



# Music Development

## Instrumental Music Tuition Scheme

### Guidelines for Parents/Carers



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**For all general and administrative enquiries please contact:**

Business Support,  
Music Development,  
Education Services,  
Clackmannanshire Council,  
Kilncraigs,  
Alloa,  
FK10 1EB  
Tel: (01259) 225070

This publication should be read carefully by all parents/carers and replaces all previous publications.

## **Introduction**

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The scheme enables as many pupils as resources and time will allow, the opportunity to play a musical instrument. Pupils who receive lessons will be Tutored in the skills required to play an instrument. Opportunity exists to participate in and enjoy group music making in the school, the Council and the community.

Making music together is one of the most important aspects of a child's development. Through research, the educational, social and musical benefits from these activities have been demonstrated to be immense. To this end we strongly encourage participation in school and Council wide instrumental ensembles, orchestras, bands and choirs etc., which form an important part of the overall musical development of a pupil, thereby helping them realise their full musical potential.

## **Instrumental and Vocal Tuition**

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### **Application for Tuition**

1. Application for tuition can be made by completing Form CM11 available from school offices or Music Development, or to download from <http://www.clacksweb.org.uk/learning/musictuition/>
2. When a place is available, we will make arrangements for an Instrumental Tutor to contact your child at school and carry out an evaluation regarding your child's suitability to the instrument requested.
3. We will let you know if Clackmannanshire Council can provide you with an instrument.
4. If a Clackmannanshire Council instrument is not available, you may wish to rent or lease an instrument from a retailer. The Music Development Officer and the Instrumental Tutors can offer advice and information regarding these arrangements.

5. Your child will then be formally offered tuition and you will be required to complete a form accepting the conditions of provision, as detailed in these guidelines.
6. Your child will then be allocated a teaching time and you will be contacted with the final arrangements for their first lesson.

## General Conditions of Provision

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1. The school session will be from August to June.
2. The Instrumental/Vocal Tutor will provide a weekly lesson throughout the school session.
3. A lesson will last around 25 to 30 minutes and pupils are taught in groups. There are no charges for Instrumental Music Tuition.
4. Pupils are expected to attend all lessons as timetabled by the Tutor. The provision of these lessons is an expensive resource and absences will be monitored regularly.
5. If a pupil is absent on 3 consecutive occasions as detailed below, parents/carers will be notified and consultation will take place regarding how to proceed.
  - Pupil is at school but does not attend timetabled lesson
  - Pupil has forgotten instrument and/or music

6. The Instrumental/Vocal Tutor will ensure that you are aware of various commitments related to the learning of a musical instrument. An annual report will be issued.
7. Educationally, it is not in the interest of the pupil to receive tuition on the same instrument from more than one Tutor. It is a condition of the acceptance into the Council Scheme that the pupil does not take lessons concurrently on the same instrument/voice from any other Tutor.
9. It is the responsibility of parents/carers to purchase sheet music, Tutor books and other printed material for instrumental and vocal lessons when advised to do so by the Instrumental/Vocal Tutor. Tutors will normally recommend where to obtain these.
10. Council instruments on loan should be covered on your home content insurance policy to cover use in the home, school and at Council activities.
- Clackmannanshire Council reserves the right to recall an instrument at any time. (See Instrumental Loan - page 12)
11. Parents/carers are responsible for providing replacement strings, rosin, reeds, valve oil etc. (See Instrumental Loan - page 12)
12. The Council's authorised repairers must carry out any repairs and routine maintenance to Council instruments. You are responsible for the cost of any repair required which is due to negligence by your child. If repairs are required, you should contact the Instrumental Tutor, who will seek authorisation for the repairs, and will clarify as to whether or not the Council or the parent/carer should meet the cost of the repair.
13. Pupils within the scheme are encouraged to participate in school ensembles etc., as stated in the introduction to this document. This is essential if they are to obtain the maximum benefit from the instruction provided. Pupils will be expected to

attend rehearsals regularly and perform at concerts, which involve the ensemble, or choir, which they have been invited to join.

