

LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

Tel: 01524 580600 Ext: 256

Email: elamb@lrgs.org.uk



2019/20

Dear Parent/Guardian

MUSIC LESSONS AT LRGS

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.

From September 2019 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 on the acceptance form attached and reflect the number of lessons to be provided each term.

For students in the final GCSE year and Upper 6th Form lessons will stop at Easter and any lessons in the summer term will only be provided at the parents' request.

Details of the range of tuition available at LRGS are overleaf.

Most music lessons take place during the school day and tutors use a rota system to ensure that students do not miss the same subject every week. It is important that your son/daughter informs the teacher that they will be missing some of the lesson and copies up any work they may miss whilst attending a music lesson. Lesson timetables will be emailed to all students and parents in advance and displayed in the Music Department.

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 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.

Please find appended below the parental contract encompassing the lesson arrangements. I would be grateful if you could return the parental contract to Mrs Kim Taylor in Lee House as soon as possible.

Yours sincerely

Mrs Emma Lamb
Director of Music

Music Tuition available at LRGS from September 2019 :

- Saxophone / Clarinet / Flute (please indicate) with Paul Froggatt
- Brass with Andrew Warriner (please specify instrument) : _____
- Electric, Acoustic or Bass Guitar (please indicate) with Dave Shooter
- Electric, Acoustic or Classical Guitar (please indicate) with Tim Lockyer
- Violin / Viola (please indicate) with Sarah Edmondson
- Cello / Double Bass (please indicate) with Penny Holt
- Piano with Yvette Price or Sarah Edmondson
(Please indicate if you have a preference)
- Drum kit with Andy Smith
- Singing with Christopher Steele
- Music Production with Dave Shooter
Working primarily with Ableton Live software (and Push controller units) learn how to make beats, produce and record.

All lessons are 30 minutes long.

Please note that there is a secure room available for daytime instrument storage in the Music Department.

PARENTAL CONTRACT FOR INSTRUMENTAL LESSONS

Name of Student _____

Form (from September 2019) _____

Musical Instrument _____ Music Tutor _____

If lessons are provided I will encourage my son/daughter to practise regularly. I understand that they will be expected to take part in ensembles and concerts where possible.

I understand that payment is required in advance at the start of each half term and that LRGS will make an appropriate adjustment/refund if lessons are cancelled or my son/daughter stops having lessons part way through the year. I agree to make payments in advance as shown in the schedule below.

Half Term	Payment Date	Amount Payable per Instrument
1 st Half Michaelmas	13/09/2019	£119.00
2 nd Half Michaelmas	15/11/2019	£119.00
1 st Half Lent	17/01/2020	£85.00
2 nd Half Lent	06/03/2020	£85.00
1 st Half Summer	01/05/2020	£85.00
2 nd Half Summer	12/06/2020	£85.00

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. I understand that any unauthorised absences from music lessons, without prior notice being given, may be charged.

I understand that **cancellation of lessons will require half a term's notice** by email or letter, and no later than the first week back after any given holiday.

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.

Signed.....(Parent/Carer) Date:

Print name: _____

E mail address: _____

Home Address: _____

Invoice to be addressed to:
(Mr/Mrs/Ms/other) _____

(Written/email confirmation of agreement to pay is required if the 'Invoice Address' is different from the above Parent/Carer name)

**Please return this form to Mrs Kim Taylor – Peripatetic Music Coordinator in Lee House
and keep a copy for your own records. Email: ktaylor@lrgs.org.uk**