



**SIR WILLIAM  
BORLASE'S  
GRAMMAR SCHOOL  
MUSIC DEPARTMENT**

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*Department of Music*

*INSTRUMENTAL & VOCAL TUITION*

**From May 2024**

**GENERAL INFORMATION**

**CONTRACT**

**TERMS & CONDITIONS**

Dear Parents

I am delighted to hear that your child is interested in having peripatetic music lessons at Borlase.

As you can see, we are able to offer pupils the opportunity to learn a variety of instruments, thereby enabling their participation in a number of musical ensembles and styles. Singing is also a popular activity at the school, with many pupils participating in our ensembles as choral singers and soloists.

*If your child still wishes to have lessons, please complete, sign and return the Contract Reply Sheet attached. This will enable us to organise the start of pupils' lessons, at the earliest opportunity. For popular instruments, priority is given to those who reply the soonest, so your early response would be appreciated.*

**This booklet is a LEGAL CONTRACT and should be kept in a safe place for future reference.**

**This Contract is between you as parents and your child's music teacher and is valid until your child leaves the school or at the end of a discontinuation period. It is vital that parents recognise that peripatetic teachers are self-employed and therefore rely for their livelihood on prompt payment and adherence to the Terms of the Contract. The school offers administrative support to facilitate the process.**

Please address all correspondence regarding the instrumental and voice teaching service to Mrs. C D Garrow, c/o Sir William Borlase.

With thanks,

Yours sincerely

Mr S Miall  
Director of Performing Arts and Music

## PERIPATETIC MUSIC LESSONS AVAILABLE AT SWBGS

Brass	Mr Simon Davie/Mr Robert Vanryne
Clarinet/'Cello/Saxophone	Mrs Sue Cossins
Classical Guitar/Acoustic Guitar	Mr David Young
Electric Guitar/Bass Guitar	Mr David Shannon
Flute/Saxophone	Mrs Emma Walker
Harpsichord/Organ	Mr Hugh Robson
Percussion	Mr Mark Vincent
Piano	Mr John Bailey/Mrs Jean Garrett/ Mrs Minor Atabek
Singing	Mrs Gilly Ross/Mrs Leonie Cormack-Cook
Violin/Viola	Mrs Marilyn Vanryne/Mrs Minor Atabek

We will try to offer tuition in other instruments, should there be enough demand.

## SCHOOL ENSEMBLES

### **Instrumental:**

Concert Band  
Senior String Orchestra  
Symphony Orchestra  
Jazz Orchestra  
Junior String Orchestra  
Jazz Band  
Clarinet Ensemble  
Brass Ensemble  
Saxophone Ensemble  
Flute Choir  
Rock Club  
Classical Guitar Club  
String Quartet

### **Choral:**

*Cantorum* (mixed voices, Y10-13)  
Gospel Choir (girls, Y10-13)  
Chapel Choir (girls, Y11-13)  
*Madriguys* (boys, Y9-13)  
Barbershop (boys, Y11-13)  
*Youth Voices* (mixed voices, Y7-9)  
*Forte e Fiero* (girls, Y7-9)  
*Cambiata* (boys, Y7-9)

This list gives a rough guide to the ensembles on offer at Borlase. The exact types of ensembles depend on the players at the school, and groups may be created by pupils or staff at any time. These groups perform in concerts throughout the year and there are opportunities for students to perform solos in our termly 'Chamber Concerts'. We also undertake one large scale musical production every year for senior and junior students alternately.

