

Our Ref DKE / OAR / SEP 17

11<sup>th</sup> September 2017

Dear Parent/Carer

### **Music Tuition at Outwood Academy Ripon**

Learning a musical instrument can be one of life's greatest joys, especially when one can perform and make music with others in choral and instrumental ensembles, as is encouraged at Outwood Academy Ripon.

Lessons are open to students at all levels including complete beginners. Music lessons are an excellent way for students to develop their skills and understanding of music, as well as giving them the potential for a lifelong passion and opportunity for social development.

Outwood Grange Academies Trust is committed to providing opportunities for students to experience the learning of a musical instrument, however, it has become necessary to review the current charging policy, and we are now asking that parents/carers pay for this tuition from September 2017. Individual and small group instrumental tuition is available at Outwood Academy Ripon from Year 7 onwards.

The following music tuition is offered:

- Voice
- Brass
- Drums and Percussion
- Piano
- Keyboard
- Woodwind
- Strings
- Guitar and Bass

Please note that the availability for some instruments is limited due to demand.

### **Music Tuition Request**

In order to plan music tuition for the coming year, we ask you to complete and return the form attached to this letter. Once a signed Music Tuition Request has been received this will remain in force until your child leaves Outwood Academy Ripon and you will be contacted as soon as a place becomes available. Please note that it can prove less straightforward to arrange lessons starting during the course of the school year. Although every effort will be made to arrange lessons requested after the start of the school year, spaces may not always be available, and a waiting list will be created if necessary.

### **Cost of Lessons**

The cost of lessons varied between instruments so information regarding your requested instrument will be supplied on return of the attached request form. Students taking GCSE or A level music may learn one instrument free of charge in a group.

Our registered office address: Foltovens Lane, Outwood, Wakefield, West Yorkshire WF1 2FF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

## **Exemptions**

Students registered for free school meals are exempt from music tuition fees. Please note that Free School Meals registration is necessary. To qualify for this exemption the child's parents (or carers) must meet the criteria which is available online at <https://www.northyorks.gov.uk/free-school-meals> or from the Academy.

## **Organisation of lessons**

These take place during the school day on a rota to ensure that students do not miss the same lesson each week. Lessons are usually 20 minutes in duration; however we can arrange lessons that are 30 minutes long, depending on the student's age and standard which can either be individual or group.

## **Performance Opportunities**

Ensemble performance fosters skills of teamwork and the ability to respond with sensitivity to others. Currently we offer various ensembles including Pop Choir, Ukulele Club, School of Rock, Production Band and Orchestra. This provision is free and enables all students regardless of ability the opportunity to progress and perform an instrument

## **Examinations and Assessment**

A progress review or report from the instrumental teacher is sent to parents each term. In addition students may take external examinations, usually (ABRSM) Associated Board of the Royal Schools of Music, Trinity Guildhall or RockschooL. Students will only be entered for these exams after discussion has taken place between the teacher and parents. There additional costs for exams.

## **Termination of lessons**

You are required to give the tutor or NYCC (depending on instrument learnt) a term's notice in writing, otherwise a term's fees will be charged in lieu of notice. We ask that you inform your instrumental tutor and Mr Kenway in the music department of such a change, so that the timetable and other areas of administration can be kept up to date.

## **Lessons during the examination period**

Students taking GCSE and A level examinations are expected to attend lessons during any study leave and, if necessary, to arrange alternative times well in advance when their examination timetables are known.

## **Student Obligations**

Students are required to purchase their own tutor books, music and accessories e.g. reeds, valve oil, replacement strings, sticks etc.

## **Loan of Instruments**

The Academy has a limited stock of musical instruments for the use of students receiving instrumental tuition in the Academy. There is no charge for the loan of instruments. Allocation of instruments is subject to availability and need. Senior and/or more advanced students will generally be encouraged to purchase their own instrument

## **Conditions of Loan**

The student and parent/carer agrees to take the utmost care to maintain the instrument and protect the instrument from loss, theft or damage. Any instructions on the care and maintenance of the instrument must be strictly observed. An instrument must never be played by any person other than the student to whom it is loaned - except with the permission of the Instrumental Instructor. Instrument cases must never be opened in transit. If a student wishes to play a loaned instrument in orchestras, bands, or organisations other than those run by Academy, permission must be sought (in writing) from Mr Kenway. Instruments must be returned immediately to the Instrumental Instructor or Mr Kenway under any of the following circumstances:

- lessons are stopped
- a student leaves the Academy
- the instrumental instructor or Academy requires the instrument to be returned.

## **Loss or Damage**

Loss or damage to the instrument must be reported immediately to the Instrumental Instructor. The parent/carer will be responsible for repairs that become necessary due to accidental or wilful damage and will be invoiced for the cost of any repairs if appropriate. The parent/carer is advised to insure the instrument either through household insurance or specialised musical instrument insurance.

If you would like your child to have music lessons, please return the Music Tuition Request soon as possible. The Music Tuition Request form should be returned to Mr Kenway in the Music Department.

Yours faithfully,

Darren Kenway  
Head of Music and Performing Arts  
Outwood Academy Ripon

## Music Tuition Agreement 2017

Student name:

Year and VMG:

Instrument(s):

### **I understand and accept the following terms and conditions of learning:**

- I understand that my commitment is to pay for the lessons as set out in terms and conditions even if my son/daughter decides to give them up
- I understand and support the expectations set out in this letter that my son/daughter will attend lessons, school groups and to practise
- I am aware that lessons cannot start until authorisation has been received

### **Please tick as appropriate:**

- My child is taking GCSE/ A level music and qualifies for free group tuition in one instrument
- My child is registered for Free School Meals and qualifies for free tuition in one instrument

Signed parent/carer:

Print name:

Date:

Phone number:

Email: