



6th July 2023

Dear Parent/Guardian,

Individual music lessons at Ratcliffe College

At Ratcliffe College your child has the opportunity to learn a musical instrument within the school day, taught by one of our dedicated team of peripatetic staff. We offer lessons on a variety of instruments, including; strings, brass, woodwind, piano, guitar, drums and voice. All of our peripatetic teachers are enthused and motivated to encourage your child to progress on their instrument and the College is a centre for ABRSM exams every term.

Music lessons in the Preparatory School

Pupils in the Preparatory School, from Year 1 onwards, can have a 30-minute music lesson per week. They are taught on a half-termly rotation basis and for the younger pupils, the peripatetic teacher will retrieve your son/daughter from their class lesson.

Music lessons in the Senior School

Students in Years 7-9 are offered lessons on a weekly rotation basis. Students in Year 10 and above will have their music lessons scheduled for break/lunch times and before/after school to avoid missing academic lessons, or during study periods for sixth form.

How to sign up for lessons

Please read through the Instrumental Music Tuition letter which provides further details on individual music lessons as well as the terms and conditions.

If you would like your son/daughter to sign up for individual music lessons for the autumn term, please email Mr. Rory Finn, Music Administrator, on: RFinn@ratcliffecollege.com **before Friday 18th August.**

Sadly, I am leaving Ratcliffe College in July 2023 and moving on to pastures new. Mr. Max Harris will be taking on the role of Director of Music from September 2023 onwards. I wish you and your families a very happy, healthy and relaxing summer break.

Yours sincerely,

Mrs. Katy Donegan
Director of Music

Ratcliffe College Music Department

Individual Music Tuition

2023-2024



The Music Department has a strong team of visiting teachers offering high quality individual music tuition encompassing all aspects and styles.

Why Learn a Musical Instrument?

Learning a musical instrument is a valuable skill, which enables pupils to gain enormous musical and social enjoyment, as well as a sense of achievement. Learning an instrument also helps with confidence, concentration, creativity, and the ability to work with others.

On What Instruments is Tuition Available?

We currently offer lessons on the following instruments:

Bowed strings	Violin, Viola, Cello, Double bass
Brass	Trumpet, Cornet, French horn, Trombone, Tuba, Euphonium
Woodwind	Flute, Oboe, Clarinet, Bassoon, Saxophone, Fife
Guitars	Classical, Electric, Bass, Ukulele
Voice	Classical, Music Theatre
Keyboard	Piano, Organ
Percussion	Drum Kit

Instrument Hire

The Music Department owns a number of orchestral instruments (brass, strings, and woodwind) which, subject to availability, are available for pupils to hire during their first few years of tuition. **Parents are strongly encouraged to seek advice before purchasing an orchestral instrument.** Pupils who wish to learn the guitar will need to purchase their own instrument. Advice is available from individual teachers.

What Performing Opportunities are Available?

Regular performing opportunities are provided across the Preparatory and Senior School, including termly informal concerts for all Year groups, Christmas concerts, School Carol Services, Spring Concerts, Scholar's concerts, House Music Competitions, Lockhart Garden recitals, Summer Serenade, the summer Picnic Concert, frequent performances in school Masses and services and many more! The following co-curricular groups are available:

<i>Preparatory School</i>	<i>Senior School</i>	
Newman Orchestra (Y4-8) Chapel Choir (Y5&6 - auditioned) String Stars (Y3-6) Music Theory Club (Y4) Show Choir (Y2-4) Lockhart Wind Band (Y4-6)	School Choir Senior Orchestra Gentili Chamber Ensemble Swing Band Brass Ensemble Guitar Ensemble	String Ensemble Woodwind Ensemble Flute Choir Music Theory Club Piano Duet Club

Please note that, by signing up for instrumental lessons, you are agreeing that your son/daughter will be expected to become a member of one or more of the school ensembles. In the cases of some Senior School ensembles, rehearsals take place after Tea from 4.30pm.

Can my child sit Graded Music Examinations?

All pupils are encouraged to work towards Graded examinations for ABRSM, LCM, Trinity and Rock school exam boards, although this is not compulsory. Individual peripatetic staff are able to enter pupils to sit these exams (at an additional fee) when they feel the pupil is ready and prepared.

Preparatory School

The Preparatory School offers each Year group the opportunity to learn a different instrument within their timetabled music lesson at school, which can work in tandem with individual tuition:

Year 1 - Recorders	Year 2 - Ukulele	Year 3 - Cello or violin
Year 4 - Fife	Year 5 - Brass	Year 6 - Keyboard (taught in the Senior School)

Applying for Lessons

For new students to Ratcliffe (who do not yet have access to the Ratcliffe App) - please email rfinn@ratcliffecollege.com (Music Administrator) by Friday 18th August.

For current students - if you would like your child to receive individual lessons, **please complete the available form on the Ratcliffe App titled 'Music Instrumental Lessons - Application Form'** as soon as possible to ensure lessons may begin at the start of the next term. Applications received late into term will be placed on a waiting list, and lessons will only be offered subject to availability. **If your child is already receiving individual music lessons, these will continue in September.**

Terminating Lessons

Please note that a full term's notice is required to terminate individual lessons. This can be done via the Ratcliffe App by completing the available form titled 'Music Instrumental Lessons - Termination Form', or by emailing your notice to rfinn@ratcliffecollege.com.

Lessons automatically continue during Study Leave and public examination periods. Students should liaise with their music teacher in order to schedule lessons around their timetables.

If you have any query concerning individual music tuition or any aspect of the musical provision at Ratcliffe College, please do not hesitate to contact the Music Administrator, Mr. Rory Finn on rfinn@ratcliffecollege.com or Director of Music, Mr. Max Harris on MHarris@ratcliffecollege.com.

