



POLICY (Number: I(xiii))
MUSIC DEPARTMENT ENROLLMENT AND TUITION POLICY

- **The following factors should be considered before music lessons commence:**
 - the academic demands on the pupil
 - the time needed for practise
 - additional costs for sheet music, examination entry, study materials, instrumental hire or purchase and consumables (e.g. reeds or strings, rosin) that will be needed
 - the physical maturity of the childPlease take note of the following:
 - Music tuition should serve to develop life-long musicians, who enjoy making music and should not be pursued simply to chase after passing the next music exam
 - Many skills need to be mastered during music lessons, and every pupil makes progress at their own pace
 - Before lessons commence, pupils/parents should already own or rent the correct musical instrument for a child's proposed lessons
- **Certain instruments require specific physical development and maturity of pupils to enable tuition.**
 - All instruments, except for guitar (acoustic, electric and bass), clarinet, saxophone, and flute, are offered from Grade 2
 - Grade 4 pupils, depending on their physical stature, can start with group (acoustic) and classical guitar, clarinet and flute lessons, while electric guitar, bass guitar and saxophone can be taken from Grade 5, depending on individual stature.
- **Lesson frequency**
 - Lesson can be set to once or twice weekly, either as individual or group lessons, or, depending on the instrument choice, a combination of one group and one individual lesson
 - The frequency of lessons largely depends on a child's personality and the pressure that they can cope with
 - Pupils who have been taking lessons for a while and are secure in their technique, often suffice with one weekly lesson
 - Younger beginners are advised to have more than one lesson per week so that new concepts can be repeated and consolidated regularly
 - Group lessons add a social dynamic and, at times, an informal rivalry between members of the group, which works well for certain personality types
 - Should there be any uncertainty around the frequency of lessons, it should be discussed with the child's instrument teacher.
- **Tuition in a second instrument**
 - Should a pupil want to enrol for tuition in a second instrument, lessons will need to take place outside of the normal school day (i.e. before or after school). **This is non-negotiable**
 - Tuition in a second instrument will only be offered after careful consideration of the academic and musical progress of the pupil, and not in the first year of starting tuition.



- **Changing to a different instrument**
 - After receiving a written request to change to another instrument, the Director of Music will approve the request on condition that:
 - The teacher offering the new instrument has space available to accommodate a new pupil
 - There is sufficient time left in the year to make progress in a new instrument
 - Sufficient notice has been given to prevent both the current instrumental teacher and/or the school to not suffer financially by allowing the instrument tuition swap.

- **Allocation of lesson times:**
 - Lessons are offered during the school day by withdrawing pupils from non-academic classes. A limited number of early morning lessons and some afternoon timeslots are available
 - Grade 1s can apply to start music lessons, but they will only be placed after the first semester, after consultation with their class teacher, and if space is available for them on the timetable. During the first semester, it is advisable that all Grade 1s have their music lessons either before or after school, thereafter they will be allowed to miss one period out of class during school time, upon receiving approval from the Junior Phase Head of Department
 - Grade 2 & 3 pupils may miss 2 non-academic periods during a week for music tuition, but this is subject to approval by the Junior Phase Head of Department
 - In the Junior Phase, a fixed timetable will be set in consultation with the class teachers to ensure that the children have lessons at suitable times.
 - Using academic lessons for music tuition, in any Phase, will only be allowed in exceptional circumstances

- **Availability of instruments:**
 - Pupils will need their own instrument at home to practise
 - The school owns some instruments that are available for hiring
 - Instrument hiring is set at R1500 to R2500 per year, charged at R150 to R250 per month over 10 months, depending on the instrument hired
 - Parents should indicate on the registration form whether they will need to hire an instrument from the school
 - Parents need to complete the instrument hiring contract to hire an instrument from the school.
 - A piano pupil cannot make sufficient progress on a keyboard and should, therefore, have access to a real piano to practise on at home.
 - A keyboard pupil must have a keyboard at home.

- **Music pupils should adhere to the following expectations:**
 - Regular practise (i.e. every day) is required to make good progress
 - Music pupils are required to attend their lessons regularly and pay attention in class
 - All required books (including the music homework diary) and instruments must be brought to school for their lessons
 - It is strongly advised that formal theory classes are attended
 - All written and practical homework should be done diligently



- If a pupil does not make adequate progress, the music department reserves the right to terminate lessons. (This would be done at the end of a term with parent correspondence)
- **Placement of pupils:**
 - On receiving the application form, the pupil is placed at the bottom of the waiting list
 - Parents are notified of the placement via electronic mail
 - Current music pupils and pupils on the waiting list will be given first option
 - For the remainder, senior pupils will be considered before junior pupils, and those pupils coming from other schools who have already been receiving music tuition will receive preference over beginners
 - Should a current music pupil change instruments (which results in moving from one teacher to another), this pupil will lose his/her current placement, depending on the availability of the new instrument.
- **Billing**
 - Fees are billed monthly from February to November
 - All books needed for tuition, including a homework diary, theory workbooks and repertoire books, will be ordered on behalf of parents and added to their school account. Teachers will endeavour to inform parents of the required book order before it is made
 - Should a teacher select a pupil for an exam and /or eisteddfod, written parental consent will be required for both the entry and the fees payable to be added to the parent's school account
 - Instrument rental will be charged to the parent's school account.
- **Music fees include the following:**
 - We aim to offer a minimum of 32 lessons per instrument per year based on one lesson per week, or 64 lessons per instrument based on 2 lessons per week. As all school terms are not equal in length, the number of lessons per term may vary. Unfortunately, because of various school activities presented from time to time, we cannot guarantee that it will be possible to offer all lessons
 - The quantity of lessons for the year is adjusted on a pro rata basis when a pupil starts lessons during (as opposed to the beginning of) the year
 - Lessons will start from the first week of term unless timetabling prevents this from happening.
 - Theory classes are offered at no extra cost to parents should a pupil be enrolled for instrumental lessons at Somerset House.
 - Please note that music tuition books (exam books, method books and so on) are not included in the fees. Children might receive supplementary work from time to time at the teacher's discretion, but no books will be given to a child by the school.
- **Performance opportunities:**
 - Music concerts and assembly performances will be held during the year to give opportunities to pupils for public performances
 - Most pupils will have the opportunity to perform in school concerts. The following circumstances may result in a pupil not performing in concerts:
 - The pupil is too young or not ready for a successful performance



- The pupil is not making sufficient progress
 - The pupil chooses not to perform publicly
 - Entries for eisteddfods and examinations for selected pupils form part of the year's work. Pupils are entered for eisteddfods and exams at their teacher's discretion
 - Pupils are not forced to perform and those who do not want to be involved will be accommodated.
- **Termination of lessons:**
 - A minimum of 1 full term's notice is required when lessons are terminated during the year
 - Notice must be given within the first week of a term
 - Music contracts expire at the end of each academic year. A new agreement must be completed and returned to the Director of Music during the last term of each year, to reserve space in the Music Department for the following year.