

Rendcomb College

Instrumental Tuition Request



Before requesting instrumental tuition, parents are advised to consider

- the academic demands on the student,
- the time needed for practice, and
- additional costs for sheet music, examination entry, study materials, instrumental hire or purchase, and consumables (e.g. reeds or strings).

The Director of Music will be pleased to advise each case on its individual merits.

One form should be completed for each instrumental tuition lesson request.

<p>Name of student: _____</p>
<p>Tick as appropriate: <input type="checkbox"/> Junior School <input type="checkbox"/> Senior School</p>
<p>Please state the instrument to be studied: _____ e.g. alto saxophone, electric guitar, etc.</p>
<p>Please give details of experience or standard on this instrument: e.g. beginner, examining body and most recent grade, member of an ensemble or orchestra</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Instrument Hire</p> <p>The College has a stock of instruments which it offers for hire to students who receive instrumental tuition at the College (not including pianos, organs or drum kits). Hire is subject to availability and the acceptance of the Terms and Conditions of an Instrumental Hire Agreement. Hire instruments are usually only available for a period of one year.</p> <p>Please tick below if you would like to hire an instrument. Subject to availability, the Director of Music will forward an Instrumental Hire Agreement by return.</p> <p><input type="checkbox"/> I wish to hire an instrument</p>

Each of those with parental responsibility should sign overleaf to confirm acceptance of the Terms and Conditions.

Please return the completed application form to Reception for the attention of **Director of Music**.

Music Department, Rendcomb College, Cirencester, Gloucestershire, GL7 7HA.

E-mail: music@rendcomb.gloucs.sch.uk

Telephone: +44 (0) 1285 832341

Terms and Conditions

Please read the following Terms and Conditions carefully as they will be referred to if necessary.

1. Lessons must be requested using an Instrumental Tuition Request form addressed to the Director of Music. Lessons will be arranged as soon as possible thereafter, subject to the availability of a teacher, to whom pupils will be allocated by the Director of Music. All requests will be responded to in writing. Lessons will continue throughout the academic year and from one year to the next. This also applies to the transition between Junior and Senior schools unless written notice, as in point 3, is received to the contrary. For students in the Senior School or in J5-6, each lesson lasts 40 minutes. For students in J1 – 4, the lesson length is arranged to suit and a pro rata charge is made.
2. The lesson rate is available from the Bursary and is reviewed annually. All charges, including lessons, sheet music, examination entry, study materials, instrumental hire and consumables, are billed termly in arrears. An itemised bill is available upon request.
3. The period of notice for the discontinuation of lessons, or any other significant change, in the Michaelmas and Lent Terms is 10 teaching weeks. In the Summer Term, notice given before half term will result in lessons stopping at the end of the academic year; after half term the notice period is 5 teaching weeks, which may result in lessons continuing into the new academic year. The period of notice, which will be charged for whether lessons are attended or not, will commence upon receipt of written notice addressed to the Director of Music. All communications concerning notice will be acknowledged in writing by the Director of Music.
4. Instrumental lessons start in the second week of the Michaelmas term and are usually taught during the school day. Sixth Form instrumental lessons are timetabled in study periods where possible.
5. Teachers aim to deliver at least 30 and no more than 33 lessons during the course of the academic year. Whilst every effort is made to deliver weekly lessons, in exceptional circumstances it may arise that it is not possible to timetable a lesson in a particular week owing to a student's conflicting College commitments or the availability of the instrumental teacher. In these circumstances, no charge is made for lessons that cannot be delivered. However, in all other circumstances, if an instrumental teacher is present to give a lesson at the published time and the student fails to attend, the lesson will be charged for.
6. Music Award holders are charged for lessons that are missed without good reason, as determined by the Director of Music.
7. Many public examination candidates continue to take instrumental lessons during study leave, and lessons will be timetabled unless written notice, as in point 3, is received to the contrary.

I have read the Terms and Conditions and agree to be bound by them:

First signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____

Second signature: _____

Name in full: _____

Relationship to the child: _____

Date: _____

Instrumental timetables are published weekly and are made available to parents by e-mail. Please provide an e-mail address if you would like to receive this information:

E-mail address: _____