

St Killian's College, Garron Tower



MUSIC TUITION POLICY

Instrumental Tuition 2020-21

You are invited to apply for instrumental tuition. Please read this form carefully before applying.

St Killian's Music Department is ready to return to music making and ready to engage and work with our tutors and young people to create the safest learning environment possible during the pandemic. Please take the time to read the following code of practice with your child to ensure that the level of safety we aspire to is maintained. Thank you.

Miss Dunne (Head of Music)

Covid-19 Code of Practice Protocols for St Killian's Music Tutors, HOD and Pupils:

Please see below the protocols that St Killian's Music Department have in place to ensure the safety and well-being of pupils, music tutors and school staff.

Music Tutors will:

- Ensure that they do not attend school if they (or any of those they live with) exhibit Covid-19 symptoms. They will sign a Non-Covid declaration form at the school office each time they sign in to teach in the school. They will also sign out when leaving the college.
- Ensure that they contact the HOD **immediately** and follow PHA guidance if they test positive for COVID-19 after teaching in the college to ensure appropriate steps are taken. HOD will inform Principal and School Nurse.
- Maintain contact with schools for up-to-date information on possible disruptions to their teaching schedule (school staff/website etc)
- Familiarise themselves with the new working arrangements in the College and follow these arrangements.
- On arrival, sanitise /wash hands before and after signing in.
- Wear a mask/face covering while in transit around the school.
- Follow the school's one-way system.
- Ensure that group lessons are in line with EA guidance.
- Ensure that pupils are never face to face during lessons and ventilate the room by opening a window or doors where necessary.
- Remain in the teaching room for the duration of the session except for bathroom breaks.
- Provide timetables that are appropriate to the schools needs and COVID-19 protocols before leaving so it can be placed on Google Classroom for pupils to view in advance of the following week.
- Always stay a distance of 2 m away from all adults in the college.
- Insist that pupils have access to a separate music stand and provide their own copy of music.
- Clean all touch surfaces with disinfectant wipes between lessons.
- Ensure that the teaching space is vacated before the next pupil/s enter.
- Ensure that pupils have washed or sanitised their hands before the lesson commences.
- Dispose of all waste in a sealed plastic bag.
- Avoid touching pupils' instruments. Where this is unavoidable, ensure that both instrument and hands are sanitised before and after.

- Only play on their own instrument and never share mouthpieces.
- Stop the lesson if a pupil exhibits symptoms or there is a COVID-19 incident and notify the HOD immediately.
- Make themselves aware of assembly points in the event of an emergency
- Wash/sanitise their hands before leaving the school – preferably the last thing they do before signing out.
- Where a child who is taught by a tutor tests positive for COVID 19, the tutor should follow guidance given to them by the school and inform the HOD. HOD will inform Principal and School Nurse.

St Killian's Music Department will:

- Provide a teaching environment appropriate to the group size and EAMS (Education Authority Music Service) guidance. (Adequate space for social distancing and ventilation)
- Provide a copy of the school's Covid-19 protocols including a contact number for the school nurse/ SLT member in the event of HOD absence.
- Communicate expectations to Tutors and changes to school working patterns in response to COVID-19 protocols.
- Provide access to hand washing facilities/hand sanitiser.
- Identify the nearest bathroom for Tutors.
- Provide cleaning wipes for equipment owned by the school.
- Adhere to the agreed timetable as closely as possible.
- Provide a suitable method of disposal of any potentially hazardous waste.
- Ensure that all Music staff are aware of existing safeguarding policies.

Pupils must:

- Adhere to agreed timetables as closely as possible.
- Arrive 5 minutes prior to lesson and must not enter the room until instructed by the Music tutor.
- Wash or sanitise their hands before and after attending their lesson.
- Use their own instrument, music & accessories.
- Record their homework and progress in their practice exercise book themselves and show tutors where parent has signed off practice each week.
- Sign a separate register from tutor to confirm attendance -so stationery is not shared.

- Ensure their instrument is properly labeled with their name to avoid anyone mistaking their instrument for their own. Instruments should be left in the Music Department before or during registration for storage throughout the school day where they will be kept safely in the store room.
- Pupils should sign up to the Google Classroom 'Music Tuition and Extra Curricular Music at St. Killian's'. Class Code: cph5wee. Timetables for lessons will be posted here on a weekly basis.
- Pupils can message Miss Dunne on Google Classroom if they will be absent/ unable to attend their lesson that week for whatever reason. You are asked not to request a change to your time unless it is a medical appointment/ exam clash as refusal may offend. Tutor's lesson timetables are not always easy to change without affecting other pupil's lessons. The tutor's time in school is limited, which makes flexibility difficult. If you are having difficulty getting out of any particular teacher's class, let Miss Dunne know so subject teacher can be liaised with. If you are following school's expectations of keeping up to date with your classwork, there should be few problems.
- Pupils should clean their instruments at home the night before at home to save lesson time where possible. See further guidance on cleaning instruments in 'details of what you will need' section below:

How it Works

Instrumental lessons take place during the school day. Your child will be excused from class for lessons. These lessons are given in the Music Department on a rota basis, so that the same class is not missed every week. Your child should check the timetable in the music room to see when their lesson time is, and also ensure that any class/homework missed is caught up on. This school year to avoid unnecessary transit around the school, Lesson Timetables for each instrument will be posted on the 'Google Classroom'. 'Music Tuition and Extra Curricular Music at St. Killian's'. Class Code: cph5wee.

