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Instrumental and Vocal Tuition Programme (ITP) 2024-2025 Agreement between Parents and Visiting Music Teacher

This document sets out arrangements for the provision of instrumental and vocal tuition at St Columba's College by the Visiting Music Teachers (VMTs).

Tuition:

- Lessons take place in College during the school day. Timetables are organised by the Music Department.
 - Timetables run on a rotational basis so that a student attends at a different time each week
 - Students in Form 5 and 6th Form are given fixed lesson slots during non-class time.
 - All other students follow the rotational system.
- An average of 30 lessons is offered each academic year, on an individual basis only.
- Lesson length will be 30 minutes.
- There will be a regular review of the student's progress.
- Details about the student's progress will be shared with the Director of Music and parents will be given an opportunity, annually, to meet with their son/daughter's instrumental/vocal teacher, either in person or online.

Parents' and students' responsibilities:

- Students must undertake regular, daily instrumental/vocal practice, preparing prescribed works and exercises as set out by the VMT, which will be noted in the student's Music Diary.
- Students must attend their lesson weekly and make regular, appropriate preparation. The VMT will give general guidance as to an appropriate amount of preparation per task.
- Instruments belonging to students should be insured at home under "contents".
- Students will be expected to contribute towards the College's extra-curricular musical programme by being a member of an ensemble when the applicable standard has been attained.
- While every effort is made to arrange lessons outside of pupils' other commitments, due to the wide range of possibilities on offer it is the parents' responsibility to check there is no clash with lesson times and other commitments such as trips, fixtures and other ad hoc activities. Missed lessons without notice will not be made up or rolled over.

Fees and organisation:

- The VMT is responsible for the collection of fees from parents.
- The fee is £21 per 30-minute lesson.
- Invoices will be issued termly by the VMT and may vary according to the length of each term.
- In the case of a VMT being absent from a lesson that has been invoiced, the lesson will be made up at an alternative time. Under exceptional circumstances, subsequent lessons will be lengthened to cover the time from any missed lessons. If lessons cannot be made up the appropriate reduction will be made in the following term's fees.
- Lessons missed by the student where appropriate notice is not given will not be made up or reimbursed

- Any complaint relating to the provision of music tuition should be addressed directly to the VMT in writing with a copy being sent to the Director of Music.
- The level of fees is reviewed annually. Parents will be notified of any change of fee by the Director of Music half a term before the increase is due to come into effect.

Invoices:

- Invoices for the following term will be issued by the VMT and will be due for payment directly to the VMT before the start of term. A due date will be stated on each invoice.
- Any invoice not paid by the due date will result in the student being removed from the following term's timetable.
- If the payment is subsequently made in full for the term, the student will be added again to the timetable but no reduction in the invoice will be given for those lessons already missed.

Cancellation:

- One half term's notice in writing, sent to both the Director of Music and the VMT, is required to cancel provision of lessons.
- The notice must be given on or before the first day of the half term for withdrawal with effect from the end of the period.
- If insufficient notice is given, payment in lieu will be due and owing from the Parent to the VMT.
- Failure to pay an invoice is not a valid means of formal cancellation of this agreement.

ABRSM, Trinity and Trinity Rock & Pop Examinations:

- The College hosts music examinations on a termly basis.
- It is expected that most students in Prep 5 and above who have been learning for two or more years, will be entered for examinations on an annual basis, though the final decision about entries is made by the VMT who has discretion to delay an entry if a student needs more time.
- The College will issue notifications of entry and fees due.

Routine:

- VMTs will inform students and parents of the schedule for the first lesson at the beginning of each term.
- After the first lesson, students follow the rotational timetable which is available on the SOCS system, and also displayed outside the Prep music room and in the Senior music department.
- Senior students and parents can check their appointment times on SOCS. Only a change of day will be communicated via email.
- Students are responsible for their personal organisation and getting to and from lessons on time.
- VMTs will assist students in the Prep School, where required, to enable them to attend lessons in a timely manner. Older students in Prep are generally expected to make their own way.
- VMTs will not be responsible for locating Senior School students who fail to attend lessons. The VMT will notify the Director of Music and the Parent when a student fails to attend lessons twice in a row or twice per half term.
- Refunds are not made where a student fails to attend a lesson nor in the case of absence from College.
- Long term illness or injury may involve temporarily ceasing lessons but this must be discussed with the VMT as soon as any incident or illness is apparent.
- Some school trips and other activities with dates which are not known at the start of the school year, will inevitably clash with the timetable published by the Music Department. Students or parents should inform the VMT of any potential clash as soon as possible. If the music lesson is missed, refunds are not normally made.
- Examinations – pupils in F5 and U6 will normally cease lessons for the final term of the year. During internal examination weeks for other years lessons will run as normal and will be scheduled during study periods/ lunchtime.

Contact:

- Parents are requested to communicate with the VMT:
 - By email
 - By writing in the Music Diary
 - By letter
 - In the case of emergency, through the College Office.

Please keep a copy of this agreement and the signed forms for your records.

INSTRUMENT RENTAL CONDITIONS 2023-2024

1. Students enrolled in the Instrumental and Vocal Tuition Programme can opt to hire an instrument from the College, if one is available in stock.
2. **The cost of instrument rental is £30 per term.**
3. The hire fee covers only routine maintenance and wear and tear. Damage caused by accidental or careless handling of the instrument is the responsibility of parents.
 - Examples of repairs which would be covered by the rental fee:
 - i. Balance adjustment (unless caused by damage)
 - ii. Crack sealing (unless caused by careless/inappropriate use)
 - iii. Pad replacement
 - iv. Key adjustment
 - v. Valve cleaning/resettling (unless caused by negligence)
 - Examples of repair where parents would be liable:
 - vi. Dents or bends in the instrument
 - vii. Missing parts (keys, mouthpiece, joints, neck strap, ligature etc.)
 - viii. Breakage caused by forcing the case closed without putting the instrument away properly
 - ix. Breakage caused by dropping the instrument or by banging into something
3. It is recommended that parents insure school instruments under home contents insurance.

