



The Manor
Preparatory School

June 2019

Dear Parents

Welcome to The Music Department!

I would like to ensure that our list of pupils wishing to learn an instrument at School is entirely up to date and would be grateful if you would confirm your requirements by returning the slip below as soon as possible.

Choice of Instrument

We are able to offer tuition in a full range of orchestral instruments at The Manor as well as drum kit, guitar and singing for Years 3-6, and for Year 2 in consultation with the Class Teacher and Head of Year, Mrs Gower. You can then make an informed decision on lessons in conjunction with myself, Director of Music, and the relevant instrumental teacher. We also like to make sure that a pupil's Form Teacher is happy for lessons to commence as instrumental lessons are given on a rotating timetable and some academic lessons will be missed as a result. However, there are a certain number of 'protected teaching times' for Years 5 & 6 and Year 2 during which no pupil is allowed to have their instrumental lesson.

Number of lessons given each academic year

We work on the basis that 30 lessons will be given over the academic year. Every effort is made to replace lessons missed through educational outings, but this sometimes proves an impossible task, particularly when a visiting music teacher may spend only one day a week at The Manor. Lessons cannot be made up if a child is absent from school through illness. In the unlikely event of less than 30 lessons being taught the summer accounts will be adjusted accordingly.

Instruments currently available

Bass Guitar	Drum Kit**	Harp	Trombone**
Cello (currently a waiting list)	Flute	Piano*	Trumpet**
Clarinet	French Horn**	Recorder	Viola
Cornet	Guitar	Singing	Violin

* It is essential to have your own instrument at home.

** Recommended Year 3 upwards. Children will be required to undertake a trial lesson with the teacher to assess aptitude for the instrument prior to starting.

The Manor also has a range of orchestral instruments which are available for hire.

Notice to cease lessons

Please note that we require a full term's written notice should your child wish to cease instrumental or vocal lessons at any time during the term. Our peripatetic teachers visit other schools so it is essential that they know the number of days we require them to teach at The Manor.

I look forward to hearing from you as soon as possible. You will receive information about your child's music lessons and teacher if they are starting for the first time.

Yours sincerely

Miss Rachel Pearmain
Acting Director of Music

The Manor Preparatory School

TERMS & CONDITIONS OF INSTRUMENTAL TUITION

1 PAYMENT OF FEES

Fees are due in advance by the first day of term, or as lessons start in the case of new pupils. **Please note that late payment may jeopardise the provision of lessons.**

2 TUITION FEE

The peripatetic teacher will use his/her best endeavours to schedule 30 lessons, each of 30 minutes' duration, for a pupil over the course of an academic year (from September to the following July)

No more than 10 lessons will be invoiced in respect of any one term. Where more than 10 lessons are actually taught in a term (e.g. during the long Autumn Term) the surplus lessons will be carried over and invoiced in the subsequent term(s).

If the peripatetic teacher and the parents/guardian agree that extra lessons will be given, these will be invoiced separately and will become payable within 14 days of the invoice date.

3 PUPILS CEASING TUITION

One full term's notice to cease tuition is required, or fees are due in lieu. A term's notice means giving notice before the first day of the term of the pupil's last full term of music lessons. Notice must be given in writing to the peripatetic teacher, with a copy to the Director of Music. Please note that where a parent gives notice of their intention to withdraw their child from the school, it is still necessary to give the peripatetic teacher a full term's notice to cease tuition directly in writing or fees are due in lieu.

4 PERIPATETIC TEACHERS CEASING TUITION

In the event of a peripatetic teacher ceasing to provide tuition at the School, it is the responsibility of the Director of Music to seek a successor. In accordance with normal practice, all pupils on the former peripatetic teacher's list would be expected to transfer to the new peripatetic teacher, and the standard requirements of notice to cease lessons would still apply.

5 PUPIL ABSENCE

Lessons will still be charged if a pupil is absent for any reason, unless the pupil is involved in a school trip or school activity that cannot be missed, in which case every endeavour will be made to move the lesson to a different time. If peripatetic teachers are given at least one week's notice of a planned pupil absence, they will make every effort to timetable around this. However, if accommodating the pupil absence proves impossible, the peripatetic teacher will not be obliged to make up the missed lesson. Please note that the parent must inform the peripatetic teacher directly. It is not the school's responsibility to inform the peripatetic teacher of any planned or unplanned pupil absence.

6 PERIPATETIC TEACHER ABSENCE

Any lesson(s) charged but not taught because of peripatetic teacher absence will be credited on the following term's invoice.

7 ALTERATIONS TO THE PUBLISHED TIMETABLE

Under no circumstances should any pupil engage in the private swapping of lesson times with another pupil. Requests for changes to the timetable must be made to the peripatetic teacher concerned, or exceptionally to the Director of Music. No responsibility for missed lessons can be accepted if this requirement is ignored.

Before your child commences instrumental tuition at The Manor, you will be asked to sign a copy of the Terms and Conditions, retain one copy for your records and return one copy to the Music Department Administrator at The Manor Preparatory School. Please note that your billing and contractual relationship is with the self-employed instrumental peripatetic music teacher and not with The Manor Preparatory School.