

# INSTRUMENTAL and Vocal TUITION INFORMATION

2025-2026

For Parents, Guardians & Students



Alderman Peel High School  
(APHS)



## Instrumental Lessons

### Points of Contact:

Lead Teacher of Peripatetic Music	Mr. Benjamin Howell	bhowell5hrp@nsix.org.uk
Teacher of Music	Mr. Jordan Lott	jlott9hr9@nsix.org.uk
Finance Officer	Mrs Justine Tuck	finance@aldermanpeel.norfolk.sch.uk
Head of Expressive Arts	Miss. Chloe Beech	cbeech3nrm@nsix.org.uk

### Lessons

- ❑ It is our aim to provide instrumental tuition to all students requesting lessons.
- ❑ Lessons will normally be as follows: Individual for 20 minutes duration or Paired for 30 minutes duration.
- ❑ Lessons will be timetabled for at least 10 weeks of each term.
- ❑ Only in exceptional circumstances will timetables be altered at short notice.
- ❑ Students will be expected to arrive promptly at all lessons. If not, the instrumental or vocal tutor will try to locate the student and contact their classroom.
- ❑ On completion of the APHS Instrument Agreement Rental Agreement (With the exception of Pianos, Drum-Kits, Guitars, Ukuleles or similar) the school will, where appropriate, supply an instrument for the pupil to learn on until they reach a standard of grade 3 or the end of Year 8; whichever is sooner. Unless agreed in advance parents will be expected to provide an instrument for the student to learn on after this period has elapsed and the APHS instrument returned. Assistance in finding music/equipment etc. can be provided by the teacher and savings can be made through use of the 'Assisted Instrument Purchase Scheme (AIPS)' available through the school.
- ❑ If the timetable of an instrumental or vocal tutor becomes completely full, it may be necessary to implement a waiting list. Every opportunity to provide tuition will be investigated. As soon as a space becomes available, the student at the top of the waiting list will be contacted and offered lessons.

### Practice Diaries

- ❑ Practice diaries are recommended to be used every lesson to monitor and record practice.
- ❑ The diary is for the student, teacher and parent/guardians to maintain a record of the student's progress.
- ❑ Diaries should be brought by the student to each lesson.
- ❑ The tutor will ensure that a current record of progress is maintained and will, where necessary, include any relevant notes to parent/guardians.
- ❑ Parents/guardians are encouraged to add any comments for the tutor in the appropriate place within the diary.
- ❑ Parents/guardians are also encouraged, especially in the early stages, to 'sign off' the practice done by the student each week.

### Instrument Storage

Students should speak to music staff about instrument storage in school. Students who leave instruments on the floor or in other areas risk damaging their instruments. The music department will not be liable for any damage caused.

## Regular Practice

It is a vital part of the early stages of learning any instrument that the student establishes a routine of practice. Failing to do so will inhibit the progress possible. We seek to encourage all students to practise and for parent/guardians to support them in this endeavour.

- ❑ Students should establish a routine of regular practice, as directed by the teacher.
- ❑ At first, students may need support in this effort by parents/guardians.
- ❑ Teachers will recommend a suitable minimum level of practice each week and help the student with the format and substance and duration of their practice.
- ❑ Teachers have an expectation that practice forms a central part in the development of the student.

## Invoices

- ❑ Upon signing the Instrumental and Vocal Tuition Agreement, parent/guardians are providing consent for instrumental and vocal tutors to make contact via email (for invoicing, progress reports, absences, extracurricular, all inclusive).
- ❑ Tutors will provide to parent/guardian a clear invoice for the forthcoming term minus any agreed subsidies (for GCSE Music students and Pupil Premium students receive a 100% subsidy).
- ❑ Invoices are payable to the music teacher directly upon receipt for the term (or half term) in advance.
- ❑ If there is a need to pay the invoice in part or over a period of time, this should be arranged with the teacher concerned in advance of the start of term.
- ❑ If an invoice remains unpaid, the tutor shall have the right to cease tuition pending the payment, in full, of the invoice.

