

# English Martyrs' Catholic School



## Further Music Study: Instrumental and Voice Lessons

*English Martyrs, as a community centred in Christ,  
strives to develop the talents of each person.  
"May they all be one"*

<b>Approved/reviewed by Governors:</b>	
1 <sup>st</sup> July 2020	
<b>Date of next review</b>	May 2021

### Preamble

English Martyrs' Catholic School recognises and celebrates the importance of providing for the individual learning needs of each student. As a 'Performing Arts' school, we are committed to providing as wide range of opportunities as is practicable to enable students to learn a musical instrument/voice. We recognise that GCSE and A Level Music study cannot be undertaken without a high level of proficiency on a musical instrument/voice. We also recognise the distinct contribution of music to the Catholic liturgy and our responsibility as a school to provide liturgical education to enable students to participate in the liturgical ministry of music.

The school is committed to ensuring that the students may have the opportunity to progress from beginner to ABRSM Grade 8 and Diploma level where this is practical.

The school is committed to ensuring appropriate musical ensembles/choirs as an integral part of the learning experience.

### Personnel

Teaching will be provided by accredited music teachers approved by the Principal. Teachers will either be contracted employees of English Martyrs' School or will act as contractors and invoice the school. Music teaching staff may not enter into contracts with

parents directly for work to be carried out on school premises. Should parents approach music staff about private lessons directly, these must take place off-site. The school can take no responsibility or liability for such private lessons. The school is not responsible for the safeguarding arrangements for such lessons.

### **Remuneration of Teachers**

English Martyrs' School will remunerate contracted staff at not less than the Musicians Union recommended hourly rate.

The Musicians Union recommends minimum rates for peripatetic teachers. The governors have adopted this recommendation.

All instrumental/vocal teachers will be paid by English Martyrs schools on receipt of an invoice at the end of each half term. Staff invoicing English Martyrs are self employed and responsible for their own tax affairs and pension arrangements.

In view of the charges incurred by the school in the administration of instrument / voice lessons (e.g DBS safeguarding checks; recruitment of teacher cost; administration of lesson timetables, quality assurance procedures; management time for Director of Music) an administration charge of £1 per hour will be added to the cost of instrumental / vocal lessons. This means that the charge for Music lessons is £33 per hour. It should be noted that this represents a significant subsidy by the school which additionally absorbs the costs of rooming, lighting, heating etc.

### **Teaching Terms**

Teaching will take place over 34 weeks. If an instrumental teacher is unable to fulfill any lessons through his/her absence he/she should either make up these lessons on a future date, arranged with the student and the Director of Music, or supply a suitable replacement teacher (authorized in advance by the Principal) to teach the students in their usual time slot. Payment of the replacement teacher is the responsibility of the regular Music teacher.

Lessons will usually be organized as follows:- 13 lessons in the Autumn term (allows for 2 'make-up' weeks in addition) 12 weeks in the spring term and 9 lessons in the summer term (allows for 1 'make-up' week).

### **Missed lessons**

If the school directs that a student misses a lesson e.g. because of an examination or an unplanned school closure, the lesson will be made up another time. Should the student fail to attend a lesson or is absent through illness, the lesson is forfeited. If a student chooses not to attend a lesson the lesson will be forfeited. Should a student who is in receipt of a bursary fail to attend a lesson (except when ill) the school will charge parents for that lesson.

### **Teacher absence**

If a teacher unavoidably misses a lesson, for example, unforeseen illness, then every opportunity will be made to re-arrange this or a deputy be provided.

## **Payments**

Fees will be collected by English Martyrs' School at the **beginning** of each term. If payment is not received by the payment deadline the student's lessons will be discontinued until payment is received. Where the school arrange for a student to receive a 'free trial' or the student commences paid tuition later in the term, fees will be collected as soon as practical. The Director of Music will communicate with parents to make expectations clear.

## **Lesson termination notice period**

The notice period for a parent/guardian to cancel tuition is 6 weeks.

## **Music Exam policy**

It is the usual expectation that all instrumental teachers will enter students in for ABRSM or equivalent graded examinations. The exam and accompanist fees are to be paid by parents. Students will be entered by their instrumental teachers who will invoice the school for the cost. The school will then invoice the parents. There may be particular circumstances e.g DSEN where it is not appropriate for a student to take ABRSM examinations. This is at the discretion of the Director of Music.

## **Quality assurance**

Lesson observations will take place through the schools' QA systems as directed by the Principal. The procedure outlined in the schools' Appraisal Policy will apply Judgments regarding observations and confidential feedback to the colleague will feed into the Music department's self-evaluation.

Surveys of student perceptions and opinions will be held anonymously each year.

## **Group Size**

Lessons primarily take place on a one to one basis, with the exception of the Steel Pans lessons. Lessons can be requested to take place in pairs for beginners, or students who have been receiving tuition in primary school. The Director of Music will try to meet parents' requests in this matter, however this is not always possible.