TERMS AND CONDITIONS FOR INDIVIDUAL MUSIC TUITION

Lesson Charges

- Pupils receive a maximum of thirty lessons of 30 minutes' duration per academic year.
- The charges for lessons are spread evenly throughout the year, in termly charges based on 10 lessons of 30 minutes, payable in arrears at the end of each term. Please check the school website for up to date fees <https://www.ratcliffecollege.com/admissions/ratcliffe-college-fees/>. Due to the imbalance in term lengths in some academic years, some pupils may receive more than ten lessons in one term, balanced by fewer in another. Pupils will still receive 30 lessons and the charge for lessons will still be divided equally throughout the year.
- Students who are of Grades 5-8 standard and above are recommended to have 45-minute lessons so that more advanced repertoire may be supported with a longer lesson. Please make this clear on the form.
- Charges for music and examination fees will be added to the cost of music fees.
- Parents are not charged for lessons that are missed due to teacher absence. However, if a lesson is

missed for this reason, the peripatetic teacher, within reasonable efforts, will aim to make up this lesson later in the term / academic year.

- The timetables are planned around school trips, visits and Masses, but where this is not possible the cost of this missed lesson will be deducted from the final charge at the end of the term.
- If pupils do not attend a lesson due to illness or if they forget to attend the lesson on the day, the full lesson charge will still be incurred.
- If pupils are not able to attend their lesson due to planned absence, such as medical appointments, class tests or sports fixtures, they should aim to give 48 hours notice, otherwise full lesson charges will be incurred.

Termination of Lessons

- Because of contractual obligations concerned with peripatetic employment, **please note that a full term's notice is required to terminate individual lessons. This can be done via the Ratcliffe App by completing the available form titled 'Music Instrumental Lessons - Termination Form', or by emailing rfinn@ratcliffecollege.com.** In default the **full fees** will be charged. Once a term has started, any notice given will take effect after the next full term. Lessons automatically continue during Study Leave and public examination periods whereby students should liaise with their music teacher to schedule lessons to fit around their timetable.

Hire of Instruments

- Subject to availability, orchestral instruments can be hired to pupils who take individual music lessons at school, although parents should expect these instruments to be recalled after a year or so of lessons. Hire charges for school instruments stand at £36 per term and will be added to the cost of music fees. The school does not accept liability for the loss, or damage to, instruments on loan to them. We strongly recommend you check that your home and contents policy provide cover.

Timetable

- Timetables for each term are clearly posted in both the Preparatory and Senior School Music Departments. **All timetables will also be sent out directly to Parents via the Ratcliffe App prior to the start of each term**, and made available for Senior School students on Google Classroom.
- Because of the large number of pupils taking individual music lessons, a rotating timetable is in operation on a biweekly basis for Senior School students, and a half term basis for Preparatory School students. Students in Years 10-13 have music lessons timetabled outside of academic lessons, wherever possible. Students are expected to catch up any work (including Prep) that is missed due to Music Lessons.
- Lunchtime and out-of-school times are limited and reserved primarily for students in Years 10-13. Fixed lessons are scheduled at the discretion of the Director of Music, in rare cases, for example if a student receives multiple sets of lessons.
- Applications for lessons will be taken as acceptance of the Rotating Timetable.
- If your child cannot make a particular lesson due to a class test, etc. they should liaise with their instrumental teacher to arrange to swap with another pupil. The Director of Music will assist in this process if reasonable notice is given.

- Where pupils are involved in School Trips or Examinations involving a whole year group, every effort will be made to accommodate this within the timetable. Pupils who are involved in any other trips, class tests or fixtures should notify their Teacher or the Director of Music at least a week in advance to enable an alternative lesson to be scheduled, as far as is reasonably possible. The onus is on pupils to plan ahead to ensure that they are able to attend their lessons.

Preparation for Lessons

- In order for satisfactory progress to be made, it is essential that pupils taking individual music lessons **practise conscientiously on a regular basis**. They should have good punctuality and attendance at lessons and arrive with their music and Practice Book. Without the necessary preparation for lessons, progress is limited and both time and money are wasted.
- Practice Rooms are available in the Senior School during Prep at times stated on the doors.
- **All pupils taking individual music lessons are expected to attend one or more of the School bands, choirs or ensembles** to develop musical skills and understanding as well as making a contribution to the musical life of the school.
- We would ask that you don't engage an additional tutor outside of school as this will inevitably lead to conflicting methods of learning, which will confuse and frustrate the pupil.

Communication with Parents

- For the autumn term, timetables for individual lessons will be published during the first week and lessons **will begin during the second week of term**. Timetables for successive terms will be published prior to the first lesson on the Ratcliffe App Digital Library.
- All pupils are given a Practice Book in which the teacher will detail what pupils should be practising each week. The Practice Book also serves as a means of communication between parents and individual music teachers for routine matters. **Parents are asked to sign the Practice Book on a weekly basis**.
- If two consecutive lessons are missed by the student, you will be notified by email. In cases of continued poor attendance or lack of commitment, future lessons may be prioritised to those on the waiting list.
- A parent's evening for all parents of pupils taking individual music lessons will be held in the spring term. Parents are strongly encouraged to attend this to meet with their child's music teacher.
- Parents receive Studies Grades on their child's progress at the end of each term. Peripatetic staff will always be available to contact via email should you have any queries about your child's progress.
- If parents wish to discuss any aspect of their child's individual music tuition, or indeed any aspect of the musical life of the School, they are encouraged to contact the Director of Music at the earliest possible opportunity.