

**Albyn School**  
**Music Department**



**Instrumental**  
**Tuition**



## **Albyn School Music Department**

### **Instrumental Tuition**

#### **General**

Albyn School is lucky enough to have Instrumental Instructors for string, woodwind, brass and percussion instruments. Singing lessons are also available from Lower 7. All of our Instrumental instructors work for us on a self-employed basis therefore they will invoice parents/ guardians set out by the policy to follow. Fees for these additional lessons are not included in school fees.

At the beginning of the academic year, all pupils from Lower 3 are given the opportunity to start an instrument. Details of instruments offered (with appropriate ages advised) are sent out by letter and parents must send details back to the Director of Music as soon as possible.

The Director of Music will then look to appropriate Instructors to see if spaces are available. If the Instructor has time available the pupils will then be contacted initially by the Director of Music to see if they are appropriately suited to the particular instrument. At this time consideration will be given to areas such as:

- a general musical aptitude and ability to acquire musical skills
- particular aptitude for the instrument to be learned
- a positive attitude to individual work and ability to concentrate
- consistency of homework, both quality and punctuality

If not, the Director of Music will contact the parents by letter with the appropriate reason. This will also be in the case that the Instructor may not have spaces available. If it is the latter, the pupil will be put on a waiting list.

If space is available, and the pupil is suitable the pupil will be taken to meet the appropriate Instructor at a convenient time. The pupil will be tested/ auditioned by the Instrumental Instructor if necessary. This may consist of:

- a performance of some prepared material( if the instrument is already played)
- a piece of elementary sight-reading
- standard aural discrimination tests
- simple vocal/ rhythm and co-ordination tests

If the pupil is successful and the lessons have been set up pupils must check the Music Instrumental Instruction Board which is located in the Foyer on the left hand side as you come through the main glass doors. Instructors will then invoice parents with fees for the lessons. These may vary depending on the Instructor and guidelines for payment can be read below.

## **Instrumental Tuition/ Payment Policy**

Albyn School holds a very strong reputation for a high standard of tuition in the instruments offered, however it is important that parents and guardians are fully aware of the policy below regarding lessons.

1. Pupils must take responsibility of knowing the time and place of their lesson. Instructors do not have time to 'go in search' of pupils.
2. If a pupil does not turn up for a lesson, yet is in school, the lesson is lost. An alternative time will not be given as all Instructors have a very tight schedule.
3. It is extremely difficult to re-arrange lessons within a rota system of timetabling, or when an instructor has a limited amount of teaching time. All instructors will make every effort to offer another time if pupils cannot attend because of class tests, school trips etc. This can only be done however, if the instructor is given ONE WEEK'S NOTICE. If this does not happen the fee for that lesson will still be charged.
4. If pupils do not bring appropriate books required to the lesson, a letter may be sent by the Instructor.
5. Instructors will write work to be covered in the Pupil's Practice Diary.
6. Instructors will send fees home with the child at the beginning of each term. This must be paid IN FULL by the next lesson. If this does not happen, a letter of explanation must be given. The parent/guardian is then given another week. If the fees are not paid for a 2<sup>nd</sup> week, the lessons are stopped IMMEDIATELY.
7. Notice is required to terminate any instrumental lesson given in the School and termination dates are as follows. This must be done in writing to the Director of Music by:
  - The last day of OCTOBER for the Spring term.
  - The last day of FEBRUARY for the Summer term.
  - The last day of MAY for the Autumn term.

Failure to comply with these dates will result in a charge being made for the whole term's lessons, unless an immediate replacement can be found.

8. Any further contact regarding lessons must then be done through the Director of Music.

Please note, if your child receives guitar lessons you must fully comply with the payment policy of Dr. Mann, the guitar Instructor.

**Please note again:**

- First week of lessons invoices will be sent home with pupil.
- Second week fees will be sent back to appropriate Instructor and should be paid IN FULL. If this does not happen the Parent/ Guardian will be given one further week.
- If fees are not paid by the third week of lessons, they are stopped IMMEDIATELY.

Note again, if your child receives guitar lessons you must fully comply with the payment policy of Dr. Mann, the guitar Instructor.

## **FREQUENTLY ASKED QUESTIONS**

### **What tuition is available?**

Tuition is given by a team of highly skilled instructors, who provide lessons in:

- Piano ( from Lower 3)
- Singing (from Lower 7)
- Violin, Viola, Cello (from Lower 3)
- Flute, Oboe, Clarinet, Saxophone, Bassoon (from Lower 5)
- Trumpet, French horn, Trombone, Tuba (from Lower 5)
- Guitar (from Lower 5)
- Percussion (from Lower 6) – pupils are expected to learn all instruments and not just drum kit.

Please note that the starting age for instruments depends on the child and at the discretion of the Instrumental Instructor.

### **Is tuition available for everyone who would like lessons?**

- It is important that the pupil has a real desire to play an instrument.
- The amount of teaching time available on all instruments is limited.
- All pupils who wish lessons may be tested by the Director of Music as well as the Instructor concerned.
- The pupil must show aptitude and commitment to class music to be considered for the learning of another musical instrument.

### **Do I have to provide an instrument?**

- A limited number of instruments are available free of charge from the School; however the general expectation is that pupils will ultimately have their own instruments.

### **How are lessons timetabled?**

- In Upper school, most lessons are given during the day (including the lunchtimes) and are on a rota system.
- Some instructors teach after school, meaning lessons could begin as late as 5.30pm.
- Only in exceptional circumstances can lessons be at fixed times. This is not always possible and is at the discretion of the instructor.

### **What is the cost of Music Tuition?**

- Fees for Instrumental Music Tuition are not included in the school fees.
- Fees differ depending on the Instructor.

**What level of involvement is expected in Extra-curricular activities?**

- In Lower school, it is mandatory for all instrumental orchestral players; when they reach a suitable level, to play in the Elementary Orchestra. (up to and including Grade 3)
- All singers and instrumentalists in The School are encouraged to participate in the Choirs, Instrumental ensembles and Orchestras whether they have lessons in School or not.

**Please return the tear off slip below to say that you have received and read the guidelines and information regarding Instrumental Tuition at Albyn School. This should be given to Mrs Jarret or the relevant Instrumental instructor as soon as possible.**

**If you have any further questions, please do not hesitate to contact me in the Music Department.**

**Mrs Laura Jarret  
August 2009**

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**Instrumental Tuition at Albyn School**

**I have received and read the above information and guidelines regarding Instrumental Tuition at Albyn School.**

**Pupil's name.....**

**Form Class.....**

**Parent/ Guardian's name (printed).....**

**Parent/ Guardian's signature.....**

**Date.....**