

INSTRUMENTAL MUSIC LESSONS POLICY

1. Preamble

Instrumental Music Lessons are an integral part of any successful music department; this is the arena in which pupils are able to extend and develop their musicianship and instrumental skills with meaningful, expert instruction and guidance in a one-to-one or two-to-one setting. Epsom College in Malaysia (“ECiM”) is proud to have a team of dedicated and experienced Visiting Music Teachers (“VMTs”) who contribute greatly to the department’s music making and provide an invaluable service to our pupils.

ECiM takes responsibility for employing fully qualified and safety-checked adults to carry out Instrumental Lessons. The Music Department, through regular contact with VMTs and observation of lessons (both formally and informally) is responsible for quality-assurance.

2. Tuition Fees

Instrumental Music Lessons are billed at the start of each term alongside the School Bill. Fees for Instrumental Tuition should be paid in full prior to lessons commencing for the term (*see Section 5: ‘Setting up Instrumental Lessons’ for further details*).

Lessons costs are set out in the Instrumental Music Lessons Form (Appendix 1). Where a pupil is scheduled for fewer than 10 lessons per term (as may be the case in shorter terms), those lessons will be made up in the following (or sometimes, preceding) term. In the event that lessons are not made up, the cost of non-scheduled lessons will be credited to the pupil’s school account.

Music Scholars and A Level pupils are entitled to one free instrumental lesson per week lasting 30 minutes. In cases where such a pupil learns two instruments in school, for example, one set of fees (RM700) will be borne by ECiM; the other set of fees would still require payment as appropriate from the pupil’s parent/guardian.

3. Missed Instrumental Lessons

VMTs will reschedule any Instrumental Music Lessons where more than 48hrs written notice is given. Written notice can be submitted to the Assistant Director of Music who will then inform the relevant VMT. Possible examples of reasons for missing an Instrumental Music Lesson could include, but are not necessarily limited to:

- Public Examinations
- School Trips (including away Sports Fixtures)
- Scheduled Medical Appointments
- Interviews (e.g. for University)
- Scheduled Detentions
- Family Occasions (e.g. absence from school for funeral / wedding)
- Religious Observances

Unacceptable reasons for missing a lesson include (but are not limited to):

- Internal Assessments (though, with the requisite notice from pupils the Department will strive to work around these where possible)
- Forgetfulness
- Neglecting to check the noticeboard for lesson times
- Forgetting to bring your instrument and / or music into school
- Truancing

Where less than 48hrs notice is given regardless of reason, VMTs are permitted to charge for the lesson time and not reschedule the lesson.

Where Instrumental Music Lessons are missed due to a VMT's absence (e.g. illness/emergency/prior engagement/public holiday), these lessons will be rescheduled accordingly. If, for any reason, a pupil arrives for a scheduled lesson and the VMT is not there, the pupil in question should seek the assistance of a member of full time music staff before returning to timetabled classes.

If pupils miss two instrumental lessons consecutively, the Assistant Director of Music should be informed by the VMT. An email will then be sent to the pupil's HMM and parents/ guardian of the time of the next lesson.

4. Scheduling of Lessons

Instrumental Music Lessons are scheduled to take place during the school day. It is normal in most schools for pupils to miss some academic lessons as a result of this, although the Music Department does strive to minimise the impact on curriculum time as much as possible.

Where pupils do miss a timetabled academic lesson because of an Instrumental Music Lesson, they are required to:

- a. Inform their class teacher in advance
- b. Take responsibility for seeking out and completing any missed work

Music Lessons are rotated on a carousel system, with every effort made to ensure that pupils miss a maximum of one full lesson (45 minutes) of each academic subject each half term. The Music Department recognises the increased academic pressure on pupils in older year groups and so makes efforts to schedule 6th Form pupils for Instrumental Music Lessons during their Study Periods or break times.

Lunch- and morning-break slots are desirable and so, where a VMT has no/few 6th form students, the priority for these slots goes to pupils in the following order of preference:

