



Instrumental and vocal lessons at Norbury Manor

Learning a musical instrument or having voice lessons can be an extremely rewarding activity. Studies have shown that learning a musical instrument helps with maths and English skills as well as having a positive effect on students' transferable skills such as self-discipline, confidence, commitment and resilience.

What is on offer?

The music department at Norbury Manor offers students and parents the opportunity to buy into additional individual or shared lessons in a range of instruments. These include: singing, violin, electric guitar, piano, bass guitar, acoustic guitar, drum kit and keyboard.

If there is a particular instrument you wish your child to learn that is not currently included please let us know as it might be possible to accommodate other instruments by special arrangement.

All our instrumental and vocal teachers are professional musicians with lots of teaching experience.

When are the lessons?

Lessons are arranged on a rota basis so that girls can have lessons at different times each week, the aim being to ensure they do not miss part of the same class every week.

Lesson times are posted on the Music Department's noticeboard each week and it is the student's responsibility to check these carefully. If lessons are missed, refunds cannot be given but reminder slips are placed in registers and, if this continues to be a problem, a letter will be sent home advising how many lessons have been missed. If a student knows she is on a college trip or out of school for any reason then, providing her instrumental/vocal teacher is given **at least one week's notice**, the lesson can be rearranged.

Provision and insurance of instruments

If your child wishes to have lessons, apart from a few spare violins, we are unable to supply instruments. We can, however, offer advice about hiring or buying instruments. If your child is having keyboard or piano lessons she will need at least a keyboard at home to practice on. Students wanting drum lessons may use the school drum kits to practice on.

If your child is bringing her own instrument to college please ensure you have adequate insurance to cover it for 'all risks'. The instrument can be kept in the music department during the day but the department and college **can accept NO responsibility for it**.



Progress Reports

A report is issued each year to show the progress each student has made. We also hold chamber concerts in which all girls having lessons are encouraged to perform to you and other students having instrumental or voice lessons. Details of these will be given to you during the year.

Costs and payment

Lessons at Norbury Manor are arranged directly between you and the specialist tutors. Students pay for 10 lessons per term. As some terms are longer than others, the number of lessons given per term may vary, but students will still get the 30 lessons you have paid for over the year. Students receiving free schools meals will have a reduced fee of up to one third (see costs in square brackets):

Type of tuition	Cost
20 mins shared	£5.80/lesson [£3.80]; (£58 per child, per term) [£38]
20 mins individual	£11.60/lesson [£7.70]; £116 per term; [£77]
30 mins shared	£8.70/lesson [£5.80]; £87 per child, per term [£58]
30 mins individual	£17.40/lesson [£174]; £174 per term [£116 FSM]
40 mins individual	£23/lesson [£15.40]; £232 per term [£154 FSM]

Unless your child is a complete beginner we recommend individual lessons.

Paired lessons are available for all instruments except the piano. Teachers are happy to enter girls for graded Rock School, ABRSM and Trinity exams, but these do involve additional costs. ABRSM and Trinity Exams are recognised by UCAS, and points count toward UCAS applications for university, as well as being highly regarded by employers.

The teachers issue invoices and these clearly state payment deadlines. Failure to meet a payment deadline could mean your child loses her lesson time. Fees should be handed to the office staff, Music Department or to the teacher in person. Cheques should have the pupils name clearly written on the reverse. They can be post dated to the first day of the term if required.

Terminating lessons

If you wish to terminate lessons a **minimum** of 5 weeks notice should be given in **writing** to Mr Brown or directly to the instrumental/vocal teacher. Your child cannot terminate the lessons herself – this must be done by you, the parent/carer.

Next steps

If you wish to arrange for your child to have lessons please complete the attached form and return it to Mr Brown at the college. You are advised to do this as soon as possible in case demand exceeds available lesson time. Please **do not** send any money at this stage; you will be contacted by the teacher directly to arrange payment once the lessons have been arranged. Should you have any



questions about the instrumental or vocal lessons please contact Mr Brown (Head of Music) on the telephone number above.



Application Form for Instrumental/Vocal Tuition at Norbury Manor



INSTRUMENTAL/VOCAL TUITION APPLICATION FORM

Student's name:



Form:



Parent's/carer's name:



Address:



Postcode:



Telephone:

Mobile:



Email:



Which instrument (including voice) do you wish to learn?



Have you had lessons before on this instrument?



If YES have you taken any music exams?

Which?





PLEASE TICK THE LESSON TIME REQUESTED:

Lesson length		Cost per term	[FSM students]
20 mins	Sharing	£58 (per child)	[£38] (per child)
20 mins	Individual	£116	[£77]
30 mins	Sharing	£87 (per child)	[£58] (per child)
30 mins	Individual	£174	[£116]
40 mins	Individual	£232	[£154]

By signing the form below you agree to the terms stated in Appendix 1 of the college's Charging and Remissions Policy. The main points of these are:

- Fees must be paid at the beginning of each term
- To terminate lessons, 5 weeks' WRITTEN notice MUST be given to the teacher with a copy to Mr Brown
- Students are responsible for checking their lesson times and attending their lessons promptly
- The teachers will not reimburse missed lessons
- Lessons can be rearranged due to college trips only if the student gives the teacher at least a week's notice
- Instruments can be left in the Music Department at college during the day BUT neither the college nor department can accept any responsibility for them

I have read and agree to the terms and conditions stated above:

Signed _____

Date _____