

LANCASTER ROYAL GRAMMAR SCHOOL

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2023/24

Dear Parent/Guardian

MUSIC LESSONS AT LRGS – 6th Form Students

Welcome to the Music Department at Lancaster Royal Grammar School! We have an excellent group of music teachers at LRGS and your son/daughter may wish to continue having their music lessons here. Your son/daughter may also wish to take up an instrument for the first time or start learning an additional instrument.

All students who take advantage of the instrumental tuition at the school are encouraged to participate in the school ensembles where possible (free of charge) and to take part in performance opportunities at various times during the year.

Most music lessons take place during the school day. Sixth Form students are usually timetabled for fixed lessons during their free periods or at lunchtimes. Students will be expected to liaise with their music tutor regarding timetable availability. Lesson timetables will be emailed to all students and parents in advance and displayed in the Music Department. We intend to introduce Practice Pal this academic year to assist with this and further information will be sent to all pupils and parents in due course.

From September 2023 we will undertake to provide 34 lessons over the school year and we will send you an invoice in advance of each half term. The payment dates and amounts payable are shown below and reflect the number of lessons to be provided each term.

| Half Term | Payment Date | Amount Payable per Instrument |
|---------------------------------|--------------|-------------------------------|
| 1 st Half Michaelmas | 22/09/2023 | £129.50 |
| 2 nd Half Michaelmas | 10/11/2023 | £129.50 |
| 1 st Half Lent | 19/01/2024 | £92.50 |
| 2 nd Half Lent | 01/03/2024 | £92.50 |
| 1 st Half Summer | 26/04/2024 | £92.50 |
| 2 nd Half Summer | 14/06/2024 | £92.50 |

You will receive an invoice for each half term and we request that payment is made via our online payment system Wisepay. Lessons will not commence without this contract being signed and returned and payment having been made. If there are financial issues regarding the fees, please contact Mrs Taylor as soon as possible. Reconciliation of any missed lessons and any reimbursement due will be made at the end of the academic year. Any unauthorised absences from music lessons, without prior notice being given, may be charged.

Cancellation of lessons requires a half term's notice by email or letter to Mrs Taylor (Peripatetic Music Coordinator - email: ktaylor@lrgs.org.uk), and no later than the first week back after any given holiday.

May I take this opportunity to remind you of the following points?

- Students should, if possible, inform their instrumental teachers in advance if they are unable to attend a lesson, ideally a week before but no later than 24 hours. Less than 24 hours' notice will be an unauthorised absence and will therefore chargeable.
- Late cancellation due to illness is only acceptable via a parent/carer (or housemaster/matron for boarders). Please ensure the music tutor or Mrs Taylor is notified of illness no later than 24 hours' before the lesson. Unfortunately, less than 24 hours' notice would be a non-refundable lesson.
- Students who have a music lesson during registration period must ensure that they are registered by calling in at Lee House or Wyresdale House on the way to their next lesson.

Safeguarding & Music Tuition

LRGS is committed to providing a safe and supportive learning environment for all our students. All our teaching and support staff, including our peripatetic music tutors, have Disclosure & Barring Service clearance and receive regular safeguarding and child protection training.

However, as a parent/guardian, if you wish to arrange private music tuition for your son/daughter outside of school, the responsibility is with the parent to ensure that appropriate safeguarding procedures are in place.

If you wish to view full details of music lessons available and/or sign up for music lessons for the academic year 2023/24, please follow the link below :-

<https://forms.office.com/e/hQXK3818ej>

Yours sincerely
Mrs Kim Taylor
Peripatetic Music Coordinator

