Brooklands Campus

Music Tuition Policy 2025-26

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Introduction

1.0

Brooklands Campus are committed to ensuring that access to Music Instrument/Vocal lessons is made available to all students. We believe that learning an instrument (including singing) encourages important skills, including:

- Develops confidence
- Sharpens concentration
- Refines time management and organisational skills
- Develops perseverance and independent skills
- Develops team skills and working with others
- Promotes social skills
- Enhances coordination
- Increases personal responsibility
- Fosters self-expression and relieves stress
- Sharpens listening skills
- Creates a sense of achievement
- Teaches discipline
- Provides an insight into a range of cultures

1.1

Members of staff are employed via a combination of Milton Keynes Music Co-operative staff and school employed staff.

1.2

Administrative support is provided by Mrs V. DeSilva via bl-musictuition@wh5d.com

Organisation

2.0

Instrument lessons are currently available in:

Strings
Violin, Viola, Cello, Double Bass

Woodwind
Flute, Oboe, Clarinet, Bassoon, Saxophone

Brass
Trumpet/Cornet, Trombone, French Horn, Tuba, Tenor Horn, Euphonium

Percussion
Drum Kit, Tuned Percussion

Guitar
Electric Guitar, Acoustic Guitar, Bass Guitar

Piano
Piano, Keyboard

Vocal Tuition
Soprano, Alto, Tenor, Bass

2.1

Students will receive 33 instrument lessons over the school year. There are 39 weeks over the school year allowing room for instrument teachers to ‘make up’ absences due to teacher illness/absence. These usually occur at the end of each term.

Pricing of Lessons

3.0

Strings, Woodwind, Brass, Guitar, Percussion, Piano/Keyboard and Vocal Tuition

Duration	Autumn Term 2025 13 Lessons	Spring Term 2026 9 Lessons	Summer Term 2026 11 Lessons
30-Minute Individual Lesson	£259.35	£179.55	£219.45
20-Minute Individual Lesson	£172.90	£119.70	£146.30

3.1

Termly payment.

You must sign up with our Direct Debit provider GoCardless using this link:

https://pay.gocardless.com/BRT00032BCY5YGF

Scan to sign up
Powered by GoCardless

You will receive communication directly from GoCardless advising of the date of payment collection.

If a payment fails due to insufficient funds, a £30 administration fee will be charged to reprocess the payment.

3.2

If you son/daughter wishes to take up instrumental lessons at Brooklands Campus, please complete the Music Tuition Application Form by the following dates:

- Lessons commencing from Autumn Term 2025 – **12 June 2025**.
- Lessons commencing from Spring Term 2026 – **29 September 2025**.
- Lessons commencing from Summer Term 2026 – **19 January 2026**.

You must complete this form for each child and each instrument they wish to take lessons in. Therefore, one child wishing to take up two instruments would require this to be completed twice.

3.3

If your child is on the Pupil Premium register, then you may be eligible to secure funding for tuition fees from the school Pupil Premium budget. Please choose the correct option on the application form. You will not need to complete the GoCardless Form if you are in receipt of Pupil Premium funding.

3.4

If your son/daughter would like to discontinue their lessons, then notice must be made by the following dates.

- **Friday 10 October 2025** to discontinue lessons at end of Autumn Term 2025
- **Friday 30 January 2026** to discontinue lessons at end of Spring Term 2026
- **Friday 8 May 2026** to discontinue lessons at end of Summer Term 2026.

Should your child no longer wish to continue with instrumental lessons, you must complete and submit the Music Tuition Cancellation Form.

Payment commitments must be honoured for this notice period.

3.5

Unless notice is given, the music tuition will continue until your son/daughter is no longer on the school roll.

3.6

The Music Department reserve the right to withhold lessons until full payment has been received for the term.

Timetabling

4.0

Lessons are organised on a rota to avoid regular clashes with lessons, although where the teacher has only a few students this is not always possible.

4.1

Timetables are displayed in the music corridor and should be checked before school starts on the day of the lesson.

4.2

Teachers are responsible for timetabling lessons in conjunction with the music administration team. Queries regarding timetabling should be made direct to bl-musictuition@wh5d.com

4.3

The instrument lesson will be held on the same day from week to week. If for any reason the teacher needs to change the teaching day, then he/she is expected to give at least 2 weeks' notice.

Attendance

5.0

Regular attendance to lessons is vital to ensure that progress is made.

5.1

Instrumental teachers will keep an attendance register which will be monitored by the Music Department.