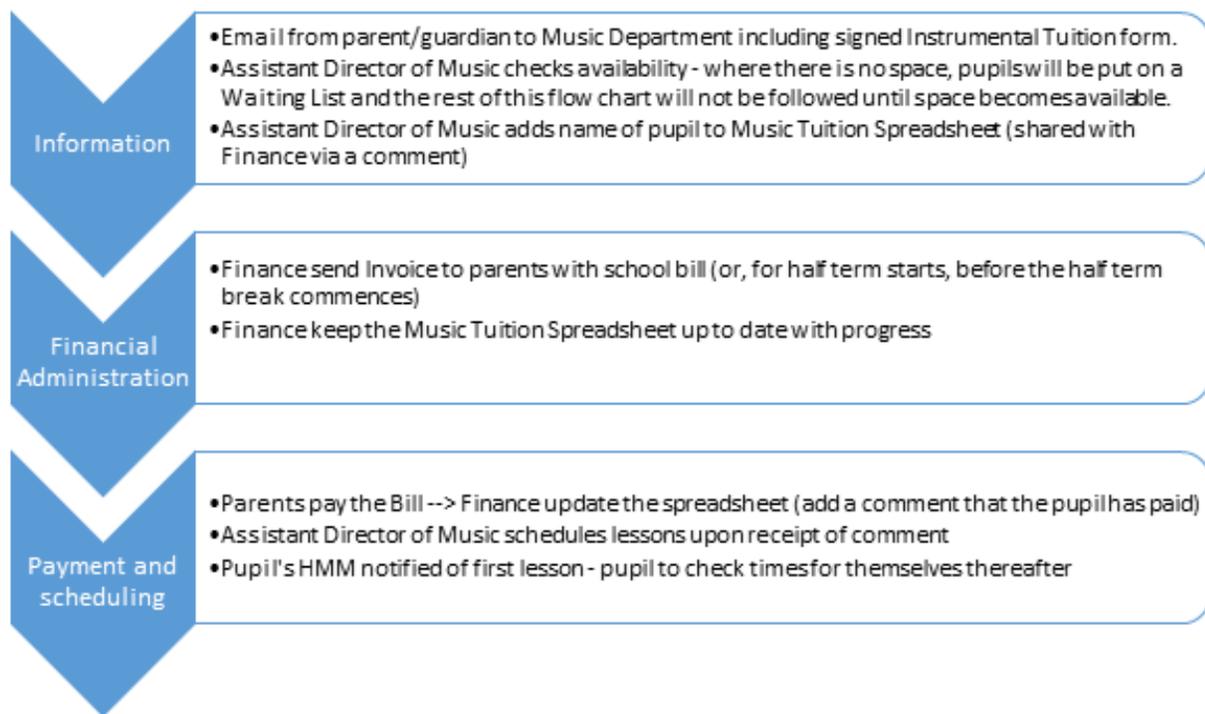
- 1) Year 11 pupils
- 2) Music Scholars taking more than 1 instrument
- 3) Year 10 pupils taking more than 1 instrument
- 4) Year 10 and/or 11 pupils
- 5) Year 9 pupils taking more than 1 instrument

At the discretion of the Director of Music in exceptional circumstances, lessons can be arranged to take place at a fixed time.

Schedules for each half term will be assembled and distributed in the first week of each half term by the Assistant Director of Music. These will be distributed to VMTs, parents, and pupils via the Music area on the School Website, emailed to Prep School class teachers, and placed on the noticeboard outside the Music Office and Prep School corridor. Senior School pupils are expected to take responsibility for making themselves aware of their Instrumental Music Lesson times and arriving to their scheduled lessons promptly. Prep School Pupils in years 4-6 will be reminded of their lesson by their class teacher. Year 1-3 pupils will be collected from their classroom by their VMT.

5. Setting up Instrumental Music Lessons

Instrumental Music Lessons can be started from the beginning of each half term. Once pupils express an interest in learning an instrument, the following flow diagram should be followed:



Instrumental Music Lessons cannot be scheduled until payment has been received. The Finance department will provide Invoices alongside termly School Bills. In instances where a pupil intends to start lessons in the second half of a term, Finance will issue the Invoice prior to the start of a Half Term vacation. Payment for lessons must be received at least 2 working days prior to the start of a term/half term. Where payment is not received in time, the Music Department will seek written confirmation of the commitment to settle the Bill from parents/guardians; this will incur a processing fee of RM50.

6. Cancelling Instrumental Lessons

Lessons can be cancelled in writing by email to a member of Music Department staff only. Half a term's notice is required for cancellation of lessons, which must be given prior to any vacation period. For instance, if a pupil were to discontinue lessons from the start of Term 3, written notice prior to the Term 2 half term break would be required; requests for cancellation made after this deadline would result in lessons being billed and scheduled until Term 3's half term at the earliest. This also applies across academic years (i.e. for pupils wishing to discontinue lessons in September, notice is required prior to the May half term break). The Music Department will email parents prior to each half term as a reminder of these deadlines.

Once cancellation has been requested to the Music Department, the pupil will complete their lessons for the current half term and be billed and scheduled for 5 lessons in the following half of term.

The Finance team will be informed of cancellations by the Assistant Director of Music via the shared Instrumental Lessons Spreadsheet (by making a comment) and any necessary changes to Invoices will be made at that point. VMTs will also be informed of cancellations at this stage.