# MUSIC CONTRACT

## TERMS & CONDITIONS FOR INSTRUMENTAL & VOCAL TUITION

### 1. Fees / Payment

30 lessons will be offered per year. (Except for years 11 & 13 who have 26 due to study leave for public exams). We advise our peripatetic teachers to split them thus:

Autumn Term	12
Spring Term	10
Summer Term	8

Teachers will work at a rate of £40.00 per hour thus the cost of lessons for 2024/25 will be:

<b>Individual lesson of 30 mins.</b>	<b>Cost - £ 20.00</b>	<b>30 lessons = £600.00</b>
<b>Individual lesson of 20 mins</b>	<b>Cost - £ 14.00</b>	<b>30 lessons = £420.00</b>

Invoices will be emailed to parents for the beginning of each term showing the number of lessons to be offered, the length of lesson and cost. Payment should be made electronically to the peripatetic teacher's invoice within two weeks of the start of term. There is no provision for adjusting invoices. Any lesson a peripatetic teacher misses will be made up as soon as possible.

Any difficulties regarding payment should be reported to Mrs. L. Walder, Deputy Headteacher or Mr Miall in writing. If no payment or explanation is received within two weeks a reminder will be sent. **If after a further week nothing has been received lessons may be stopped.**

Peripatetic teachers may, as appropriate, send invoices for music examinations that they wish your child to enter, accompanist's fees, and for music and other appropriate expenses incurred on your child's behalf.

Changes in lesson length may only take place at the **start** of a term and only at the **written** request of parents.

Fees will be subject to annual review.

Parents who wish their child to have lessons but feel that their means are insufficient to support them are encouraged to **write to Mrs. L. Walder, Deputy Headteacher**, to apply for assistance. This assistance can only be made in exceptional circumstances. All enquiries will be treated with the utmost confidence.

## 2. Absence from Lessons

Teachers will endeavour to make up lessons missed by genuine, explained reasons as their schedule allows, but they are not obliged to do so. However, our experience is that our teachers are considerate to pupils experiencing such difficulties. This system based on goodwill is commonly operated in Bucks and Berks schools, and we find that in most circumstances such pupils will receive their full allocation of lessons.

Whenever possible planned absences should be notified at least one week **in advance of the lesson**, preferably in writing, but in case of sudden illness a phone call to the school office will be sufficient. **Written notifications should be addressed to the peripatetic teacher directly.** This notification will help the teacher in planning the days' lessons. Lessons missed due to sickness will be made up only if the teacher's timetable reasonably allows. **Please note that if the school is not notified on the day the lesson cannot be made up.**

The peripatetic teachers will be informed of the days in the calendar when the whole school is involved in special activities such as exam periods, sports day etc., and they will not come in; but trips arranged during the year which affect lessons should be reported in writing to the peripatetic teacher as soon as known, so that the teacher can plan to make up the missing lesson. Late notice of these trips may result in the lesson not being made up.

Y11/Y13 students are expected to continue attending peripatetic lessons during their mock examination weeks, as they are expected to attend subject lessons. This is also true for Y7-10 and Y12 end of year exam weeks. Peripatetic staff will have timetables for the examination periods and will schedule lessons around your son/daughter's particular exams. **It is the student's responsibility to notify their instrumental teacher, in advance, of when their exams are taking place.**

Genuine reasons for absence from music lessons include:

- i) Absence from school.
- ii) Injury which prevents playing or singing (although the teacher may be able to do theory or aural so pupils must check with them before absenting themselves).
- iii) Involvement in a school based activity e.g. A trip, where the teacher has been notified in advance.

Lessons missed for the following reasons will not be made up:

- i) Forgetting to attend.
- ii) Mis-reading the timetable.
- iii) Forgetting an instrument/music. (Teachers can always find useful things to do in lesson time e.g. Aural, theory).
- iv) If a student chooses to miss a peripatetic lesson during their mock examination/end of year exam weeks then this will count as a missed lesson, and therefore it will not be rescheduled.

Peripatetic lessons begin and end, in line with the school day, at 8.45am and 3.30pm. Students should not expect to receive lessons either side of these times. However, if a peripatetic teacher wishes to allow this in special cases then this will be permitted, but students must attend registration with their tutor at 8.40am.

Lessons missed by the teacher will be made up.

