



ST EGWIN'S C.E. MIDDLE SCHOOL

Instrumental Policy

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1. Introduction and background

Every student at St Egwin's has the right to receive high quality Music tuition, in and out of the classroom. The aim of music tuition is to foster and develop a range of attributes including:

- A dedication to working at a skill and improving a craft.
- Skill development from instrumental lessons helping classroom/curricular Music and non-Music lesson.
- Spiritual, moral and social benefits to developing skills outside of the classroom.
- Opportunities to perform in concerts outside of school and undertake events and trips unavailable to others.
- Raising of confidence and self-esteem.

2. Aims of the policy

The aim of this policy is to ensure there is a clear and consistent guide to students, parents and staff undertaking instrumental

lessons. By agreeing to undertake instrumental lessons all of these parties are agreeing to the working of the instrumental policy, unless previously agreed with the Head of Music. This policy does not supersede other school policies or those agreed on with outside teaching providers, such as Severn Arts.

3. Instrumental teaching staff

All instrumental teaching staff at St Egwin's are highly qualified and experienced musicians. Any member of instrumental staff teaching within the department has undergone a DBS and Safeguarding process, which is regularly revisited. It is the professional responsibility for staff to liaise with the Head of Music regarding any concerns they have relating to Safeguarding at the earliest opportunity. Instrumental staff are required to follow other school policies, as shown on the school website. The use of mobile phones as musical aids is permitted by instrument teaching staff but should not be used in any other capacity.

4. Time and location of lessons

Instrumental lessons are to take place during the school day, unless previously agreed with the parents and member of teaching staff. They are provided through all three terms of the school year. Lessons may take place during school lessons or during breaks and lunch. It is the express aim of the Music department to avoid any clashes with instrumental lessons and Key Stage 2 core subject lessons due to summer examinations. Lessons take place on a rota to ensure the least disruption to academic learning as possible.

Instrumental lessons are to take place within the school Music department, in one of the practice rooms provided. Students are to come prepared with all the materials or books they may need for the lesson and should arrive at the time listed on the lesson timetable in the Music department.

It is the responsibility of the student to regularly check the timetable and ensure they arrive at the lesson at the specified time.

5. Fees and payment

Payment for instrumental teachers within St Egwin's that are not employed by an outside agency is set at £30 per hour. The length of lesson is at the discretion of the teacher and group lessons may result in a further discount to the weekly lesson price. The school is not liable for any cost but may offer to support students financially on a case by case basis.

Payment for instrumental teachers within St Egwin's that are not employed by an outside agency should be made directly to them with an agreed upon payment schedule and invoice system. Payment for teachers employed by an outside agency (Severn Arts) is set by the provider and should be made to the school or provider when invoices are received.

6. Attendance and cancellation of lessons

If a lesson is missed then an instrumental teacher will do everything reasonable to provide a catch-up session.

If a lesson is missed relating to a school commitment it is the responsibility of the Head of Music to ensure instrumental teachers are aware and, as best, make alternative arrangements. This would include a school trip or any other reason the school is taking a student away from their academic learning.

If a lesson is missed relating to a non-school commitment, it is the responsibility of the parent to ensure the instrumental teacher is informed before 48 hours of the lesson. This would include any previously arranged doctor's appointment or non-approved school absences.

Lessons that are not cancelled or rearranged with the teacher directly less than 48 hours before are able to be invoiced for the full amount.

In the event of illness or unforeseen circumstances occurring less than 48 hours prior any charge incurred is at the discretion of the instrumental teacher.

7. Instrument storage

Safe instrument storage is provided in the storage cupboard in the Music department open area or in the Head of Music's office. Instruments should be stored in one of these areas to ensure they are not damaged whilst in school.

8. Examinations and concerts

Students that are supported with instrumental lessons in the school are required to appear in at least one Showcase or informal performance during the school year. This is a key part of their musical development and can be individually or within a group.

Students are also advised to take part in extra curricular music ensembles to make the most of their instrument tuition.

Examinations are not currently offered at the school. Any student exam entries must take place with the agreement of the instrument teacher and the parent. The school is not liable for any cost but may offer to support students financially on a case by case basis.

9. Complaints procedure

Any complaints regarding instrumental lessons should be made in writing to the Head of Music.

Any complaints regarding the Head of Music relating to instrumental lessons should be made in writing directly to the Headteacher.

10. Equality and accessibility

Equality and accessibility are essential to the key running of the Music department. Accessibility is considered with regards to the frequently changing student body the department serves. A list of equality and accessibility measures can be obtained from the Head of Music via email (pstones@st-egwins.worcs.sch.uk) who should also be contacted regarding any further alterations that could be made to ensure there are no barriers to learning.

