



## Individual Music Lessons

Requests for music lessons should be made to the Director of Music in writing, using the form below.

Parents are asked to sign that they will comply with the school's procedures as outlined below. If there is no vacancy, the child's name to be added to a waiting list, and parents notified as soon as a space becomes available with the visiting music teacher (VMT).

### Contact

If you have any queries, please discuss these with the VMT or Director of Music, Mr Chris Andrews: [chris.andrews@feltonfleet.co.uk](mailto:chris.andrews@feltonfleet.co.uk). Communication and support between school, home and VMT are important to ensure each individual pupil is getting the best out of their music lessons. Alongside weekly lesson notes, a formal progress report is issued at the end of each year.

### Invoicing

VMTs set their own lesson rates and send invoices ahead of each term's lessons. Some VMTs may also send their own contract for parents to sign. If an invoice is not paid before the first lesson, or contract not signed, VMTs may decide not to give any further lessons until these are settled.

### Timetabling

Music lessons take place during the school day on a rotational basis. Fixed lesson slots – early morning, break or lunch times – are offered only to pupils who take two instruments. Beyond this exception, we cannot make special arrangements for individuals.

Timetables are displayed prominently in the Music Department. For pupils in Years 3 to 6 we operate a badge system: during morning form period, any child with a music lesson is given a sticky badge with their lesson time for that day.

Whilst every effort will be made to accommodate the child's needs, VMTs will not normally be able to make up lessons if – at short notice – the pupil has been taken off-site for any reason. It is parental responsibility to notify VMTs of any such interruption to music lessons with as much notice as possible.

### Instrument Storage & Loan

Where available, we can loan school instruments to pupils free-of-charge, on the understanding that any damages are paid for.

If a pupil forgets their instrument, the VMT may be able to use a spare school instrument (if available). If a spare instrument is not available, pupils should not borrow each other's instruments and the lesson will go ahead looking at musicianship, aural, rhythm and theory skills.

Pupils' own instruments should be safely stored in the assigned rooms of the music department. These are safe rooms and instrumental damage is extremely rare, however the department is not liable for any damage incurred to personal instruments.

### Notice

We hope pupils and parents view instrumental lessons as a commitment well beyond prep-school, but if notice needs to be submitted, the requirement is for **one full term's written notice** sent in writing to the Director of Music and relevant VMT. If less than a term's notice is given, you will be charged in lieu of notice.

### Practice

As with so many other skills, it is short but regular practice sessions that make for the best progress in learning an instrument. Each child will be issued with a blue practice book in which the teacher will detail what needs to be practised and parents are asked to sign this weekly. Some VMTs send emailed notes instead; please reply each week to acknowledge receipt.