

BENTLEY WOOD HIGH SCHOOL – INSTRUMENTAL & VOCAL LESSONS

CONTRACT OF AGREEMENT 2024 – 2025

(Please complete separate contracts for each student and instruments)

Name of student: _____ Form Group: _____

Instrument: _____

Name of Instrumental/Vocal teacher _____

Please tick and sign in agreement to the following:

☐

I will ensure I will catch up sufficiently on work from lessons I have missed due to attending my instrumental or vocal lesson.

☐

I will attend my specified extra-curricular music club.

☐

I will practice between lessons.

☐

I will attend the termly concerts if needed to perform

By signing and returning this form, you are agreeing to the terms outlined in the attached instrumental and vocal teaching policy.

Signed: _____ Student

Signed: _____ Parent/Carer

Date: _____

Instrumental and Vocal Music Lesson, Teaching Policy

Aims:

The prime purpose of this teaching programme is to provide additional curricular opportunities for those who have a musical interest or talent which can be nurtured and developed through the provision of instrumental and vocal lessons.

Guiding Principles:

1. The school should provide a programme which allows for scaffolding, is broad and balanced and which caters for the current interests and backgrounds of the students.
2. The school should ensure that 'quality teaching' is provided within the programme.
3. Students and their parents/guardians should be committed to the 'aim' and should understand the associated responsibilities of: (i) maintaining their curriculum subjects, (ii) establishing a 'practice schedule' at home and (iii) participating in the extra-curricular programme as directed by the Music Department.
4. The Music Department should monitor the progress of students in consultation with the instrumental and vocal teachers and report to parents as appropriate.
5. The effective management of lessons is the responsibility of the Music Department, who should ensure the minimum disruption to subject lessons. However, all staff have a part to play and should monitor and support students involved in this programme.
6. In order to realise this policy on the Instrumental and Vocal Teaching Programme the following guidelines are given.

Guidelines

1. The Music Department should:

- a) Provide a timetable of instrumental and vocal lessons which ensures a rotation of lessons.
- b) Liaise with instrumental and vocal teachers regularly to discuss students progress, attitude and attendance.
- c) Enter students for external exams appropriate to their level according to the advice of their teachers, with their parents consent, and upon receipt of the appropriate fee.
- d) Consult with and report to parents/guardians with regards to student progress and concerns. The feedback to parents with regards to students progress will be communicated at parents evening via the students class teacher.
- e) Liaise and consult with subject teachers.

2. Students should be offered or continue with instrumental or vocal lessons only if:

- a) They are committed to the lessons and attend regularly.
- b) They understand and accept the responsibility to 'catch up' on the classwork missed whilst they attend music lessons within a week.
- c) They maintain a 'practice schedule' each week and appropriate progress is being made.
- d) They are prepared to contribute to and participate in at least one extra-curricular music activity as negotiated with the Head of Music.

N.B. The Instrumental and Vocal Teaching Programme is a valuable and expensive resource which should be available only to those who will use it properly and benefit from it. All staff have a role to play in the successful implementation of the programme as outlined previously. These lessons must be attended each week and it is the students responsibility to find the subject tutor and catch up on work they have missed.

The Music Department will change a students lesson time with sufficient notice (at least 48 hours) for events which cannot be changed (i.e. exams and medical appointments). To avoid disruption to other students timetable, please avoid requesting changes to lessons time unless absolutely necessary.

3. Whole Staff responsibilities:

All staff need to be aware of students attending Instrumental and Vocal lessons and should support students involved in it by:

- I. Releasing students as per times allocated on Arbor.
- II. Whenever possible, provide resources missed via teams.
- III. Communicating problems which may arise **directly to the Head of Music**. For example if a student does not catch up sufficiently on classwork missed while attending music lessons.

4. Other General Information

- a) In most cases students learn one instrument in school and therefore should attend one lesson each week. In a few cases a few students may take more than one lesson per week.
- b) The length of a normal group lesson is up to 30 minutes depending on groupings and should students be missing for longer then the Music Department should be informed via email
- c) If your daughter has free school meals, is LAC or a young carer, she is entitled to a 50% discount on her first instrument per year. For any subsequent instrumental lessons, your daughter will have to meet the full cost.
- d) School lessons will be stopped if:
 - (i) students do not follow the procedures as outlined above
 - (ii) appropriate practice is not undertaken and therefore no or little progress is made
 - (iii) students do not attend their music lessons regularly.
- e) If your daughter needs to make a request to change her lesson time due to an internal exam a minimum of 72 hours' notice needs to be given to the music department otherwise the lesson will be missed.