



## Individual Instrumental, Singing and Theory Tuition at Donhead

### **Information and application form to start lessons: September 2020 to July 2021**

We have excellent and experienced peripatetic teachers who offer paid tuition during school hours to any boy in the following instruments:

**Pre-Prep:** Piano, Violin, Cello and Theory. The Recorder is available only to boys in PP1 & PP2 and the Classical Guitar, Trumpet and Cornet are available only to boys in PP2.

**Prep:** Piano, Trumpet, Trombone, Cornet, Clarinet, Flute, Recorder, Saxophone, Violin, Cello, Theory, Singing and Classical Guitar.

Boys can start learning at any time – in other words, they don't have to wait for a new term to begin.

If your son is interested in learning an instrument, you might consider reading 'The Right Instrument for your Child' by Atarah Ben-Tovim and Douglas Boyd. As the title implies, it is very helpful when selecting an instrument that will suit your son. You can apply for instrumental tuition by filling in and returning the form below to Mrs Curtis via the School Office or by scanning it to her at [belinda.curtis@donhead.org.uk](mailto:belinda.curtis@donhead.org.uk). Please read the terms and conditions carefully before submitting the form.

### Timetable & Practice

Lessons are scheduled on a rotational basis to ensure that boys do not continually miss the same class timetable slot every week. Timetables are put on the music notice board a week in advance. Reception to Lower Prep 2 boys may be fetched by their tutor. Other boys are expected to find their own way to their lesson. All boys should attend on time and remember to bring their music books, notebook and instrument.

Parental encouragement of regular practice is very important and strategies for such practice can be discussed with the tutor. Likewise, reading the notebook will assist parents in helping their son to focus on specific areas for practice. A suitable environment for practice and a good quality instrument (for example, pianists should have an acoustic piano or a good quality touch sensitive keyboard) will aid progress. Please note that Donhead does not supply instruments. Tutors can advise on instrument purchase or hire. They will write a report on your son's progress at the end of the Trinity (Summer) Term.

It is hoped that your son's study of music at Donhead proves enjoyable and rewarding and that he participates in the rich variety of musical activities in the school. Accordingly, and with the permission of their tutors, boys at whatever level are encouraged to perform finished pieces in their class music lessons and at the termly concerts.

## Terms and Conditions 2020-2021

### Fees

Music tutors' fees for the academic year 2020-2021 are £215 per term for ten half-hour lessons. A parent's contract for individual music lessons is with the music tutor and not with the school. Parents are invoiced directly by the music tutor at the beginning of the term and fees are payable within two weeks, directly to them. If fees are not received by half term, lessons will be suspended, and the full term's fees will still be payable. Music tutors are required to notify parents of any variation in fees at the commencement of the term before the change takes effect. Please note that lessons are not interchangeable or transferrable between siblings or between instruments without giving the normal notice period. If you wish another son to start lessons, you must apply in the normal way.

Throughout the academic year an average of thirty half-hour lessons are offered, although the number of lessons given each term may vary as determined by the music tutor. If the tutor is unable to give the stated number of lessons, they will either be made up in the following term or a refund will be given. If a tutor can offer more than thirty lessons in the academic year, arrangements for this will be discussed with each parent in advance.

### Remote Lessons

Circumstances might require lessons to be given remotely via an online platform such as Zoom or Skype. Should this be the case, all other terms & conditions herein remain unchanged.

### Music books

Tutors will give advice on which music books you should purchase. Alternatively, they might purchase books on your son's behalf and invoice the parents accordingly.

### Music Examinations

Boys may be entered for recognised music examinations by their tutor. These attract a fee according to the examining board and level. The tutor will advise you of this as required.

### Absence

If lessons clash with school-arranged events such as outings or sport fixtures, the tutor will arrange an alternative time for the lesson. If this is not possible, a refund for that lesson will be given. If your son is absent for any other reason, the lesson will be forfeited.

### Continuation, Termination & Notice period

Please note that tutors stipulate that your signed agreement remains binding until you provide them with written notice of termination. As such, you only need to apply once, and you do not need to renew the agreement every term or from one academic year to the next.

If you wish to terminate tuition or transfer to another music tutor, written notice should be given to the incumbent music tutor (copying the Director of Music - [belinda.curtis@donhead.org.uk](mailto:belinda.curtis@donhead.org.uk)) on or before the first day of the previous half term. If notice is given later than this, fees for the following half term will be charged or if already paid, will not be refunded. Notifying the school alone is insufficient. The only exception to this is when boys naturally leave at the end of Elements, whereby notice of termination of individual music lessons is assumed. *For example, if you wish to terminate tuition or change your son's tutor at the end of the Trinity Term, notice must be given on or before the first day of the second half of the Trinity Term, otherwise fees for the first half of the Michaelmas Term would be due.* Please note that when giving notice to terminate lessons, a 'half term' is deemed to be five lessons, irrespective of how many weeks there may be on either side of the half term holiday.



**DONHEAD**  
PREPARATORY SCHOOL

**Application Form**  
**for Individual Instrumental, Singing and Theory Tuition**

**Please complete using block capitals and return to Mrs Curtis via the School Office  
(RETAINING A COPY FOR YOUR RECORDS)**

Pupil's Name..... Form.....

Address:.....

.....

Tel: ..... (home) ..... (mobile)

Email: .....

(Please write clearly as this will be used for billing and correspondence)

I request lessons on the..... (instrument) commencing the  
..... (Term) 20.....

Is your son a beginner with this instrument? .....

If not, how long has he been learning? .....

I have read the terms and conditions set out above for '**Individual Instrumental, Singing and Theory Tuition at Donhead**' and agree to abide by them.

Signed..... (Parent/Guardian) Date .....

(2020-2021)