

### How do I apply for individual instrumental or vocal tuition?

If your child would like to receive individual music or vocal tuition at Frensham Heights, please complete the online music application form [here](#).

Before submitting an application, please take time to read the information below. If you have any questions that are not answered here, please contact Sally Vivian initially (please see 'Who can I contact if I need more information?' below).

### Where do the lessons take place?

Lessons are held in the Music School (located near to Main House). Students in Year 7 and above make their own way to and from lessons. Children in Years 6 and below are escorted to and from lessons by an adult.

### How long are the lessons?

Students in the Junior School receive a thirty-minute lesson. Senior and Sixth Form students receive a forty-minute lesson.

### How many lessons will my child receive?

We aim to provide students with a minimum of 30 lessons across the academic year. These will usually be delivered in a series of 10 lessons per term, though circumstances such as staff illness, school closures or unusually short term dates may necessitate some flexibility. Visiting music teachers may wish to 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.

### Can Junior School children receive lessons in school?

For Years 1-6, the following apply:

Years 1-3: One music lesson in school.

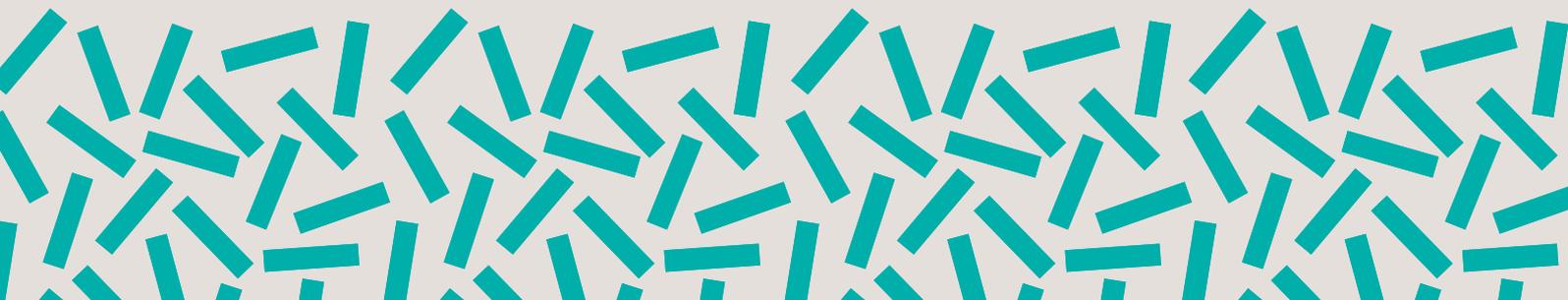
Year 4: Usually one music lesson in school. One other, similar performing arts award (e.g. LAMDA) may also be permitted with the agreement of the Head of the Junior School.

Year 5: One music lesson (in addition to the 'Plastic Band' scheme which is delivered as part of the Year 5 curriculum). One other, similar performing arts award (e.g. LAMDA) may also be permitted with the agreement of the Head of the Junior School.

Year 6: Maximum of two performing arts lessons per week (e.g. two music lessons or one music and one LAMDA or similar)

Years 1 and 2 can take individual instrumental music tuition, but please first email [sallyvivian@frensham.org](mailto:sallyvivian@frensham.org) for advice. This is just to make sure that the choice of instrument will be appropriate for the child's age and size.

Children in Year 6 and above can take Rock and Pop singing lessons, but we encourage all younger students to take Classical to develop their projection and technique without amplification before this point.



### **Who do I pay and how will I make payment?**

Invoices will be issued directly by the visiting music teacher for a series of 10 lessons at a time. Unless otherwise stated or agreed in writing, payment must be made to the visiting music teacher within 14 days of the date of their invoice. Any difficulties with making payments should be communicated directly to the visiting music teacher in the first instance. Visiting music teachers reserve the right to refuse tuition where fees have not been paid promptly and in full.

### **When do the lessons take place?/Will my child have to come out of academic lessons?**

Individual tuition is timetabled during the teaching day on a rota basis, in an attempt to ensure that the same time periods are not missed every week. The only exceptions to this are:

- for students in Years 12 and 13 when lessons are fixed in their free periods and
- (where possible) for students who receive more than one individual music lesson per week through the Music School.