Instrumental Tuition available from November 2020 and details of what you will need.

Additional 'Cleaning of Instruments' information is highlighted in **bold**.

Private Tuition

Piano: You should have a piano/digital piano at home for practice purposes. A keyboard is not recommended but may be adequate for first year beginners only. Books recommended by tutor should be purchased and brought to the lesson each week.

The piano tutor needs to sit behind the pupil when observing playing, not beside. For the tutor to demonstrate, the student will need to move at least 2 metres away from the tutor. Sanitising of keys before and after each change of player is mandatory. Wipes will be provided.

Guitar/Bass Guitar: You should have an electric guitar, amplifier, leads and plectrums. Should you wish to learn acoustic guitar you will just need your acoustic guitar and plectrums. Books recommended by tutor should be purchased and brought to the lesson each week.

Guitars should be cleaned prior to lesson or at the beginning of the lesson. Fret-board, neck and strings should be cleaned with sanitizing wipes- not water. Teacher will be

provided with plexi-glass screen when sitting face to face. If this is not possible they should sit behind pupil or 2 metres away.

Ukulele/Banjo: Pupils will need to own their own Ukulele or Banjo. Books recommended by tutor should be purchased and brought to the lesson each week.

Ukuleles should be cleaned prior to lesson or at the beginning of the lesson. Fret-board, neck and strings should be cleaned with sanitizing wipes- not water. Teacher will be provided with plexi-glass screen when sitting face to face. If this is not possible they should sit behind pupil or 2 metres away.

Drums: You should have a drum kit, sticks, and brushes. Books recommended by tutor should be purchased and brought to the lesson each week.

Pupils should bring their own drum sticks and have them sanitised before or at the beginning of the lesson. Tutor will demonstrate with their own drum sticks. They should not be shared. Tutor will wipe down drum skins with sanitizing wipes between pupils.

Teacher will be provided with plexi-glass screen when sitting face to face. If this is not possible they should sit behind pupil or 2 metres away.

Singing: You should purchase the material your teacher recommends. Books recommended by tutor should be purchased and brought to the lesson each week.

Tutor will stay 2 metres away from pupil when teaching. They will have a plexi glass screen where appropriate. It is important for tutor to see pupil's facial expressions and vocal technique when teaching. Tutor will follow DE guidelines on singing.

Music Theory: You will need a manuscript book, pencil, pen and rubber. Books recommended by tutor should be purchased and brought to the lesson each week.

Tutor will stay 2 metres away from pupil. Feedback will be oral - pupil can copy into book. Stationery should not be shared.

NB: ALL PUPILS WILL BE EXPECTED TO FILL IN A PRACTICE DIARY/EXERCISE BOOK TO BE SIGNED WEEKLY BY PARENT/GUARDIAN. THIS WILL PROVIDE A MEANS OF COMMUNICATION BETWEEN THE TUTOR AND HOME TO ENSURE PROGRESS IS MADE.

Education Authority North Eastern Region (EA) Tuition

Please note: St Killian's College books and pays for a set amount of tuition time from the EA Music Service for the school year at the beginning of the school year. As a result parents/ guardians are also asked to pay for the full year's tuition up front as it is a full year commitment for your child. In the event of your child giving up mid-year you will not be refunded unless a replacement pupil can be found.

FAO: parents/guardians of existing EAMS pupils. The college has received this communication from the EAMS in relation to last year's provision:

'Please be advised that our first priority, when we return to full operational status, will be to issue refunds to schools and parents for any shortfall of Music Service delivery for the academic year 2019-20.'- Darren Canmore. Interim Head of Music Service.

Violin/Viola/Cello: You should have your own musical instrument, bow, case and rosin. Books recommended by tutor should be purchased and brought to the lesson each week. Violins are available to hire from the EA at a cost of £36 per year and for any other instrument £46 per year.

Stringed instruments should be cleaned prior to lesson or at the beginning of the lesson. Fret-board, neck, strings, chin rest and the lower end of the bow of all bowed strings should be cleaned with sanitizing wipes- not water. Tutor should stand behind pupil or 2 metres away.

Woodwind and Brass: These instruments are available for hire from EA at a cost of £46 for the year. Books recommended by tutor should be purchased and brought to the lesson each week. **Tutor will stay 2 metres away from pupil when teaching. They will have a plexi glass screen where appropriate. It is important for tutor to see pupil's embouchure and technique when teaching. Tutor will follow DE /EAMS guidelines on wind and brass teaching.**

Pupils should clean their instrument with sanitizing wipes before their lesson. Tutor will advise on the cleaning of each individual instrument, as some wind instruments require special methods of cleaning. Pupils should not blow or tip water out of instruments on to the floor of the teaching room. Tutor will advise on water keys. Players should deal with their own excess water and use tissues to soak up water. These are then thrown into bin provided and hands should then be sanitised. Mouth blown instruments should never be shared.

