

Dear Parents/Students

**Instrumental Tuition: September 2023 – July 2024**

The Music Department at Budmouth Academy offers students high quality instrumental lessons with peripatetic teachers who are practising musicians.

If you wish your child to have instrument lessons this academic year, please read the Terms and Conditions below followed by paying the required fees via the online payment system. Once payment has been made we expect that students will continue lessons for the remainder of the academic year and fees will be paid online at the start of every term. Students will be added to a shared google drive for the timetable and a google classroom group. Any questions about payments should be directed to Mrs Tewksbury in the Finance office [finance@budmouth-aspirations.org](mailto:finance@budmouth-aspirations.org)

For this academic year the cost for 10 x 30 minute lessons per term is **£110.00 per term**, Individual Lessons. (£11 per lesson)

**Lessons will only be available on receipt of FULL payment via the online payment system, Parentmail, which is required at the START of each term.**

Lessons for September 2023 will commence the week beginning Friday 15th September. Lessons in the Spring and Summer term will begin in the second week of the term.

Mrs Screech	Clarinet, Saxophone & Flute	Monday
Mr Lee	Guitar	Tuesday
Mrs Dukes	Piano	Wednesday
Mr Milward	Drums	Thursday
Mrs Baillie	Voice	Friday
Bass lessons can be arranged dependant on numbers - please email		

Please read the following terms and conditions carefully as it details the procedures, expectations and how to cancel lessons as we do require half a terms notice in writing or via email.

If your child is in receipt of Free School Meals, you might like to contact me with regard to financial support for instrumental lessons.

We hope your child enjoys their instrumental lessons at Budmouth Academy with our amazing supportive staff.

Yours sincerely

S.R.Shuttleworth

Mrs S Shuttleworth  
Music Teacher/Deputy Coordinator for Expressive Arts.  
[sshuttleworth@budmouth-aspirations.org](mailto:sshuttleworth@budmouth-aspirations.org)

**BUDMOUTH Academy, Weymouth**  
**INSTRUMENTAL LESSONS TERMS & CONDITIONS 2023/2024**

**Billing**

- Cost for the TERM is £110 = 10 Individual lessons of 30 minutes.
- Payments to be made via **the online payment system, Parentmail, AT THE START OF EACH TERM** – lessons will only commence once full payment has been received.
- Students should then see Mrs Shuttleworth in E21 who will arrange the date & time for the first lesson. Students will then be responsible for checking the timetables each week.
- If you purchase a trial lesson and wish to continue the full fees are then required for the remaining lessons before further lessons are timetabled. Purchasing of single trial lessons will be allowed once.
- Refunds will only be given to parents/carers if 10 lessons are not given by the instrumental staff each term.

**Expectations**

Students are expected to have lessons & practise for a minimum of 1 year to show progress.

It is expected that students will:

- Check the shared google drive/Google classroom for their lesson time every week.
- Arrive on time for their lessons in E19.
- Bring their instrument, drumsticks and sheet music to every lesson.
- Practise in & out of college in order to make progress between lessons.
- Store instruments in allocated places in E19/E21
- Join a vocal or instrumental ensemble group in the department to support their learning, support & celebrate the Academy's music tradition.
- Entry for musical examinations is encouraged to celebrate achievement & measure student progress.

It is expected that instrumental staff will:

- Support rotating timetable & make alterations as necessary, when told in advance.
- Keep a weekly register and report absence to SRS.
- Reward students for good work using the college reward system via Mrs Shuttleworth who will add achievement points onto Arbour.
- Encourage & motivate student progress through teaching music notation & aural training.
- Help prepare students for GCSE/AS/A Level performance pieces where applicable.
- Enter students for exams when required - ABRSM/Rock School/Trinity/Guildhall & Provide accompaniment (Extra charges will apply, this is a private arrangement between parents and teaching staff).

**Instrument Examination Entries**

Students can be entered for instrument exams by the Academy staff. The handling of all exam entries, including payments is managed directly by the instrumental teacher. Teachers intending to enter their students for exams will complete the necessary administration paperwork & finance in direct consultation with the students & parents. Notification of the day, time & place will be given by the instrumental teacher directly to the students.

Budmouth Academy can supply contact details for a number of accompanists should one be required. This will be a private agreement between parent/accompanist and can incur an extra charge for at least one rehearsal & the exam and will be payable direct to the accompanist. A request for an accompanist contact details needs to be made well in advance of the exam.

**Timetables**

- Lessons will rotate each week.
- 6th Form students will be timetabled in their free periods where possible.
- **Students will not be able to change their lesson time on the day the lesson takes place.**
- English, Maths & Science lessons will be avoided where possible for all GCSE students.
- Timetables are a live document and will change. For late changes, students will be notified via messages from reception.
- Students will only be added to the timetable once FULL payment has been received for the term.
- Students are responsible for checking the dates & times of their lessons. If a change needs to be made they should contact Mrs Shuttleworth or Miss Stroud (Technician) to see if a change of lesson can be accommodated.

### **Absence**

- If teaching staff are absent they will endeavour to deliver 10 lessons in the term.
- During their mock &/or public exams in years 10-13, lessons will be organised around the exam timetable. Students should see Mrs Shuttleworth to help with this.
- If students are absent due to illness on the day of their lesson please inform the attendance officer, Mrs Whitehead on [attendance@budmouth-aspirations.org](mailto:attendance@budmouth-aspirations.org) or Mrs Shuttleworth on [sshuttleworth@budmouth-aspirations.org](mailto:sshuttleworth@budmouth-aspirations.org) and ask for a message to be sent to the instrumental staff.
- Absences due to school trips - students should notify Mrs Shuttleworth of a planned absence and where possible we may be able to re-arrange in consultation with the instrumental staff.

### **HIRE/PURCHASE OF INSTRUMENTS & MUSIC**

- The college can provide a very limited number of orchestral instruments subject to demand.
- Students can borrow college instruments for a year, after which they are expected to purchase their own.
- Instruments can be purchased through the College VAT free. Please contact the [finance@budmouth-aspirations.org](mailto:finance@budmouth-aspirations.org) for more details.
- Instruments can be purchased on a loan to buy basis from local music shops, e.g. Harmony Music in Dorchester or John Packers in Taunton.
- Instruments can be hired from the Dorset Music Service on a yearly basis.

### **Storage of Instruments**

- Musical instruments can be stored in allocated areas of E21 or E19.
- Students are discouraged from leaving instrument cases on the floor in the practice rooms.
- Students are warned of the risks of damage if they leave instruments in their lockers or other parts of the college.

**The Academy will not take responsibility for loss or damage to any instruments left in College. Students are responsible for taking their instruments home at the end of each day. NO instrument should be left overnight, weekend or holidays.**

### **ENDING LESSONS**

Should you wish to terminate lessons during an academic year we require **half a term notice in writing, in advance.**

Students in Years 11 & 13 will automatically have their lessons terminated at the end of the spring term unless parents specifically inform Mrs Shuttleworth for lessons to continue.

**Please remember that by paying for lessons you are agreeing to the terms and conditions as stated above and that the expectation is that lessons are continued for the remainder of the academic year unless notice is given.**

**PLEASE PRINT THIS DOCUMENT FOR REFERENCE**