

BALLYMENA ACADEMY MUSIC DEPARTMENT

Terms and Conditions & Covid Measures Instrumental Tuition Scheme for School Year 2020/2021

Please read and retain this for your own information.

[1] Fees per annum

- (i) **40 Minute Lessons £ 633.00**
20 Minute Lessons £ 324.00 (Suitable for Grades 1 – 5)

Fees (**Years 8–11**) will be billed for payment in three instalments at the end of November, January and April. Extra lessons can be arranged by contacting the Instrumental Tutor Co-ordinator.

(ii) For pupils in **Years 12, 13** and **14** lessons will finish during the last week of April. Fees for these pupils will be **£474.00** (40mins) **£244.00** (20mins) payable in two instalments, i.e. end of November and January. If pupils wish to continue lessons through May and June to maintain their progress, this can be arranged by contacting the Instrumental Tutor Co-ordinator.

YEAR 9 – 14 any outstanding fees from previous terms will prevent lessons in the incoming year.
Lessons will commence when the balance has been brought up to date.

[2] Attendance at Lessons

Full attendance is important. Lessons are rotated through the days/times a pupil's instrumental/vocal tutor is in school. Normally lesson timetables will be posted on the noticeboards outside the music practice rooms. As pupils cannot freely come to this area at the moment (apart from their lessons) the lesson times will be set at each lesson for the next lesson, which pupils should write into their blue lesson time card and homework diary. Timetables will be posted into the Music Lessons Google Classroom, which pupils will have access to. Under normal circumstances if a pupil is unable to attend a lesson he/she would endeavour to arrange another time perhaps by exchanging lessons with another pupil. In the current zoned format of school this would be difficult. In the first instance tutors and pupils should organise their next lesson time at the end of the current lesson, ensuring its suitability. Pupils will also be able to message their tutor concerning unavoidable difficulties through the Music Lesson Google Classroom. Years 8-10 can speak to their class music teacher if they need help (Mrs Church, Miss Wilkinson, Mr Thompson). If a lesson is missed through the pupil's own fault (e.g. forgetfulness) the lesson will be forfeited and the money not refunded. The school is charged for every scheduled lesson whether the pupil attends or not. Parents will be informed if a pupil accumulates more than two unexplained absences from the lessons. If there are any issues arising, you can contact Mr Thompson (Instrumental Tuition Coordinator) or Mrs Church (Head of Music) by phoning the school office.

[3] Reports

Reports to parents will be issued at the end of each term, detailing each pupil's progress and record of attendance.

[4] Examinations

Pupils will be prepared for the practical examinations of the Associated Board of the Royal Schools of Music, Trinity College, RockschooL, RGT and/or CCEA. A pupil's suitability for an examination will be determined by their music tutor. The tutor also reserves the right to withdraw the pupil from the examination due to

insufficient practice. Parents/guardians will cover the cost of any music examination and a fee for the piano accompaniment. Prices are available from the Music Department. Alternative arrangements for an accompanist may be arranged with the approval of the pupil's music tutor.

[5] Commitment to Music Department Activities

If invited, pupils receiving tuition are to take part in the school's music groups and orchestras which usually meet on specified days from **3.30 – 4.30 p.m.** and any activities organised by the school in connection with such participation. Failure to adhere to this may result in lessons being discontinued.

[6] Cancellation of Lessons

Lessons will be terminated only after two weeks written notice from the parent/guardian. This will be rigidly adhered to.

[7] Instrumental Loan

Due to costs of purchasing and maintaining musical instruments the school has found it necessary to impose a charge of **£45.00 per annum for the loan of a school instrument**. If your child uses such an instrument you will receive an invoice in October/November.

[8] Covid Measures

In order to give our pupils and tutors safe environments for their lessons the following measures are in place. Please read through these guidelines with your child.

- An enhanced cleaning regime is in place in line with school Covid cleaning measures
- Social distancing will be observed in all lessons (2m)
- Tutors have been supplied with visors
- String, guitar, and piano pupils are advised to wear a mask or visor
- Drum pupils must wear a mask and use their own sticks
- Additional space (3m+) and ventilation has been provided for the teaching of wind/brass instruments and singing lessons. Flute, Saxophone, Bass clarinet and Brass and vocal lessons in particular will be taught in the larger MU1 or the newly created spaces in the mobile classroom below the Music dept./ beside the G4 hockey pitches
- Between each pupil, tutors will wipe down any resources or furniture that will be used for the next pupil with a disinfectant wipe (music stand, piano keys, stool). Wipes/sprays are provided by school for this purpose.
- Apart from Piano and Drum Kit, which can be wiped, pupils must not share or play another pupil's instrument.
- Pupils should not enter the room until advised by the tutor and should wash/sanitise their hands according to school practise before and after the lesson. Sanitiser stations have been provided.
- (Pupils are not permitted to use the designated staff toilet)
- Any potentially contaminated waste (tissues, paper used to cover instrument bells or to clear spit valves) in the teaching space should be placed in a lidded bin with a bag inside. Brass/woodwind pupils must wipe up and bin any spit droplets themselves using spray and paper towel provided.
- Pupils should observe the one-way system to and from their lessons
- Smaller instruments such as clarinet and flute should be kept in class by the pupil. Larger instruments should be placed on or under the desks set inside the door of Music Room 1 before registration and collected before the lesson.

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