## Absence

- ❑ If a student is unable to attend a lesson, a week's notice should be given to the tutor. If the student is ill, parents/guardians should contact the tutor to inform them of absence.
- ❑ If, for any reason, a lesson is missed by the tutor, then the cost of that lesson will either be deducted from the next invoice or, if possible, be made up within that term so the minimum number of lessons is maintained. *(Please note that, depending on the length of the term, any lessons to be made up may need to be added later in that academic year)*

## Rates

- ❑ The standard rate for the 2025-2026 academic year for instrumental tuition is: £11 per lesson. The standard rate for lessons is reviewed annually and set by the by the Headteacher, Finance Officer and Lead Teacher of Peripatetic Music for APHS.
- ❑ Any parent/guardian who feels they need special consideration in respect of finance should contact the school's Lead Teacher of Peripatetic Music at APHS.

## Extracurricular Involvement

Alderman Peel High School promotes engagement in a wide variety of musical ensembles at school and regional events. These add to the vibrant musical life of the school.

- ❑ Once the appropriate standard of ability has been reached the Instrumental or Vocal Tutor or member of the Music Team will direct, and encourage, the student to attend these ensembles.
- ❑ Attending Music Theory Club is highly recommended to underpin the practical. Developing an understanding and knowledge of music theory helps musicians at all levels to perform with sensitivity, awareness and control.
- ❑ It is a condition of any subsidy, additional funding towards tuition or instrument loan that pupils attend extracurricular groups as requested by the a member of Music Staff, or their tutor unless previously agreed in writing.
- ❑ In the event that a reasonable request is not supported the school reserves the right to remove any subsidy or request the return of the loaned instrument.

## Examinations

- ❑ Students may, when and if deemed appropriate by the tutor, be entered for exams.
- ❑ Exam entry may require extra work on behalf of the student.
- ❑ Fees for exams will be the responsibility of the parent/guardian and invoiced by the tutor accordingly.

## Ceasing Lessons

- ❑ Ceasing instrumental lessons should be regarded only as an extreme last resort for any student, and following discussion, monitoring and every attempt to keep the student involved in the musical life of the school.
- ❑ If a student decides, after every effort has been made, to cease taking instrumental lessons, a minimum notice period of ***six 'termtime' weeks*** is required, ***in writing***, to the tutor under copy to Mr Howell or Mr Lott.
- ❑ If, in extreme circumstances, a tutor decides that it is no longer feasible for a student to continue with instrumental lessons, the tutor will inform Mr Howell or Mr Lott and the parents, in writing, giving the reasons, and lessons will stop at the end of the current term.
- ❑ If, in extreme circumstances, the notice period is not possible, appropriate refunds will be calculated.

## Reports

- ❑ Each tutor will provide, for all parent/guardians, a written report at the end of each academic year, which will be sent out in the final week of the Summer Term.
- ❑ Student information in reports will include attendance/punctuality and achievement as well as future/further development.
- ❑ Parent/guardians wishing to discuss the progress of students are free to contact the tutor or Lead Teacher of Peripatetic Music, to arrange an update at any time.

## Instrumental Tuition Agreement

Please acknowledge receipt of this information by signing, dating and returning the final page of this document below to the APHS Reception address to Mr Howell or Mr Lott.

# Instrumental Tuition Agreement

## Alderman Peel High School



I hereby acknowledge receipt of the Instrumental and Vocal Tuition Information for Parents and Students and have read and accepted the contents.

NAME OF STUDENT: .....

YEAR GROUP 2024/25 ACADEMIC YEAR: .....

INSTRUMENT/VOICE (*please complete a separate form for each instrument studied*):

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PARENT/GUARDIAN SIGNATURE:.....

PARENT/GUARDIAN NAME:.....

DATE: .....

E-MAIL ADDRESS:.....

TELEPHONE: .....

POSTAL ADDRESS: .....

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Please return to APHS Reception and addressed to Mr Howell or Mr Lott.

*Office Use:*

Date Form Received:

Teacher Assigned:

Subsidised Y/N

Date Passed to Teacher:

Subsidy awarded: %