7. Applications to change Instrumental Music Teacher

ECiM is fortunate to have a number of VMTs that provide excellent tuition, but it is sometimes the case that pupils might feel they could make better progress with a different teacher. This is not unusual as pupils develop from beginners to more accomplished musicians, and a change of teacher is sometimes an appropriate and healthy choice to make.

Should parents wish for their child(ren) to change teacher, an email request should be submitted to the Director of Music or Assistant Director of Music who will advise on a way forward, with the best interests of the child(ren) as the priority.

8. Complaints Procedure

The Music Department is proud of the quality of teaching and learning that takes place in Instrumental Music Lessons; many of our teachers are performing artists both in Malaysia and abroad, and they are trained educators. Complaints are rare, but if one does need to be made it should be in writing to the Director of Music, who will endeavour to find a solution to the problems that have been presented through open dialogue with the relevant VMT and pupil. This will be done separately so that pupil(s) are not liable to feelings of guilt/stress/negativity.

In more serious cases where a complaint might evolve into a request to change instrument/teacher, the Director of Music will inform that the VMT that their lessons with the pupil(s) in question will be placed

under review for a period of 3 lessons by which time, if the child(ren) are still dissatisfied/unhappy with lessons, pupils will be scheduled for lessons with a different teacher in the department if one is available. If no other teacher is available, or the pupil(s) is not interested in pursuing a different instrument, lessons can be cancelled with immediate effect from the end of the review period.

9. VMT responsibilities

VMTs have a number of responsibilities for the musical development of our pupils, which range from inspiring them to make music with an awareness of style and sense of enjoyment, to ensuring their safety and development through detailed record keeping. Here is a brief summary of the responsibilities of VMTs:

Administrative tasks:

- To keep detailed attendance records
- To keep a tally of the number of lessons each pupil has received per term and across terms
- To ensure each pupil is scheduled for the number of lessons that they have paid
- To write a summary of what has been taught and what is to be practised each week in practice diaries
- To check practice diaries every week
- To feedback in writing to parents once per half term about each pupil's progress
- To ensure any missed lessons due to personal absence are made up
- To fill in timesheets at the end of each month accurately and submit to the Director of Music
- To be familiar with all information included in the Instrumental Lessons Policy document, particularly Sections 3, 7 and 8

Musical responsibilities:

- To keep pupils motivated and encourage good practice habits
- To ensure pupils are tackling lots of repertoire (i.e. beyond the scope of just 3 ABRSM pieces)
- In preparation for exams, to ensure that their pupils are well prepared for the syllabus by practising sight-reading, scales and aural tests as well as repertoire
- To help pupils prepare for school concerts
- To encourage pupils to take performance opportunities offered by the Music Department (e.g. Lunchtime Live / Sunset Serenade concerts)
- To raise any concerns / development feedback to the Director of Music about specific pupils where necessary

10. Finance Department's Responsibilities

- To deliver Invoices in a timely manner with School Bills or, at half term, prior to the commencement of the holiday.
- To update the Instrumental Lessons Spreadsheet (shared with Music) when Invoices are sent and when payment has been completed
- To chase payment from parents/guardians if it is late and to update the shared spreadsheet with details of contact
- To inform the Director of Music of any relevant deadlines with adequate (at least 3 working days) notice
- To process payment for VMTs in a timely manner
- To pass any requests for cancellation of music lessons to the Assistant Director of Music

11. Music Department's Responsibilities

- To timetable lessons according to the principles of this Policy
- To set up lessons according to the principles of this Policy
- To check on pupil progress regularly by providing practice sessions and feedback
- To remind parents at each half term break of the notice period for cancelling lessons
- To ensure the quality of teaching and learning in private Instrumental Music Lessons through observation, both formal and informal, as well as regular contact with pupils and VMTs
- To publish schedules in a timely manner so that pupils, colleagues, parents and VMTs have access
- To collect and pass on to Finance VMT timesheet for payment and address any problems therein before the documents reach Finance
- To inform VMTs of important dates (e.g. start of term / half term / concert dates / school trips)
- To liaise with parents about any concerns or queries relating to Instrumental Music Lessons
- To ensure the guidelines stipulated in this Policy are adhered to by all parties involved, always with the interests of fairness in mind

12. Instrumental Rentals Policy

Pupils and parents are able to rent our instruments subject to availability. The following criteria must be met to qualify for Instrumental Rental:

- 1) The pupil must be learning an instrument with a VMT in ECiM
- 2) The pupil should participate in a Music CCA

Prep School Pupils require access to an instrument in order to engage in timetabled curriculum music lessons, and so are subject only to paying the deposit of any instrument they borrow from ECiM. Senior School pupils are required to pay both the deposit and a termly rental fee.