5.2

Students are expected to attend at the time allocated on the timetable. It is the student's responsibility to check the time of their lesson each week. If a student is present at school but unable to attend a lesson, it is courteous to inform the instrumental teacher and/or Music Department staff at the earliest opportunity.

5.3

The department believes that parents/carers have a right to know if their child has not been attending his/her lessons. Therefore, parents will be notified where the Music Department has concerns regarding lesson attendance.

5.4

If a student fails to attend three lessons in any one term without a valid explanation, the department reserves the right to withdraw the opportunity of further lessons without refund.

5.5

If the pupil is injured but able to attend the school, music lessons continue as there is plenty of useful work that can be covered such as aural training, music theory and general musicianship.

5.6

Lessons missed by students due to forgetfulness, short term sickness, school trips/activities, emergency school closures, exams, funerals, weddings, poor pupil internet connection (virtual lesson) or a student's faulty device etc. will not be made up or credited.

5.7

If at least 2 weeks' notice is given, tutors may be able to arrange an alternative lesson time for your child. However, this is at their discretion and there is no obligation for them to do so.

5.8

The department reserves the right to recommend the withdrawal of students from lessons if they are not making progress, are not enjoying the course, or if they are abusing the system in any way.

Progress and Examinations

6.0

To enable progress, it is the responsibility of parents to provide any books/music required promptly. In addition, students must ensure that they practise daily between lessons.

6.1

The department encourages students to sit instrument/vocal examinations but recognises that this is not suitable for all students. For most students, examinations can provide a clear goal and motivate them to work hard and make good progress; however, examinations are not compulsory for students who play an instrument.

6.2

Average progress is usually about one grade per year. However, the definition of reasonable progress will be arrived at in consultation with the appropriate instrumental/vocal teacher. Some students may make greater progress than others. Some students will make slower progress but will clearly be trying hard.

6.3

Instrument examinations are organised by the instrument/vocal teacher and queries regarding this, including payment, should be directed straight to them.

6.4

Queries into progress should be made directly to the instrumental teacher, via the Music Department.

Reporting and Communication

7.0

If you wish to speak to your son/daughter's instrumental teacher, then please contact the Music Department administration team who will be able to pass on contact details.

Extracurricular Ensemble

8.0

Research has shown that the best way for students to make progress is for them to play or sing in an ensemble. They develop their aural skills and improve their technical skills. They develop their musicality; their sight reading and show improved musical understanding compared with those who only play alone. We strongly believe in a team approach, and we encourage students to support each other in their musical development. As soon as the instrumental teacher feels that the student is capable to cope with the level of music, they are expected to support and join in with one or more groups.

8.1

The Music Department run activities to support instrumental learning including:

- Brooklands Orchestra
- Brooklands Choir
- Various other music groups

8.2

Students will be expected to participate in school concerts across the school year.

8.3

Please note that all students are expected to contribute to extra-curricular activities when they are at an appropriate level. Students may be expected to travel between 5 Dimensions Trust schools for ensemble making. It is important to consider this when deciding whether to opt into the music tuition scheme at school.

Instrument Hire and Care

9.0

In some circumstances, the Music Department can supply a student with an instrument on long term hire/loan. In this instance, the upkeep of the instrument is the student's/parent's responsibility, and the department reserves the right to invoice parents for any repair work on the instrument, if required, when the instrument is returned.

9.1

Students are encouraged to leave their instruments in the 'Instrumental Storage Room' during the school day. Please note, the cupboards are not to be used for overnight storage of instruments.

9.2

Please ensure that all instruments/cases are clearly labelled and easily identifiable. We also ask that students ensure their equipment is stored neatly and safely. Please note that all items are left at the owner's own risk.

9.3

Instrumental hire is available from Milton Keynes Music Education Hub. Further details regarding hire are available on their website:
https://miltonkeynesmusicservice.com/instrument-hire/

Curriculum Lessons and Instruments

10.0

The department actively encourages students to bring their instrument to Music Curriculum lessons at all Key Stages.

Frequently Asked Questions

11.0

My son/daughter's lesson is on an INSET day?
If you son/daughter's lesson has been cancelled due to an INSET day, then the instrument teacher is expected to 'make up' the lesson during another school week. The school offers 33 weeks of tuition and opportunities to 'make up' lessons are planned at the end of each term. If, however, for any reason your son/daughter does not receive 33 weeks of teaching, then the school will contact parents to offer a refund.

Who provides the instruments?
Students must provide their own instruments where these are portal. Students receiving piano or drum kit lessons should have access to an instrument at home for practice.

