

BILTON GRANGE MUSIC & DRAMA DEPARTMENTS

TERMS & CONDITIONS FOR MUSIC AND SPEECH & DRAMA TUITION, 2020-2021

Parents are requested to read the following notes carefully. They constitute the conditions under which Performing Arts tuition is provided at Bilton Grange, including during Periods of Remote Learning (PRL), and contain useful information regarding the organisation of teaching.

Delivery of Lessons

- a) Lessons will normally be delivered in-person at Bilton Grange.
- b) Lessons may be delivered via Microsoft Teams when necessary, which may include PRL or if Visiting Teachers are required to work remotely.
- c) When lessons are delivered remotely, no recording or screenshotting should take place unless the teacher has given express permission. Any footage recorded must not be shared on other online platforms.
- d) During PRL or remote delivery of lessons to pupils in school, lessons may be recorded by the teacher through Teams for safeguarding purposes, unless you specifically ask for lessons not to be recorded.

Administration and Charges

- a) All correspondence regarding Performing Arts tuition and related financial matters should be addressed to the Director of Music, Director of Drama and/or the Performing Arts Administrators, and emailed to performingarts@biltongrange.co.uk.
- b) Tuition fees are as follows:
 - i. Music tuition (Prep **and** Pre-Prep) for 2020-2021 is charged at £184.00 per term for nine lessons of 30 minutes each (27 over the course of the year).
 - ii. Prep Speech & Drama tuition for 2020-2021 is charged at £157.50 per term for nine lessons of 30 minutes each (27 over the course of the year) for paired lessons, or nine lessons of 20 minutes each for solo lessons.
 - iii. Pre-Prep Speech & Drama tuition for 2020-2021 is charged at £144.00 per term for nine lessons of 30 minutes each for paired lessons, or nine lessons of 15 minutes each for solo lessons.
- c) Occasionally, lessons shorter than outlined above may be scheduled; the final bill in the Summer term will be adjusted to reflect any shortfall in tuition time over the year. **All charges are made in arrears.**
- d) A maximum of 27 lessons per year will normally be charged. However, due to the unequal lengths of the terms, the number of lessons actually taught within each term may vary.
- e) Parents may give written consent for additional lessons (i.e. more than one lesson per week, or over 27 lessons per year) to be given for special reasons, subject to the agreement of the School.
- f) It is strongly recommended that no extra tuition from external teachers on disciplines studied at School be undertaken by the pupil **without** prior consultation with the Visiting Teacher and the Director of Music or Director of Drama as appropriate.
- g) Charges for sheet music, plays, examination fees, spares (reeds, strings etc.) and instrument hire will be included on the end-of-term bill.
- h) Pupils will be entered for appropriate examinations on the recommendation of the Visiting Teacher. Parents will be notified of this intention as soon as the decision is made. Should you have any objection to your son/daughter being entered for an examination, you must notify the Director of Music or Director of Drama immediately. The cost for the examination, plus any relevant fees for administration and accompaniment, will be added to your account.
- i) If a pupil is withdrawn from an examination for any reason, including illness, which must be confirmed by a medical note signed by a GP, the fee is still payable. It may be possible to apply for a partial refund on medical grounds, which covers a portion of the fee, and parents must contact the Director of Music or Director of Drama to make such a request.

Terminating Lessons

- a) Notice may be given at any time during the academic year, and must be received in writing or via email addressed to the Director of Music or Director of Drama as appropriate, and the Performing Arts Administrators (performingarts@biltongrange.co.uk).
- b) The notice period is **six** timetabled lessons.
- c) Notice of six timetabled lessons is also required for pupils leaving the School, other than at the end of the 6th Form.
- d) Notice is required for pupils stopping temporarily, and the usual notice period applies.
- e) These conditions pertain during any PRL, including times that pupils may receive lessons remotely from within the school grounds.

Lesson Timings

- a) Lessons take place during the normal school day. Pupils in the 6th Form will normally have their lesson timetabled outside of curriculum time in order to minimise the impact on subject teaching; however, non-core subjects may be used on rotation (Music/Drama/Art/DT/PE/PSHE/Study). During PRL, it cannot be guaranteed that pupils in 6th Form will not be timetabled during core curriculum time.
- b) Other lessons are organised on a 'flexible rota' basis, so that pupils do not miss too many of the same academic lessons. During PRL, lesson times may be fixed.
- c) Pupils or parents should always inform the Director of Music, Director of Drama and Performing Arts Administrators by Tuesday of the previous week of any special events (team matches, trips, external examinations, medical appointments, etc.), so that these times may be avoided. Every effort will be made to tailor the weekly timetable to events listed in the School calendar. When last-minute clashes occur, it remains the responsibility of the parent or pupil to alert the Director of Music, Director of Drama and Form Tutor; a solution can usually be found if we are given reasonable time to do so.
- d) Prep pupils **MUST** check the published timetable in Form rooms, the Gallery, Pre-Prep Foyer or the Music School for any late changes. During PRL, calendar invitations will be sent through Microsoft Teams.
- e) Parents will receive pupils' personalised weekly schedules via email on the Friday afternoon before the scheduled lessons. Please make a note of these and set appropriate electronic reminders during PRL.

Absence from Lessons

- a) When a lesson has been missed, for whatever reason, the Visiting Teacher will inform the Performing Arts Administrators, and this will then be followed up with the Director of Music or Director of Drama. The relevant Director will take appropriate action where necessary.
- b) Parents will be charged for lessons that pupils miss, although Visiting Teachers will always try to fetch pupils if they have forgotten to attend a lesson, and will always collect pupils for lessons at Pre-Prep; during PRL, teachers will call through Microsoft Teams and email parents if unable to make contact. In the case of genuine illness or emergency, the Visiting Teacher may try to reschedule a lesson with guidance from the Performing Arts Administrators, but he or she is under no obligation to do so.
- c) Cases of long-term illness or disability will be dealt with at the discretion of the Director of Music or Director of Drama as appropriate, and an alternative course of study may be planned if appropriate.
- d) Lessons that the Visiting Teacher cannot attend in-person **and** cannot deliver remotely will not be charged for; if possible, these will be made up during the course of the academic year.
- e) In exceptional circumstances, the Visiting Teacher may appoint a deputy, approved by the Director of Music or Director of Drama, to undertake the teaching of any or all of the lessons scheduled for a term, subject to Bilton Grange's recruitment procedures and safeguarding checks.

Instrument Hire & Maintenance (Music lessons only)

- a) Certain orchestral instruments may be hired from the School for a nominal charge of £30.00 per term, on a first come, first served basis. Instruments may be recalled at any time after the first term so that new beginners can use them. Therefore, consideration should be given at the end of the academic year to purchasing or hiring your own instrument, should your son/daughter wish to continue. A letter will be sent when your hire instrument needs to be returned.
- b) Percussionists, pianists and organists are charged a fee of £5.00 each term to contribute towards the ongoing maintenance and tuning costs of the school equipment that they use, except during extended PRL.

Co-Curricular Activities

- a) Pupils who study a Performing Arts discipline at School are expected to contribute to the co-curricular activities of the Music and Drama Departments through membership of ensembles (if appropriate) and performances in concerts, showcases and productions.

Practice

- a) Prep pupils will be issued with a Practice Notebook or exercise book for the Visiting Teacher to write in weekly; parents are encouraged to use this as a means of communication with Teachers. In Pre-Prep, parents are encouraged to communicate regularly with Visiting Teachers about practice habits.
- b) The Visiting Teacher, parents and pupil will agree an appropriate amount of practice time, and the pupil will be expected to maintain this while tuition continues.