Terms and Conditions of Rental:

- School instruments can only be taken home on the payment of a deposit (size dependent on instrument; details below), rental fee (where applicable) and signing of the Instrument Rental Form (see Appendix 2) by parents. Deposits will be returned in part or in full when the instrument is returned, subject to inspection.
- The instrument remains the property of the College at all times and must be returned, on request, for maintenance, inspection or for any other reason.
- The instrument borrowed is the responsibility of the student named on the Instrument Rental form. It should not be lent to any other students.
- Students and parents agree to take good care of the instrument.
- Parents are liable for damages to the instrument which will, in the first instance, be taken from the deposit given. This includes, but is not limited to:
 - a) Loss of accessories (cleaning cloths and rods, reeds, bows, shoulder rest, rosin)
 - b) Loss or damage caused whilst the instrument is in transport either on foot or in a motor-vehicle (including a parked one), in or out of the College.

- c) Damage caused by carelessness including (but not limited to) dropping, heavy handling, carelessness.
- Where damage to an instrument exceeds the deposit amount, parents will be liable for the balance of the repair fee, or a new instrument, whichever is required.
- Parents are not liable for reasonable wear and tear (e.g. broken strings / reeds)

Deposits

All Instrument Rentals as specified in the Instrumental Rental Form (Appendix 2) are subject to a deposit fee. Deposits will be returned in part or in full when the instrument is returned, subject to inspection. For further details please consult the Terms and Conditions below.

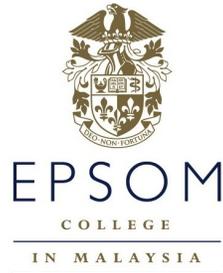
Rental Fees:

The rental fees outlined in the Instrumental Rental Form (Appendix 2) provide an affordable opportunity for parents to allow their children to try an instrument before committing to purchasing one. It would be ideal for pupils to purchase their own instrument after one or two terms of lessons, hence the rising price over time.

Where pupils need to rent an instrument because of size (e.g. progressing from a ½ size to ¾ size violin), they are able to rent the new instrument at the price starting from the first term (above), even if they have previously been renting a similar instrument of a smaller size from ECiM for one or more terms.

- The Fees and Deposits in Appendix 2 have been designed to protect the monetary value of the Music Department's Instruments, as well as to ensure a flow of instruments for pupils across all ages and year groups in the interests of fairness.

For those families that already receive financial support with school fees via bursaries, financial donors and/or national or local scholarships, there are opportunities for financial assistance in renting of instruments if you contact the Director of Music.



Appendix 1

Instrumental Music Lessons Form

Dear Parent/Guardian,

Your son/daughter has expressed an interest in learning a musical instrument here at Epsom, details of which are in the email that accompanies this document. The benefits of learning an instrument are well documented and profound, and we have every confidence that your child will gain an immense amount of musical enjoyment and experience by taking tuition from one of our many talented Visiting Music Teachers.

This letter details the terms and conditions for taking Instrumental Music Lessons, which can be read in more detail in the Instrumental Music Lessons Policy, attached to your email. In order to continue the process of organising lessons with your child's instrumental teacher, please do fill in the form below and return to the Music Department as soon as possible.

Hopefully the process is made clear below, but if you have any queries please do not hesitate to contact the Assistant Director of Music, Mr Russell Crann by email at russell.crann@epsomcollege.edu.my

With warmest wishes,

John Mann
Director of Music
AHMM Granville House
Epsom College in Malaysia

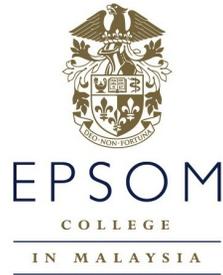
Terms and Conditions:

1. I understand that lessons are charged at **RM700 per term for 10 lessons** (30 minutes duration) **per each instrument** and agree to pay each Invoice in full
2. I understand that payment is required before lessons can be scheduled, and that delayed payment carries an additional processing fee of RM50
3. I agree to give half a term's notice prior to cancelling lessons
4. I accept that the school uses a carousel system for lessons and that my child will be timetable for music lessons during curriculum time
5. I recognise that it is my child's responsibility to find out their Instrumental Music Lesson time
6. I understand that without 48hrs written notice to the Assistant Director of Music, missed Instrumental Music Lessons will not be refunded / replaced
7. I have read and understood the Instrumental Music Lessons Policy

Pupil name: _____

Parent/Guardian Name: _____

Parent / Guardian Signature: _____ **Date:** _____



Appendix 2

Instrument Rental Form

Dear Sir/Madam,

The key to development on a musical instrument is making the time to engage in meaningful private practice; pupils are expected to regularly practice in their private time to build on the learning from Instrumental Music Lessons.