Do you have instruments for hire?
Unfortunately, in most cases, we are unable to offer instruments for hire but are happy to recommend the Milton Keynes Music Education Hub. Further details are available on their website: https://miltonkeynesmusicservice.com/instrument-hire/

How are the lessons timetabled? Will my child miss subject lessons?
Students have music lessons during school time and will therefore come out of subject lessons to attend. Times are rotated if this is possible, although where the teacher has only a few students that is not always possible. The instrument timetables are displayed in the music corridor and students are responsible for finding out, in advance, the time of their lesson each week. They are also responsible for catching up with any work and homework that has been missed from their usual subject lesson.

Will missed lessons be rearranged or refunded?
Lessons missed due to the peripatetic music teacher's absence will be rearranged. Lessons missed due to the student's absence (e.g. if student was ill or forgot to attend a lesson, work experience) cannot be rearranged or refunded. This is standard practice with peripatetic teachers.

What happens if my child has an appointment or school trip on the day of their music lesson?
Students should notify the peripatetic music teacher and the Music Department as soon as possible and preferably two weeks in advance. A swap with another pupil will be arranged where there is possible, with the approval of the peripatetic music teacher. If insufficient notice is given the peripatetic music teacher is not obliged to make up the missed lesson.

How do I cancel my child's music lessons?
If your son/daughter would like to discontinue their lessons, then notice must be made by the following dates. If insufficient notice is given, the next term's fees will be payable.

- **Friday 10 October 2025** to discontinue lessons at end of Autumn Term 2025
- **Friday 30 January 2026** to discontinue lessons at end of Spring Term 2026
- **Friday 8 May 2026** to discontinue lessons at end of Summer Term 2026.

Should your child no longer wish to continue with instrumental lessons, you must complete and submit the Music Tuition Cancellation Form.

Is there instrument storage at school?
We do have storage space for students' instruments within the Music Department. Please ensure that all instruments/cases are clearly labelled and easily identifiable. We also ask that students ensure their equipment is stored neatly and safely. Please note that all items are left at the owner's risk.

Brooklands Campus Music Tuition Agreement

12.0

Parental/Carer Responsibilities:

- To meet all payment commitments.
- To communicate in writing (in confidence), as soon as possible, should there be any problem with meeting payment.
- To give a minimum of 2 weeks' notice in writing is a student is unable to attend a lesson to allow time to re-arrange. Without such notice, the Music Department cannot guarantee that the lesson will be rescheduled.
- To be responsible for the upkeep of any instrument loaned/hired from the Music Department.
- To ensure their child is suitably equipped with books, music, instruments etc. for each lesson.
- To give written notice by the required dates stated in the Policy. Payment commitments must be honoured for this notice period.

Student Responsibilities:

- Students must check the timetable in the music corridor each week, including the morning of the day of the lesson, taking note of when the lesson is.
- Students are expected to be fully prepared for lessons with books, equipment as instructed by their tutor.
- They should attend all lessons promptly, arriving **5 minutes early** to set up instruments, music and be fully prepared.
- To practice regularly and thoroughly.
- To discuss potential minor changes in the timetable with their teacher or a member of the Music Department staff, giving at least 2 weeks' notice to their teacher if for any reason they are unable to make the lesson.
- To take care of any instrument or equipment loaned/hired for the Music Department.
- Once an appropriate standard has been reached, to support the extra-curricular activities organised by the Music Department.
- To participate in school concerts/productions as requested by the Music Department.
- It is the student's responsibility to catch up on work missed during academic classes.
- Any problems which the students may have with music lessons must be discussed with the Subject Leader for Music as soon as possible.
- Music lessons may continue when special events are timetabled. It is a student's responsibility to attend lessons.
- The student must ask for permission to leave the class lessons for music tuition, **before** the class lesson begins.
- Students must collect a 'blue music tuition permission card' at the start of each term before their first instrumental lesson from the Music Department – this gives them permission to leave their lessons. Students must show this card to their teachers as they leave their subject lessons. Please see an example below:

Please allow me to leave my lesson for my instrumental lesson.

Name: .....

My lessons are on a: .....

In: Practice Room .....

Any questions please speak to Miss Hall

School Responsibilities:

- We reserve the right to recommend the withdrawal of students from lessons if they are not making progress, are obviously not enjoying the course, abusing the system in any way or not meeting their above responsibilities.
- We will cancel lessons if, following two reminders, we have still not received payment and received no communication from you.
- To ensure that any instrument on long term hire/loan is in good working order.
- Barring any student absence, all lessons paid for will be honoured.

Please keep this booklet for future reference