



### **Guidance for Pupils Receiving Individual Music Tuition**

#### **Timetables**

1. Timetables will be published in the school's SOCS system.
2. Your teacher might also email to let you know when your lessons for the week have been added to SOCS. If you are unable to check SOCS, please remember to check the noticeboard whenever you are in the music school for published timetables and in case of last-minute changes.
3. You should always make note of your lesson times in your homework diary or save it on your iPad. Using your calendar to set a reminder is recommended.
4. If you are unable to attend your music lesson on any given week, please endeavour to give your teacher at least 48 hours' notice. Less than 24 hours' notice will mean that you are charged for your lesson despite not attending.
5. If you are unwell on the day, please endeavour to pass a message to your teacher prior to the lesson wherever possible.
6. All absences are noted and reported to House Masters and Mistresses weekly.
7. If you miss more than two lessons in a term without reasonable cause, an email will be sent home to inform your parent or guardian.
8. Please remember that if your music lesson falls within an academic lesson you must ask for permission from your academic subject teacher at least 24 hours in advance. Failure to do so might mean you are not given permission to leave the lesson and subsequently miss your individual music lesson.

#### **Practice**

1. Practice rooms are available in the music school, during the day this is where individual music lessons take place.
2. Good times to practise in the Music School are before breakfast (yes, 'before breakfast' really does exist). Immediately after lunch and before and after suppers. Some pupils like to come down to the Music School after Evening school and find practising a therapeutic way of ending a busy day.
3. Make sure you sign in and out if using the Music School after 19:00 and at weekends.
4. There are various signs around the Music School reminding you of certain responsibilities, such as not eating and drinking, leaving rooms as you find them and shutting windows, switching lights off after you, etc. Please don't abuse your environment. Staff will ask you to leave and possibly ban you from the areas in the evenings and weekends should you not follow the few, simple rules.
5. If you prefer to practise in House, please first check the most appropriate time and place to practise with your House Master or Mistress.
6. Practise is the key to your enjoyment of learning an instrument or studying singing. 'A little and often' is a good adage to remember.

### **Storage**

1. You may store instruments and some music in the Instrument Store in the Music School.
2. ALL instruments must be labelled, if you don't have a label please ask Mrs Starns the Music Administrator or email [musicadmin@lancing.org.uk](mailto:musicadmin@lancing.org.uk).
3. You will need to ask the Graduate Music Assistant to allocate a locker for you. It will be your responsibility to keep your locker tidy and clean. Any pupil who repeatedly abuses this privilege will be banned from using these facilities.
4. Although it's extremely rare for instruments to go missing we cannot guarantee the security of any item left in the Music School. Please ask your parents or guardian to ensure that items are appropriately insured.

### **Your Teacher**

1. In nearly all cases pupils and teachers are well matched and both enjoy the lessons. Should you feel unhappy or uncomfortable with your instrumental or singing teacher please talk to one of the music staff about the problem. Often, common sense advice will provide a solution for a problem which might have a simple misunderstanding at its root.
2. If you want to change teacher, again, please come and talk about it. (We only have one teacher for most instruments.) We must have an email or letter from your parent or guardian before any action can be taken.

### **Giving Up**

1. Lessons roll over each year and unless we have received written notice your teacher will timetable you automatically at the start of each academic year.
2. If you decide to give up lessons your parents or guardian must provide a full half term's notice in writing. This is not negotiable; lessons will continue to be scheduled until notice is received.
3. Notice received after the start of any half term will not be considered as a full half term's notice and lessons will continue until the end of the next full half term and added to your school bill.
4. Lessons will be timetabled during the notice period, and you are encouraged to attend your lessons during this time. If you do not wish to attend lessons during the notice period, your parent or guardian will need to send an email or letter to confirm this.

### **Here to Help**

We appreciate that starting a new school can be overwhelming at times, we know you have a lot to absorb in the first few weeks and we are here to help. If you are unsure at any time about anything at all please ask one of us, if we cannot answer your question, we will direct you to someone who can.

### **Music Department Contacts**

Mr Mason (Director of Music) [AEM@lancing.org.uk](mailto:AEM@lancing.org.uk)

Mrs Starns (Music School Administrator) [musicadmin@lancing.org.uk](mailto:musicadmin@lancing.org.uk)