14. National Music Organisations, Courses and Music Institutions are more likely to accept pupils who have experience of taking part in Council supported music activities than those who do not.

15. In secondary schools these lessons will require your child to attend at times other than during their school music classes. Tutors will place pupils on a rota which will limit the amount of times your child will miss other subject lessons.



## **Cessation of Lessons**

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As part of our quality assurance policy we request that all parents/carers write a letter explaining the reasons for the cessation of lessons, and that this letter should be sent directly to the Tutor.

In the event of your child ceasing tuition, whether by his/her own decision, the school or the

Instrumental Tutor, it is essential that full consultation take place between yourself, the school and the instrumental Tutor before the decision is made.

Upon the cessation, any instruments on loan must be returned immediately to the Instrumental Tutor.

## Parents/Carers in Partnership

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Successful instrumental study is a partnership between instrumental Tutors, pupils and parents. Many parents/carers are eager to be partners in the teaching and learning process. Four areas in which parents could offer valuable support are:-

### 1. Encouraging favourable practising conditions

As pupils progress in their instrumental playing and are presented with more difficult problems, the regularity and quality of their practising becomes more important.

Favourable practice conditions include: -

- a) A scheduled, DAILY practise time (this should be a minimum of 15 minutes per day in the early stages, increasing as progress is made to a minimum of 30 minutes).
- b) A quiet room, adequately ventilated and lit, with a comfortable temperature.
- c) Parents/carers offering praise and encouragement for work that is well done.

d) Parents/carers monitoring daily practise.

### 2. Helping directly

Even though parents/carers themselves may not be musicians, their direct help in the early stages of instrumental study is invaluable and could include:

- a) Reminding pupils to practise daily!
- b) After basic warm-up exercises, reminding the pupil to practise the new work first.
- c) If wrong notes and hesitations keep recurring, suggesting practising more slowly, in short sections, a few bars at a time.
- d) Checking any comments written by the Tutor, in the Record of Work Book ensuring that the pupil has accurately read them.

Instrumental Tutors, in close consultation with schools, will liaise with parents/carers whenever possible to seek co-operation in giving their children as much help and support as possible at home.

## External Examinations

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External examinations, (Associated Board of the Royal Schools of Music, Trinity College and Rock School etc.).

From time to time, the Tutor may recommend that your child take an examination. There are several independent examination bodies and Tutors will recommend the examination which best meets the needs of your son/daughter. As these are not National Qualifications, which are part of the normal curriculum for all children, you will be responsible for the payment of all fees involved.

Associated Board of the Royal Schools of Music examinations can be taken within Clackmannanshire

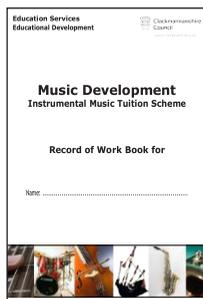
as part of a special visit. Pupils can be fully supported by our staff at a location of our choice within the county.

Tutors will contact parents/carers directly with regards to these examinations. A letter will contain full details of the examination and will identify the fee.



## Record of Work Books

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All pupils will be issued with a Record of Work Book. This will be used by the Tutor to make comments regarding work to be done between lessons and any other information which the pupil needs in order to make progress from week to week.

Pupils should keep these books in good condition and bring them to each lesson. We would encourage parents/carers to read and sign these books each week in order to support their child's progress.

Tutors will keep a record of work sheet for each pupil, which will monitor attendance, effort and achievement.

## **Reporting and Parental Consultation**

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### **Reporting**

Your child will be issued with an annual report. This report will cover all aspects of your child's progress and outline suggestions for further development.

### **Parental Consultation**

Parents/Carers will have an opportunity to meet with the Tutor once each year to discuss their child's progress.

As tutors work across many schools, these meetings may take place at a school other than the one your child attends.

