

St Georges Academy - Instrumental and Vocal Tuition Policy (Please retain a copy for your records)

All students receiving lessons will be required to pay termly in advance as set out below.

The fees charges will be

£13.00 for each half-hour individual lesson

£10.00 for each half-hour lesson where two students are sharing

£7.00 for each half-hour lesson where three students are sharing

- Music GCSE and BTEC students are charged at **50%** of the above fees provided they attend an extracurricular activity in the music department. These students are only entitled to ONE instrument at 50% off and if they choose to have tuition on another instrument, this will be full price. A register will be kept and any students who miss **2** extracurricular sessions will have their subsidised lessons withdrawn for the following term until their attendance improves.
- It is really important for students who are receiving tuition to attend extra-curricular activities to consolidate what they are learning in their instrument lessons. There are many different groups taking place during the week, a copy of the timetable is attached. It is particularly crucial for years 10-13 to attend these in order to receive half price tuition.
- The Co-ordinator of Instrumental Music in collaboration with the instrumental teacher will nominate the most suitable instrumental group for each student.
- Instrumental timetables will be published at the start of each term. These timetables will incorporate a rotation so that students attend at different times during the academic year, minimising disruption to the main curriculum.
- It is the student's responsibility to check their weekly time. If they are unsure, they must speak to the Co-Ordinator of Instrumental Music or their instrumental tutor and they can then be informed of their slot.
- A weekly instrumental log will be kept by the Instrumental Teacher. This will include the topics the student has covered that lesson, what level they are working at/towards, what they must practice for next week and the following weeks' time to help communication between tutor, tutee and parents/guardians. It is important for parents to monitor progress via the practice books. There is a section of the book that encourages parental feedback where questions can be asked directly to the tutors or comments made on the students' progress.
- The Instrumental teachers can offer to write the student's times for the following week in their planner or instrumental log.
- Refunds will only be given for teacher absence. If the student has prior knowledge of a sports fixture, controlled assessment, hospital appointment etc. they should speak to the Co-Ordinator of Instrumental Music or their Instrumental teacher about re-scheduling the lesson. We endeavour to deliver all pre-paid lessons.
- If a pupil misses **3** or more lessons during a term they will be removed from the timetable the following term. They will then need to re-apply for lessons should they wish to continue.
- Following the reminder sent out by Parent Pay, the lessons must be paid for within 3 weeks or the lessons will be terminated. Students must then re-apply for their lessons once the payment has been made.
- Lessons run continuously throughout the year. Parents or guardians who wish to terminate their child's lessons should provide the Co-Ordinator of Instrumental Music a written notification of this cancellation.

This needs to be received by the following dates for each term-

October 12 th 2018	Take effect 29 th October 2018
December 14 th 2018	Take effect January 7 th 2019
February 8 th 2019	Take effect 25 th February 2019
March 29 th 2019	Take effect 23 rd April 2019
May 17 th 2019	Take effect 3 rd June
July 12 th 2019	Take effect Year 19/20.

Once the application has been received, we will add your child to the instrumental timetable for the following term. Timetables are displayed in the music department on notice boards. If there is confusion then either myself or a music teacher can assist.

If you have any queries regarding the policy or the lessons themselves then please don't hesitate to get in touch via Chelsey.Barlow@st-georges-academy.org.