The Music Department is fortunate to be well stocked with musical instruments for pupils to rent so that they can regularly practice in their private time away from lessons. Subject to availability, we are happy for your son/daughter to borrow such an instrument from us once this form has been completed and returned. The most pertinent Terms and Conditions have been summarised below for your convenience, and should you require any further clarity please refer to the Instrumental Music Lessons Policy that has been sent to you by email with this form.

With warmest wishes,

A handwritten signature in cursive script, appearing to read 'John Mann'.

John Mann
Director of Music
AHMM Granville House
Epsom College in Malaysia

Instrument Rental Request Form (please complete as appropriate)

Name of son/daughter: _____

Year Group: _____ **Age:** _____

Instrument s/he would like to rent: _____

Parent / Guardian Declaration:

1. I understand and agree to the Terms and Conditions outlined below
2. I agree to pay all applicable fees and deposits
3. I understand that late payment of rental fees will incur an additional administration charge of RM50
4. I have read and understood Section 12 ('Instrument Rental Policy') of the Instrumental Music Lessons Policy

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Terms and Conditions of Rental

- Pupils may only rent an instrument if they are taking Instrumental Music Lessons in ECiM
- Pupils may only rent an instrument if they are involved in at least one music CCA
- School instruments can only be taken home upon receipt of payment of deposit (refundable) and the first term's rental fees, along with this signed form.
- The instrument remains the property of the College at all times and must be returned, on request, for maintenance, inspection or for any other reason.
- The instrument borrowed is the responsibility of the student named on the loan form. It should not be lent to any other students.
- Students and parents agree to take good care of the instrument.
- Parents are liable for damages to the instrument which will, in the first instance, be taken from the deposit given. This includes, but is not limited to:
 - a. Loss of accessories (cleaning cloths and rods, reeds, bows, shoulder rest, rosin)
 - b. Loss or damage caused whilst the instrument is in transport either on foot or in a motor-vehicle (including a parked one), in or out of the College.
 - c. Damage caused by carelessness including (but not limited to) dropping, heavy handling, carelessness.
- Where damage / loss to an instrument exceeds the deposit amount, parents will be liable for the balance of the repair fee, or a new instrument, whichever is required.

Parents are not liable for reasonable wear and tear (e.g. broken strings / reeds)

Rental Fees

The rental fees outlined below provide an affordable opportunity for parents to allow their children to try an instrument before committing to purchasing one. It would be ideal for pupils to purchase their own instrument after one or two terms of lessons, hence the rising price over time.

- *String Instruments (Violin, Viola, Cello)*
 - RM200 for the first term
 - RM300 for the second term
 - RM500 for the third term

- *Brass and Rare Wind Instruments (Trumpet, Trombone, French Horn and Tenor Saxophone)*
 - RM100 for first two terms
 - RM200 for third term
 - RM250 per term thereafter

- *Wind Instruments (Flute, Clarinet, Alto Saxophone)*
 - RM150 for first term
 - RM250 for second term
 - RM400 for third term

Deposits

All Instrument Rentals are subject to a deposit fee. Deposits will be returned in part or in full when the instrument is returned, subject to inspection. For further details please consult the Terms and Conditions above.

- *Violin / Viola / Cello - RM400*
- *Trumpet / Trombone / French Horn / Tenor Sax - RM1500*
- *Flute (Nuovo Model) - RM400*
- *Flute (Pearl Model) - RM800*
- *Clarinet - RM800*
- *Alto Saxophone - RM1000*

Receipt for Instrument Rental

Pupil Name: _____

Instrument: _____

Model: _____

Serial No.: _____

Condition of instrument (circle as appropriate): New / Excellent / Good

Any necessary details about condition: _____

Date given to pupil: _____

Scheduled return date: _____

Deposit fee: **RM** _____

Rental fee: **RM** _____

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Department Use:

- Finance given details for Invoice
- Payment received
- Form copied and filed
- Form sent to parents / guardian
- Spreadsheet updated

Return Slip

Date returned: _____

Condition of instrument (circle as appropriate): New / Excellent / Good

Any necessary details about condition: _____

Outstanding Rental Fees: **RM**_____

Deposit to be refunded: **RM**_____

Department Use:

- Calculated for Rental Fees and Deposit refund
- Finance informed and Invoice sent
- Form copied and filed
- Form sent to parents / guardian
- Spreadsheet updated