## **Yearly Agreement**

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1. You are required to complete an annual CMI form which confirms your agreement with all the conditions of provision contained in this booklet. These will be pre-printed with your current details which should be amended as necessary.

Form CM 1 should be returned directly to: The Music Development Officer, Education Services, Clackmannanshire Council Kilncraigs, Alloa, FK10 1EB

# Instrument Loan

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If your son/daughter requires to use a Clackmannanshire Council instrument, you will be required to complete a form agreeing to certain conditions, which are set out below.

The instrument issued will be in good, very good, excellent or as new condition. The Instrumental Tutor will monitor its ongoing condition. Any repairs required due to fair wear and tear and routine servicing will be carried out by our authorised repairers and will be funded by Clackmannanshire Council.

You are responsible for the cost of any repair required which is due to negligence by your child. If repairs are required, you should contact the Instrumental Tutor, who will seek authorisation for the repairs, and will clarify as to whether or not the Council or the parent/carer should meet the cost of the repair.

## Conditions of the loan:

1. There is no charge for the loan of the instrument. The borrower must, however, meet the replacement cost of lost and damaged instruments. It is advisable to include the instrument on your home contents policy - many insurance companies do not charge extra for this unless it is a very expensive instrument. Details of the instrument and its value can be obtained from the Tutor or from the Music Development Officer.
2. Your son/daughter must receive lessons from a Clackmannanshire Council Tutor in order to borrow a Clackmannanshire Council instrument.

## Brass:

- It may at some stage be advisable for you to purchase your own mouthpiece - speak to your Tutor for advice.
- You are required to purchase valve oil and slide grease - please ask the Tutor for advice.

## Woodwind and Bagpipe (Chanter):

- You are required to purchase your own reeds - please ask your Tutor for advice.

## Stringed Instruments:

- You are required to purchase your own new strings, rosin and shoulder/chin rest please ask your Tutor for advice.

If you are in agreement with the conditions and wish to continue with the loan, please complete form CM4 that will be issued by the Tutor and should be returned to them.

Form (CM4) will be issued by, and should be returned to the Tutor.

## Loan Period and Alternatives

- We would suggest that the loan period should not exceed two years, but would not recall

## Contingency weeks

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During each term there may be a contingency week, when Instrumental Music Tutors will not teach their normal timetable. These weeks will be used for examinations,

an instrument as a matter of course. After two years a pupil should have made enough progress on the instrument to demonstrate their ability to proceed further. The purchase of the child's own instrument would release the Council Instrument for use by another child. Consultation with the tutor is advised before purchasing an instrument.

- Some instruments are available through Hillfoots Music for Youth.
- Instruments can be leased, hired or bought from specialist retailers. If you choose this option you are recommended to seek advice from the Tutor or from the Music Development Officer.

county music development work and involvement in school and council wide events. The Instrumental Tutor will inform parents / carers of any contingency week dates.

## Sheet Music and Tutor Books

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You are reminded that unless otherwise indicated by the publisher, it is illegal to photocopy music.

Tutors and schools are not able to photocopy published music for your child.

## Quality Assurance

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In the unlikely event that you are unhappy with any aspect of the delivery of this service, you should, in the first instance, make contact with Business Support on 01259 225070 who will direct you to an appropriate officer who will deal with your observations. Usually this will be the Senior Music Tutor.

If you are not satisfied with the response you receive from Music Development, you should contact

the Education Manager with responsibility for Music Tuition.

Please note our administrative procedures are in place in order to prevent problems arising. Please help us to help you by keeping us informed directly of any changes in your circumstances.

Contact  
Business Support Officer  
Tel: 01259 225070

<http://www.clacksweb.org.uk/learning/music tuition/>



Clackmannanshire  
Council

[www.clacks.gov.uk](http://www.clacks.gov.uk)

Comhairle Siorrachd  
Chlach Mhanann

Education Services  
Kilncraigs  
Alloa  
FK10 1EB

