

Date ratified at Full  
Governors' Meeting  
**6 July 2023**



Review  
Resources Committee

## **PERIPATETIC MUSIC INSTRUMENT POLICY**

### **NOTRE DAME HIGH SCHOOL**

**Part of St John the Baptist Catholic Multi Academy Trust  
Company No: 7913261  
Registered Office: Surrey Street, Norwich NR1 3PB**

### **THE SCHOOL MISSION STATEMENT**

*I have come so that they may have life and have it to the full  
(John 10:10)*

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

# **NOTRE DAME HIGH SCHOOL PERIPATETIC MUSIC INSTRUMENT POLICY**

## **1. Background**

The music department offers a wide range of peripatetic instrumental lessons. Peripatetic instrumental teachers make an important contribution to the department's work, supporting both curricular and extra-curricular music at the school. They assist with the preparation of GCSE and A level candidates, help with adapting and teaching instrumental parts to students participating in extra-curricular groups and, in some instances, run such groups themselves. This policy explains the school provision of peripatetic instrumental tuition for students.

## **2. General policy**

**2.1** Instrumental lessons are available on brass, woodwind, violin, viola, cello, piano, jazz piano, guitar, bass guitar, recorder, drums, percussion and vocal coaching.

**2.2** Students need to provide their own instruments – either by own purchase or hire from Norfolk County Council's instrument hire service/NDHS directly /other hire service.

**2.3** Most lessons take place in the department music rooms on a rota basis, timetabled for weekly tuition. Lesson times will usually change from week-to-week to ensure that students are not absent from the same academic lessons on a regular basis. Timetables are on a google classroom especially dedicated to peripatetic music timetables. It is the students' responsibility to access this google classroom and check their timetables as well as keep abreast of general announcements.

**2.4** Students receiving a subsidy for instrumental tuition are expected to participate in appropriate extra-curricular rehearsals and performances once their teacher assesses that they have reached a suitable standard and this is a condition of their subsidy. Performances may take place internally, e.g. assemblies or at public events. These may include:

- Presentation evenings
- Open Evenings
- School Concerts
- Visits to feeder schools
- Events in the local community
- Whole School Mass
- County Music Festivals
- Joint ventures with other departments (for example, the Drama department).

**2.5** In some instances the students themselves will be responsible for planning, rehearsing, directing and presenting their own performances. Students will be accredited for their participation in extra-curricular activities.

**2.6** Students may be entered for Associated Board Exams (or equivalent); Guildhall and Rock School Examinations at regular intervals (depending on their ability and progress) and the school will acknowledge their successes. These examinations above grade 6 now count for UCAS points. In addition, grades 3-5 count towards GCSE standards, and grades 6-8 to A Level

standards. The charge for examination entrance may vary (fees are published on the examination board websites) and the cost of the entrance fee is charged to the student.

**2.7** Peripatetic teachers write an annual report on student progress.

### **3. Instrument Tuition Charges**

**3.1** Progress on an instrument can only be made through regular attendance of lessons and frequent practice. All instrumental staff will keep an attendance register and students will be questioned on unexplained absence. An email will be sent home after 3 absences in a term; after 6 absences a student will be removed from lessons.

**3.2** Students may be taught singularly or in groups, depending on the instrument and student's standard. All lessons are 20 minutes long (minimum) and students are taught a minimum of 33 lessons per academic year (usually 11 lessons per term). A-Level music students receive 30 minutes lessons for the price of 20 minutes, the remainder subsidised by the school. Younger gifted students can receive 30 minute lessons with prior arrangement with the music department, an additional cost will be charged for this service.

**3.3** Proportionate refunds will be given if less than 33 lessons per academic year are provided due to teacher absence.

**3.4** Payment will be requested via Wisepay at the start of each term is and payment terms are within 14 days of the start of each term. Non receipt of payment will result in the student being suspended from lessons with immediate effect.

**3.5** The preferred method of payment for lessons is through the school online payment system Wisepay (the exception to this is the Autumn term when cheque payments are accepted). Please contact the finance office at the school if you are unable or do not wish to use the Wisepay facility.

**3.6** The cost charged to students will cover the cost to the school of the employment of a suitably qualified teacher.

At present the school governing body have agreed a subsidy of 30% of the cost of the lesson for the following groups:

- GCSE and A Level music students' lessons
- Orchestral instruments tuition

Only one subsidy is permitted per student. The school reserves the right to adjust the charge during the academic year if required. Any increase will be communicated through a letter or email to the parent/guardian of the student in advance of the next term's lessons.

**3.7** Students that are eligible for Pupil Premium funding will have the cost of lessons covered from this allocation.

**3.8** Should any student wish to discontinue their lessons they should notify the **Head of Music in writing giving a half terms notice** as the teacher continues to be booked and charging continues until the school is notified otherwise. This also gives the school the opportunity to offer the place to students on a waiting list for tuition. **Failure to give notice will result in fees being payable for the half term fees.**

**3.9** In the event of a refund required for overpayment of lessons the school reserves the right to deduct a 1% administration charge of the total amount to be refunded.

**3.10** If available, instruments may be hired. A charge may be made in the case of loss or damage to the instrument and all students who hire instruments are required to return a signed form agreeing to this arrangement.

#### **4. Entitlement to Peripatetic Instrumental Tuition**

The music department is aware of and keenly supports the principle of equality of opportunity. Therefore, no student is denied the chance of learning a musical instrument. However, the process of providing any student with instrumental lessons is dependent of the following:

**4.1** All new students who are already learning an instrument with a peripatetic teacher at Year 6 are given priority to lessons when they transfer to the school for year 7.

**4.2** Students who wish to continue lessons when they arrive at Notre Dame High sign up with their parents/carers at the New Intake Evening held in school in July or by return of the form provided in the new intake induction pack.

**4.3** Students who express a genuine interest in learning are given lessons subject to the following:

- Parental/Carers letter of consent is received.
- Lessons are subject to availability of teacher and instrument. Students may be added to a waiting list.
- Students taking GCSE or A Level Music have priority.

Details of hours taught by peripatetic teachers, numbers of students learning and lesson duration are flexible. Up to date information is always available from the Head of Department.

#### **5. Support for 'endangered instruments'**

There has been a sharp decline in orchestral instruments due to the pandemic, especially brass. This threatens the future of ensembles going forward including wind band, brass group, and jazz band. The school will fund two spaces a year for specific instruments (e.g. trombone, tuba, French horn). This discretionary support is managed by the Head of Music who can advise on the application process.