### **Where can I/my child look-up the times and days of their lessons?**

Schedules are usually prepared a week in advance. Parents are able to look-up when music lessons are scheduled by viewing their child's 'real time timetable' on the Parent Portal. Additionally, students in Years 7-13 have access to 'Microsoft Teams' and are expected to use this platform regularly to check the times of their lessons, as well as keep abreast of any changes that may occasionally occur. Junior School teachers have access to music lesson schedules via our school information management system 'Schoolbase'.

### **What happens if my child is unable to attend a scheduled lesson?**

No refunds are given for missed lessons through sickness, lateness or forgetfulness on the part of the student. Similarly, refunds are not given for appointments or school events (e.g. trips or exams) where absence has not been confirmed directly with the visiting music teacher at least 48 hours in advance.

Where a visiting music teacher is absent from a lesson, an attempt will be made to reschedule the lesson within the academic year. If this is impractical, then the cost of the lesson will be deducted from the next invoice.

### **What happens if a child in Year 5-13 is unexpectedly absent?**

If a student is absent without advance notice having been received by the visiting music teacher, the music teacher will first send the student (Years 7-13) a direct Teams message to summon them. If this is not possible (e.g. for children in Years 5 and 6) or no response is gained, the visiting music teacher will then check that the child is present in school and speak to the Music Administrator or Receptionist who, in turn, will assist in locating and getting a message to them. The music teacher will then wait in their room for them. Students in Year 6 and below are always escorted to and from lessons by an adult.

If the student is not in school, an email will be sent by the music teacher to the parents (or appropriate head of boarding) setting out what they should practise in the coming week.



### **Do I need to reapply for lessons for my child each year?**

Once a child is receiving lessons through the Music School, unless notice of termination has been received, it is assumed that lessons will automatically continue from one academic year to the next.

### **What is the notice period to terminate lessons?**

At least a full half term's notice (i.e. notice before the start of the first day of each half term) in writing to the visiting music teacher must be given to terminate lessons. Please also note that the minimum period for individual tuition is one term.

### **Who do you share the information provided in the application form with?**

The information that you provide during the application process is used by the Music Administrator and Director of Music to identify a suitable teacher for your child. Once a space becomes available, we will pass a copy of the information to the teacher so that they are able to make initial contact with you if required, invoice you and correspond with you about matters relating to your child's individual music tuition.

### **Can my child have a fixed lesson?**

Unfortunately, we are only able to fix lessons for students in the Sixth Form (see When do the lessons take place?/Will my child have to come out of academic lessons? above). Where a younger student receives more than one music lesson through the Music School, we endeavour to fix the times of their second and subsequent instrumental lessons, as long as suitable slots in the timetable exist to do so.

### **Do Sixth Form students have to come out of academic lessons?**

No, since Sixth Form students have study periods included in their timetable and we are usually able to schedule them a fixed lesson during one of these periods to avoid any disruption to their academic lessons.

### **What about buying sheet music and tutor books?**

Visiting Music Teachers are able to order books through the school; these are then recharged to your end of term account.

### **Can my child take graded music examinations at Frensham?**

We aim to host Trinity College of Music examinations in the Music School once a year, usually in March. Rockschool exams tend to be held twice a year, usually in July and December. Other exams (such as ABRSM or LCM) usually need to be arranged privately; your child's music teacher will be able to advise.





### List of visiting music teachers:

Alex Canadine	Guitar and Music Technology
Hannah Poulosom	Voice (classical)
Dylan Kirk	Brass
Julia McDonough	Violin and Viola
Katherine Walker	Voice (classical, musical theatre)
Laurence Hall	Drumkit
Sally Cartwright	Clarinet and Saxophone
Mandy Morgan	Voice (rock and pop)
Phil Taylor	Piano and Guitar
Roland Chadwick	Guitar
Russell Morgan	Drumkit
Sarah Wheaton	Flute
Liam Forrester	Voice (classical, musical theatre) and Piano

### Who can I contact if I need more information?

Sally Vivian ([sallyvivian@frensham.org](mailto:sallyvivian@frensham.org)) is our Music Administrator.

Please note Sally works in the Music School on Monday, Tuesday, Wednesday and Friday mornings.

Joshua Edwards ([joshuaedwards@frensham.org](mailto:joshuaedwards@frensham.org)) is our Director of Music.