For all of these lessons parents/guardians will be expected to purchase the necessary books recommended by the tutor. This year in particular it is important for pupil to have their own music.

Attendance at lessons and recommended practice:

- Full attendance is expected.
- Students may endeavour to arrange to exchange a lesson(s), with another pupil, if unable to attend their own lesson at the time allocated for their tuition.
- If a pupil is unable to switch/ re-schedule their lesson for any reason the must inform the HOD and tutor of this promptly to avoid forfeiting lesson. If the tutor is not told on time the pupil will be charged for their lesson.
- Students must ask permission from the relevant teacher at the start of the lesson to leave class for Music Tuition.
- The school is charged for every scheduled lesson whether the pupil attends or not. If a lesson is missed through no fault of the teacher the lesson will be forfeited and the money will not be refunded.
- If a pupil accumulates more than two unexplained absences from lessons the tutor will inform the HOD who will inform their parents/guardians.
- Regular practice is necessary to achieve satisfactory progress. 20-30 minutes per day, five days per week is expected and is a realistic minimum.
- Tutors set the work to be practised for the next lesson and also record the student's effort and progress.
- Daily practice times should be recorded in the Music Practice/Progress exercise book, which each child is asked to purchase and bring to their weekly lesson.
- Parents/Guardians are asked to sign the Music Practice/Progress Book weekly after each lesson. Where progress is unsatisfactory, parents will be informed by the tutor via the progress book. At this point, a daily signature of each practice time is asked from parents/guardians to verify practice.
- Students can avail of ensemble lessons for certain instruments (see parental consent form) at the same cost agreed for music lessons. These can greatly enrich a child's musicianship.

Examinations:

- Students will be prepared for the practical grade examinations of one of the recognised examining boards if pupil desires to do exams. A more informal approach of learning for fun can be taken too which does not involve exams.
- A student's suitability for an examination will be determined by their music tutor.
- Music tutors must inform the Head of Department (HOD) six weeks in advance of the exam entry deadline, which students are to be entered for each period of examination and of any other costs required for the exam.
- Exam entries will be made by HOD St Killian's College.
- When a pupil is deemed suitable for examination by their tutor, the tutor will consult with the HOD.
- The tutor reserves the right to withdraw the pupil from the examination due to insufficient practice.
- The tutor will inform the HOD if this happens.
- Arrangements for the piano accompanist and aural tutor will be made by the student's tutor in consultation with the HOD.
- The HOD will issue a standard letter to Parent/Guardians detailing the exam fee and other costs: e.g. accompanist fees/ aural test preparation.
- Parent/Guardians wishing to enter their child for a music examination should send a cheque for the amount stated in the standard letter to the Bursar's Department in the College. Cheques are made payable to **St Killian's College**.
- Students will not be entered for an exam until the exam fee and other costs detailed in the standard letter are paid in full by cheque to the college.

Care of Instrument:

- Instruments are the sole responsibility at all times of the students in whose charge they are.
- Instrument cases must have a label showing the student's name and address and the college name and address.
- Students must store their instruments in the Music Room during the school day.

Terms and Conditions of Fees for Tuition:

- Parents/Guardians will be invoiced for instrumental tuition fees directly from the college.
- Invoices will be issued by post near the start of each term for private tuition. (September, January, April) Invoices for EA tuition will be issued by post in September/ early October.
- All fees must be paid in advance.

- **Cheques are payable to St Killian's College** and should be posted to the College for the attention of:

**Finance Department
St Killian's College
25, Tower Road
Carnlough
Ballymena
Co Antrim
BT44 0JS**

- Students must give appropriate notice and the reason to Ms C Dunne, Head of Music, if they know they are going to miss a lesson.
- Lessons missed at the fault of the tutor or a school event will be deducted from the invoice for the following term.
- Lessons missed at fault of students are to be paid.
- Non-payment of fees will result in tuition being withheld until the outstanding monies have been received.
- Students wishing to start Music tuition in St Killian's college must return a completed application form to Miss C Dunne.
- Parents must give two weeks written notice if they wish to terminate Music Tuition. This will be rigidly adhered to.

Extra-Curricular: Not currently running due to Covid-19. See Google Classroom for updates.

Students receiving instrumental tuition from the Music Department must take part in at least one of the school's musical ensembles.

These are:

1. Ceili Band
2. School Classical Ensembles
3. School Choir
4. Rock/ Pop Bands

The rehearsal times for these ensembles will be arranged in due course.

These ensembles provide a context for what is being taught in class and in instrumental lessons. It is also a sign of support and commitment from students and parents/guardians to the Music Department of St Killian's College.

NB: Pupils who have singing lessons in the college must be a member of the school choir and attend twice weekly lunchtime rehearsals. If a pupil is going to be absent from a musical rehearsal, parent/guardian should provide a note to explain why.

It should also be noted that students do not have to be taking musical tuition at St Killian's in order to be a member of the ensembles.

An application form is available upon request – see sample attached.