In the case of pupils displaying a pattern of missed lessons, parents will be informed, in the first instance by email. Every effort will be made to discover the reasons behind non-attendance, but continued absence without explanation may result in lessons being discontinued.

It is vital that pupils study the timetable and ask their normal class teacher, **well in advance**, if they may be excused from their lesson. As well as showing good manners, it allows for changes to be made within the timetable if for some reason attendance at a class lesson is essential. e.g. National Curriculum Test, Science Practical etc.

### 3. Instruments

Parents interested in hiring or buying new instruments should always seek the advice of the **individual music teacher** concerned, at the beginning of the process if possible. In addition, the advice of the Director of Performing Arts and Music should be sought, as the school may, under certain educational criteria, be able to obtain **discounts**.

### 4. Reports

All pupils will receive one written report per year in the Summer term. This will include information about progress, basic ability and suggestions for possible improvements. In addition, Orders grades will be issued at least once a term, which will give parents an indication of their child's attendance and overall progress.

All **new pupils** – either new to the school **or** new to the instrument – will receive a report on their progress near to the end of their **first term** of lessons. This will normally be December, although those starting in January will receive their report at Easter.

### 5. Starting /Stopping Lessons.

Once a signed contract sheet has been received, lessons will commence at the first available opportunity. Normally this will be at the start of a term or half-term, depending on availability. In this instance, invoices will be adjusted accordingly.

Lessons will be provided, where available, until your child leaves the school or until the completion of the period of notice following receipt of your written notice of discontinuation.

If you wish to discontinue your child's lessons **one full half-term's notice must** be received **in writing**. This means notice must be given, at least, **by the final working school day of the previous half term or term**. E.g. in order for lessons and payment to stop at the end of the second Autumn Half Term, notice must have been given, at the latest, by the final working school day of the first Autumn Half Term.

The period of notice is deemed to have started when your notice to discontinue is **received by the teacher**. To ensure this, you should send your notice directly to the peripatetic teacher, who will confirm receipt of your email and inform you of the stopping date of your child's lessons, and of any monies owing.

Unless a pupil confirms that they are to cease learning immediately, the teacher will assume that they will continue to take their lessons until the end of the period of notice. If the pupil ceases lessons, fees in lieu of notice will be payable. The teacher will pursue payment in all cases, and if required, this will be escalated to the school. Extreme cases of non-payment will be pursued through the Small Claims Court.

New pupils are committed to one term's payment. Any parent who feels that they wish to discontinue lessons having read the report will have **two weeks** to inform the school in writing of their decision. **In this specific case, the half term's notice ruling will not apply.** If no such response is forthcoming, we will assume that the student is continuing lessons, and they will be invoiced accordingly.

#### 6. Suspending Lessons

Sometimes parents write to request that lessons are suspended for a given period of time. The teacher will consider every case, and it is at their discretion, but it may not always be possible to honour such a request, especially if there is a lot of demand for a particular instrument.

Please note that medical conditions such as an arm in plaster cast or the wearing of a brace do not necessarily preclude a child from being able to play their instrument. In such cases the opinion of the teacher must be sought before a decision is taken to suspend lessons.

#### 7. Extra-Curricular Activities

Making music as part of an ensemble is an integral part of learning an instrument or singing, and because of this, it is hoped that pupils receiving lessons in school will take a full and active part in extra-curricular music.

#### 8. Change of Teachers

In the event of a peripatetic teacher leaving Borlase with good notice, we will endeavour to replace them as soon as possible. The departing teacher will be asked to provide a full progress record and targets to ensure a smooth transition to the new teacher.

#### 9. Problems

If you have any problems regarding the provision of instrumental or vocal tuition, please write to Mr Miall at the school via [parents@swbgs.com](mailto:parents@swbgs.com).

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# **MUSIC CONTRACT**

## **TERMS AND CONDITIONS FOR INSTRUMENTAL & VOCAL TUITION**

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