## **Instruments**

Students of 'Leicestershire Music Hub 'Associate Teachers' can access the instrument loan scheme. Arts council "Take it away" scheme provides interest free loans for the purchase of musical instruments. The school will loan an instrument to its students if resources allow. A non-refundable deposit will apply.

## **Assessment for Learning**

Each academic year students will have a Progress Assessment with one of the classroom music staff in 'Progress Week'. This will be to assess students' progress, and give them the experience of the examination environment, ready for their formal examinations. Parents will receive a progress week report that is completed by both their instrumental teacher, and progress week examiner.

## **Practice Notebooks**

Students will have a music practice notebook to provide direct communication between the music teacher, students and parents. (E-mail should not be used). The notebook is for noting the student's music homework.

## **Performances & School Performance Examinations**

Students will be expected to take part in concerts as requested by the Director of Music. Instrumental teachers will be informed of the schools' overall concert and examination programme including GCSE/A Level performance requirements at the beginning of the academic year. It will be expected that students will work towards these as part of their lessons. The teacher will agree the grade examination target for the year for each student in the autumn term.

## **Scales and Sight Reading**

As part of their Programme of Study each teacher will ensure that students learn scales and arpeggios and are given technique to develop sight reading.

## **Off-site Lessons**

From time to time, some teaching commissioned by the school will be held off-site. This may be, for example, to have a lesson in a performance venue or to adjust to a different piano in an examination/recital venue. Lessons on the pipe organ may be held at local churches in order to give students experience on different types and styles of pipe organ. In all cases outlined above, parents are asked to accompany their son/daughter to off-site lessons and to remain in the vicinity in order to ensure that teachers and students are never left in a vulnerable environment. Teachers are not obliged to conduct lessons in an off-site location if they find that they are one-one with a student. Parents are asked to respect the safety of their children and this important professional safeguard for music teachers.

## **Rare Instruments**

The school wishes to have a viable orchestra and accordingly, at the discretion of the Director of Music, may from time to time, promote the study of rare instruments, e.g. the oboe, bassoon, French horn, viola, double bass (this list is illustrative). This promotion may include additional financial subsidies.

## **World Music**

The school is committed in principle to teaching about as many musical cultures as possible. However, it is recognised that resources are finite. Priority will be given to instruments/vocal studios which use traditional western modes and scales. Opportunities to learn a lot of other cultures will be included in the curriculum especially at GCSE level and studies in other world musical cultures will be provided as resources allow. The same principle will apply that students should be able to access accredited progression routes to the highest levels of "classical" study e.g. Indian classical music.

## **Bursaries**

The school offers a limited number of music bursaries to students. The purpose is to help parents with the costs of tuition so that children who desire can develop their musical talents. A 100% bursary is granted to all students taking GCSE and A Level Music, but the bursary is conditional on all requirements being fulfilled.

If a student is studying more than one instrument at school, a bursary may be received for only **one set** of instrumental or vocal lessons.

**Commitment:** All students who receive a music bursary will be expected:

- a) to be studying GCSE, AS or A Level music
- b) attend 90% of their instrumental lessons
- c) to attend rehearsals of at least **one** of our senior ensembles, Schola Cantorum of Senior Orchestra (90% attendance)
- d) to attend the concerts relating to their ensemble
- e) to take part in leading music at school liturgies especially Mass from time to time

Attendance registers, and progress week reports will be used termly to assess if students are still eligible.

The music bursary relates exclusively to lessons and activities within school. External commitments and lessons are not accepted as part of the criteria.

Music bursaries do not include the fees for Music examinations or accompanist fees.

In order to be considered for a bursary, parents must complete and return the application form prior to the first term.

## **Pupil Premium**

Students who are in receipt of free school meals and all Pupil Premium students are eligible for 100% bursary for lessons as well as ABRSM entry fees and accompaniment cost. However, this is considered on 90% attendance of their music lessons during a term as well as attendance of a school choir or music ensemble as advised by the Director of Music. Any Pupil Premium student requesting lessons will be given a 4 week trial initially. A Pupil Premium bursary is intended to support one student with a course of lessons in one instrument. Any changes or amendments to this must be approved by the Principal. A bursary in a different or second instrument is unlikely to be provided without good reason. The decision of the Principal is final.

## **Organ Scholarships**

In line with the schools' commitment to providing leadership for the Catholic liturgy, the school will provide 5 organ scholarships comprising of 12 organ lessons per year to suitable students. To qualify for an organ scholarship, a student must be at least Grade 4 ABRSM Piano standard. Organ scholars will be expected to accompany school choirs at rehearsals, play for voluntary Mass and concerts as directed by the Director of Music.

Students who fail to attend lessons or practise will have their scholarship withdrawn. The Director of Music's decision is final.

## **Funds**

The governors will seek to attract donations and additional revenue funding to pay for bursaries and scholarships where possible.