



# **MADELEY ACADEMY MUSIC SCHOOL POLICY**

## **Information for Parents and Carers**

### **Instrumental Music Lessons at Madeley Academy**

All students at Madeley Academy follow a structured course in the study of Music that encompasses the National Curriculum and is a part of every student's entitlement. In addition to this, students are given the opportunity to pursue instrumental tuition as an extra enhancement of their music studies. All students are eligible to apply for this and every effort will be made to ensure that appropriate provision is put in place wherever possible to support each student in their musical education.

Details for participation in the Madeley Academy Music School are outlined in this document.

### **Teaching Staff**

We are very fortunate to have a core team of highly talented and dedicated peripatetic instrumental teachers at Madeley Academy, who are committed to providing the very best musical education for our students.

The current list of Instrumental teachers at Madeley Academy is as follows:

|                          |                  |
|--------------------------|------------------|
| Drum kit / Guitar / Bass | Mr Delwyn Jones  |
| Piano / Keyboard         | Mr Ross Williams |
| Singing                  | Miss Bella Bowen |

Lessons on strings, brass and woodwind instruments are not currently offered at Madeley Academy, due to low demand for these instruments at the present time. We do hope to be able to offer these in the future, however, and have a waiting list for any students who are interested. Please see the Head of Music if you wish to express an interest in strings, brass or woodwind tuition.

## **Arrangements for Lessons**

The Music School will operate for a minimum of thirty weeks during the year, with ten lessons delivered per term.

Instrumental lessons take place during the school day and last for **20 minutes each**. Lessons will follow a two-week timetable where possible to avoid the students missing the same lesson too often and every effort will be made to ensure that students, parents and staff are well informed of the lesson times in advance.

**Timetables will be displayed on the School website (under 'Parent Information') and updated regularly to reflect any changes. Students are expected to arrive at their lessons prepared and on time.** Students can also check the timetables on the Music School noticeboard, which is situated just outside Music 2.

**Students with special requirements regarding the timing of instrumental lessons should make their requests in writing to the School as soon as possible.** The School will endeavour, but cannot guarantee, to meet any such requests.

Students should each have a practice diary to record any notes from the lessons and to keep a record of their own practice. Parents and staff can communicate with each other through this. Any parents wishing to discuss their son/daughter's progress in person may make appointments to meet with the instrumental staff by arrangement through the Head of Music.

## **Cost to parents**

Parents of students involved in the Music School will be charged a termly subscription which will be payable in advance. **This is to be paid directly to the school, via the ParentPay system. Details of how to set up and pay into a ParentPay account will be sent to you by the School upon admission in September.**

The cost of instrumental tuition for all students is as follows:

**1 x individual 20-minute lesson (recommended for grades 1-5)                      £10**

**1 x individual 30-minute lesson (recommended for grade 5 and above)   £15**

Ten lessons are given per term. Termly subscription costs will therefore cost **£100 per term for 20 minute lessons, or £150 per term for 30 minute lessons.**

## **Concessions**

A discounted rate will be applied and **50% of the cost of lessons subsidised by the School for all students in receipt of Free School meals:**

**1 x individual 20-minute lesson (recommended for grades 1-5)                      £5**

Ten lessons are given per term. Termly subscription costs will therefore cost **£50 per term**

**Families who are eligible to receive free school meals** should notify the School as soon as possible if not already known.

## **Key Dates and Deadlines 2026-27**

**Subscription fees are due on the following dates for this academic year:**

Autumn Term fees payable by **Friday 25 September 2026**

Spring Term fees payable by **Friday 23 January 2027**

Summer Term fees payable by **Friday 23 April 2027**

Alternatively, parents may choose to pay the full amount for the year in one payment in September.

Please note that the School will send invoices for payments prior to these dates.

## **Policy for non-attendance**

The Music School operates a strict policy for non-attendance. **Charges for Music School tuition will still apply where students fail to attend their lesson(s).**

**It is the student's responsibility to attend their lesson on time – not the teacher's responsibility to call them,** although our teachers will make every effort to find the student if they are in school.

If a student is absent without notice they will still be charged for their lesson. In some cases, however, (eg school trips / medical appointments) it may be possible for a student to re-arrange a lesson time to fit in with other commitments. This must be arranged directly with the Head of Music and a minimum of 2 days' notice must be given. Whilst every effort would be made to accommodate the needs of the student, there are no guarantees that the School will be able to meet the request.

If a lesson is cancelled due to teacher absence, the teacher will make up this time at a later date. Where this is not possible, a reduction would be made in the following term's payments to compensate for this.

## **Advance Payments**

Parents wishing for their child to receive Music School Tuition must ensure that all Music School fees are fully paid up to date at the start of each term. Music School teachers reserve the right to refuse to provide tuition if the termly fees remain outstanding beyond the payment deadline.

## **Notice to quit (half-term's notice)**

**Students wishing to discontinue lessons must inform the Head of Music in writing, giving a half-term's notice.** Charges for lessons will remain applicable until the end of the half-term notice period. Refunds of the termly subscription will not be possible.

### **Student expectations**

Students will be expected to attend lessons and any other arranged activities regularly and punctually. Their behaviour in and around the teaching venue should be exemplary at all times and any students waiting for a lesson must be respectful of any other lessons that may be going on around them.

Students should arrive to lessons prepared, with all instruments and other equipment ready to use and in good condition.

Students must set aside time for regular instrumental practise and complete a weekly Practise Record Sheet if required.

Students must let their teachers know as soon as possible if there is any reason that they will not be able to attend a lesson or if they would like to request a change of lesson time.

### **Parent expectations**

Parents are expected to maintain good communication with students regarding arrangements for Music School lessons. Timetables and notices will be displayed on the website and updated regularly and it is our expectation that this information will be shared with students so that they are fully informed about their lessons. Parents should also maintain good communication with Madeley Academy Music School, especially if there are any issues that arise with lesson times, payments or other matters, by emailing [kchambers@madeleyacademy.com](mailto:kchambers@madeleyacademy.com)

Parents will be expected to support the student in a regular practice routine during the week. Practice diaries may be issued to the students on request and it is hoped that parents will use these to check their son/daughter's targets and to communicate with the teaching staff.

Parents are asked to provide routine items such as plectrums, drum sticks, music books and theory books as deemed necessary by the instrumental teacher.

We also ask that parents encourage students to look after their instruments, ensuring that they are kept clean, well-maintained and in good order. Students' own instruments should be covered by the relevant insurance where necessary as school cannot accept responsibility for any loss or damage occurred on the premises.

**The School has the right to alter these arrangements and conditions when deemed necessary. Any changes would be communicated in advance.**

**All enquiries to: [kchambers@madeleyacademy.com](mailto:kchambers@madeleyacademy.com)**