAMDA lessons, due to the number of academic lessons missed each week. No special consideration will be made for lesson times if this choice is made as ALL lessons are rotated. Parents should carefully consider whether their child can manage this lesson-load and the knock on effect on Maths, English and other subject lessons. It may even occur that lessons fall on the same day. If a child attends Learning Support sessions, learning only one instrument would be advisable to minimise disruption to other learning.

10. Examinations and Fees

Pupils may be entered for ABRSM (or similar) examinations at the teacher's discretion. Teachers will select the most appropriate level of difficulty of examination. ABRSM Practical exams are usually held twice a year in school in May and November. These are separate to the three standard ABRSM exam periods for which pupils can also be entered privately. The teachers will advise the most appropriate time to take an exam. In addition, teachers may organise ABRSM Performance exams to be recorded in or out of school as these are remotely assessed by the exam board. Teachers may recommend alternative exam boards such as Trinity and LCM for some instruments or singing, to best suit the pupil and these are taken out of school.

It is important to remember there is a cost element to examinations. The current ABRSM exam entry fees can be found here: <http://gb.abrsm.org/en/exam-booking/exam-dates-and-fees/> Official ABRSM Certificates are an additional cost or a digital copy can be downloaded for free.

10.1 Exam Fees

For examinations held in school exam fees are notified at the point that your child's teacher mentions the possibility of an exam. Fees must be paid in full in advance through the payment gateway before the examination entry deadline or your child will not be entered. For strings, woodwind, brass and vocal pupils, there may also be the additional cost of piano accompaniment. If exams are taken in school the Director of Music and Performance or the peripatetic teacher will accompany any pieces on the piano if required. If exams are taken outside of school an accompanist will need to be found independently which will incur a further cost for rehearsal time and accompanying in the exam. If examinations for certain exam boards (e.g. Trinity or LCM) are not based in school, parents are responsible for arranging transport to and from the local examination centre.

11. Music Scholarships

In Year 6, pupils are helped to prepare for 11+ Music Scholarships. The expected standard for King's Senior School would be Grade 4 minimum on one instrument/voice. Successful candidates often surpass the entry requirements. Please liaise with the Director of Music and Performance and contact the Senior School Registrar if interested in the Scholarship process.

12. Hiring an instrument, and insurance

Woodwind and Brass instruments and cellos can be hired for £40 a term, and it costs £20.00 a term to hire Violins and Acoustic Guitars. The Hire fee is added directly to your school bill at the end of a term. Please contact the Director of Music and Performance if your child will require an instrument. School-owned instruments currently include:

. cellos	. bassoon	. violins	. flutes / J-flute
. clarinets / clarinet	. guitars	. alto saxophones	. French horn
.trumpets / cornet	. ukuleles	. tenor horn	. tenor trombones
. bass clarinet	. Oboe	. Lap Harp	. Recorder

12.1 Insurance

Please note that hired instruments are the parents' responsibility. This includes including purchasing replacement strings/reeds/valve oil/rosin/neck straps/chin rests, etc, and any damage and/or general servicing costs. Parents should also make arrangements for hired instruments to be included on their general household insurance (see section 15).

13. Storage of instruments

School-owned instruments are covered by most household insurance policies. Please see the **Terms and Conditions** attached to this policy for clarification. King's Hawford is unable to accept liability for any loss or damage to instruments whilst in school. Please ensure your child's instrument, case and music books are **clearly labelled with their name and class** as many children have the same instruments and books. A keyring and name tag are most helpful in identifying ownership. Instruments should be left at the appropriate place in the Music Department. Instruments should be taken home at the end of each day and not left in school over night or at weekends or in holidays.

14. Monitoring progress and communication

Most peripatetic teachers contact parents with updates on progress regularly, often via the practice notebook which parents are asked to provide. Entrance for an examination is also a good indicator of progress, although exam's are not essential to progress. Examiners' feedback can be constructive and useful to the pupil, parent and teacher. Parents are encouraged to contact the peripatetic teacher directly with any questions relating to progress or how to support their child's practice, should the matter not involve the Director of Music and Performance. Children may also like to enter local music festivals such as WCAF (Worcester Competitive Arts Festival) and CFPA (Cheltenham Festival of Performing Arts) in the Spring term.

15. GDPR and communication

It is necessary to share your email address with the relevant peripatetic teacher to initiate contact and make arrangements for any lessons. The teacher will then ask you directly for further contact details (address and phone number for billing and queries, to follow up anything in lessons), and parents can pass on any relevant personal / health / educational / behavioural / social information.

16. ZOOM LESSON DELIVERY

Lessons will be able to easily shift to remote learning via Zoom should it become necessary. This may also be an option if a child or teacher is absent, or for additional lessons (where offered) in holiday periods.

School Musical Instrument Hire

Terms and Conditions

Period of hire

- The period of hire of instruments is open ended. To terminate the agreement simply return the instrument as described in the *Returning an instrument* section below.

Hire fees

- All instruments are hired out at a rate of £40 per term except for small violins (1/8, 1/4, 1/2 and 3/4 size only) and acoustic guitars, which are £20.00 per term. These fees will increase from time to time, normally at the beginning of the academic year.
- Hire fees will be charged in arrears via the pupil's school bill.

Repairs

- The school will organise and pay for any repairs to instruments required through acceptable wear and tear.
- Any other damage or repairs will be charged for via the pupil's school bill.
- The school may help to fit replacement strings to an instrument. Parents are asked to purchase a set of these or the cost of any strings required will be added to the pupil's school bill.
- The school **does not** supply reeds for clarinets, oboes, saxophones and bassoons, and therefore recommends that parents purchase a stock of these. Instrumental teachers can advise on this.
- Please alert us to any required repairs so that we can ensure that all work is undertaken by our trusted repairers.

Recall of instruments

- The school reserves the right to recall an instrument at any time, to return it to stock or to issue to another pupil. This is an extremely rare event, and would not occur without careful consideration of the needs of the pupil and family, and a full explanation being offered. As much notice as possible will be given of this event.

Lost or stolen instruments

- The school does not have insurance for instruments that are on hire, and therefore strongly recommends that parents add the instrument to their household insurance.
- It is the responsibility of parents to replace instruments that are lost or stolen. This would normally entail the school sourcing a replacement instrument and charging for its cost via the pupil's school bill.

Returning an instrument

- When returning an instrument at the end of the hire period it must be handed directly to Mrs Sophie Hughes, Director of Music and Performance and Performance at King's Hawford, and not left in the office or on a shelf.
- The parent will be emailed an acknowledgment for receipt of the instrument, our records will be updated, and payments will be terminated. Please note that we will continue to charge for an instrument until we have issued a receipt for its return.
- Instruments returned on or before the first day of a new term will not be chargeable for that term.
- Instruments issued after half term holidays, and instruments returned before half term holidays, will only be charged for half of that term.