

# Tomlinscote School & Sixth Form College



*A Specialist Language College*

## Musical instrument, theory & singing lesson information and application form

At Tomlinscote, we believe that every one of our students should be given the opportunity to begin or continue musical instrument or singing lessons. Private lessons on a range of instruments are currently provided by well-qualified staff through Tomlinscote's Music Department and the Surrey Arts music service. Students may start lessons at any time during the academic year. Once an application form has been submitted, details will be passed to the relevant instrumental teacher who will then make contact as soon as possible.

If your son/daughter is in Year 7 they will have received information about beginning to learn to play a wind or brass instrument through the Music Department's Year 7 Band scheme. In addition, other lessons currently provided by the Music Department's own staff include:

Flute	Electric Guitar	Piano/ Keyboard
Clarinet	Bass Guitar	Music theory grades
Bass Clarinet	Classical Guitar	Brass
Saxophone	Singing	

**If your son/daughter wishes to have lessons on any of the instruments listed above, please read through, complete and return the attached request form and contract to the Head of Music. PLEASE DO NOT SEND ANY MONEY AT THIS STAGE.**

Music lessons for other instruments not listed above (and for wind and brass lessons for students in Years 8-13 who did not begin learning through the Year 7 Band scheme) are provided through Surrey Arts (<http://www.surreycc.gov.uk/recreation-heritage-and-culture/surrey-arts/music/music-lessons>). Instruments include:

Violin	Trumpet	Piano
Viola	Trombone	Clarinet
Cello	French horn	Saxophone
Double Bass	Tuba	Drum kit/Percussion

**Music lessons can be provided free of charge to students eligible to receive Pupil Premium funding.** Should you require any further assistance or information, please do not hesitate to contact me by email ([lrayner@tomlinscoteschool.com](mailto:lrayner@tomlinscoteschool.com)).

Mr L. Rayner  
Head of Music

*Executive Principal: Mr I M Hylan MA BSC  
Tomlinscote Way, Frimley, Surrey GU16 8PY*

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*Registered office: Tomlinscote School & Sixth Form College, Tomlinscote Way, Frimley Surrey GU16 8PY.*



# Tomlinscote School Music Department

## Request form and Contract for Instrumental Tuition

*Please return to Mr L. Rayner (Head of Music) via the Main Office*

My son/ daughter: (name) \_\_\_\_\_ (tutor group) \_\_\_\_\_  
would like to receive instrumental tuition through Tomlinscote's Music Department  
on (instrument) \_\_\_\_\_.

Please reserve\* a place for them on the waiting list and let us know as soon as a slot on the timetable becomes available for (*please tick*):

- 30 minute individual lessons (£160 per term)
- 30 minute paired or group lessons\*\* (£85 per term)

\* Please note – do not send money at this stage; the teacher will invoice you at the start of each term

\*\* assuming that there is at least one other learner of a similar standard to make a feasible grouping

I confirm that I have read the conditions regarding the arrangements for instrumental tuition at Tomlinscote School.

I am aware that I need to supply an instrument for my child **and for it to be comprehensively insured.**

I understand that invoices for lessons are to be paid for in *advance* to the teacher and that **I must give a FULL half term's notice (i.e. 6 weeks) in writing to the Head of Music for termination of tuition.**

Mr/Mrs/Ms/Dr (PRINT NAME) \_\_\_\_\_

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Contact tel. no. \_\_\_\_\_

Contact email address (please write clearly): \_\_\_\_\_

### Instrumental information

Please complete this section in order to aid us in instrument security at school

Instrument make \_\_\_\_\_

Instrument model \_\_\_\_\_ Serial no. \_\_\_\_\_

## Tomlinscote School – Instrumental Tuition

*Instrumental tuition is provided by Tomlinscote School for students under the following conditions:*

### 1. General conditions

1.1 This contract is between the person paying the fees and Tomlinscote School.

### 2. Responsibilities relating chiefly to parents

- 2.1 It is the responsibility of the parent to provide a suitable instrument and any accessories required for use in lessons. It is expected that each student undertaking a course of tuition will have regular access to an instrument for practising. Instruments should be kept in a suitable case with the student's name and tutor group easily identifiable.
- 2.2 The school cannot accept any responsibility for loss of, or damage to, instruments brought into the school (including hired instruments). A cupboard for the storage of instruments is provided next to the DM2 Music room. It is the responsibility of the parent to ensure that instruments are *comprehensively* insured. Advice on musical instruments insurance can be obtained from the Head of Music. The Head of Music should be informed of the make, model and serial number of any instrument brought regularly into the school. Instruments should not be left in school overnight if at all possible and not during school holidays.
- 2.3 **A FULL half a term's notice (i.e. 6 school weeks) in writing** (e.g. by email) to the Head of Music is required for termination of tuition.

### 3. Responsibilities relating chiefly to students

- 3.1 An organised scheme of regular practice is expected of students undertaking instrumental tuition. Students receiving lessons are also expected to take part in appropriate school-based music groups as guided by their tutor or other music teachers.
- 3.2 **It is the responsibility of the student to check the timetable board regularly to note lesson times, rooms and any changes.** This is especially relevant where INSET, public examinations, sports and other events have caused a change. Students are expected to arrive punctually and to return to academic lessons promptly at the end of their music lesson. Music tuition *may* take place when the school is closed or partially closed to students because of INSET sessions or other 'off-timetable' events. If in doubt, students should check beforehand as a charge will still be made in the event of non-attendance.

### 4. Responsibilities relating chiefly to Tomlinscote School, the Music Department and the tutors

- 4.1 Invoices are issued during the first lesson and the fees are payable in advance directly to the tutor or to Tomlinscote School, as indicated on the invoice. It is the right of the teacher to refuse tuition to a student where fees have not been paid.
- 4.2 Tuition fees will be reviewed on an annual basis. The Head of Music will give **one term's notice in writing of any changes in the fees**. They may increase year on year to match similar competitive rates of other schools' and institutions.
- 4.3 Reports covering attendance and punctuality; organisation; progress, attitude and preparation for lessons; and personal targets and achievements are issued once a year. These, together with a well-documented register and informal and formal monitoring of lessons by the Head of Music, form the basis of our appraisal scheme.
- 4.4 A minimum of 30 lessons, on a rotating timetable, will be scheduled and taught to each student per year. These will usually be divided into 10 per term, though circumstances such as staff illness, school closures or unusually short term dates may necessitate some flexibility. Tutors may negotiate directly with parents to teach more than 30 lessons per year; where this has been agreed a pro-rata fee will be payable and clearly shown on the invoice.
- 4.5 Where students are receiving shared tuition and one member of the group withdraws before the end of term, the others will continue with the full time slot until the 10 lessons are complete. Rates and times will then have to be reviewed by the tutor for the remaining members of the group.
- 4.6 No refunds are given for missed lessons through sickness, lateness, forgetfulness, or exclusion. Similarly, refunds are not given for school events (e.g. trips or exams) where the instrument teacher has not been notified **at least one day in advance**. Where a teacher is absent from a lesson, an attempt will be made to reschedule the lesson. If this cannot be done, then the lesson cost will be deducted from the next invoice.
- 4.7 The Head of Music has overall responsibility for the timetabling, rooming, monitoring and reporting of lessons, as well as the appointment and appraisal of suitably qualified staff. All enquires and correspondence relating generally to the instrumental tuition provided by Tomlinscote School should be addressed to Mr L. Rayner, Head of Music (lrayner@tomlinscoteschool.com).