



## MUSIC TUITION APPLICATION FORM

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**The Paragon School**  
Lyncombe House  
Lyncombe Vale  
Bath, BA2 4LT  
+44(0)1225 310 837  
paragon@priorparkschools.com

Please complete and return to the Director of Music, Sarah Kettleby, at [skettleby@priorparkschools.com](mailto:skettleby@priorparkschools.com) or hand to the reception at the Paragon.

Name of pupil: \_\_\_\_\_

Class: \_\_\_\_\_

Instrument: \_\_\_\_\_

Current level (beginner?): \_\_\_\_\_

Do you own an instrument?: \_\_\_\_\_

Do you wish to hire an instrument? (subject to availability): \_\_\_\_\_

### DECLARATION

**I have read the accompanying music tuition guidelines and, hereby, demonstrate my acceptance of the terms stated.**

Name of parent: \_\_\_\_\_

Email address: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Music tuition guidelines

### INSTRUMENTAL AND VOICE LESSONS

Tuition is available at the Paragon on the piano, drums, classical guitar, flute, clarinet, saxophone, oboe, trumpet, trombone, french horn, violin, cello, viola and in singing. The Director of Music will be pleased to advise parents on choosing a suitable instrument for their child to learn. Please complete the music lesson application form and return to the Director of Music, Mrs. Sarah Kettlety, at [skettlety@priorparkschools.com](mailto:skettlety@priorparkschools.com) or by hand to the reception desk at the Paragon.

### PRACTICE

Whilst we are keen to encourage pupils to take music lessons, it must be noted that in order to progress pupils must find time to practise at least 4 times a week for around 20 minutes. Please ensure children bring a notebook to their lessons into which their teacher can detail areas for practice.

### LESSON COST

The number of lessons varies each term. Lesson rates are published by the finance department each year along with information about school fees. Please see [Fees | The Paragon Junior \(paragonschool.co.uk\)](#) for further details. The music department does its best to work around the busy schedule of both the school and your child. Lessons will be rescheduled for school trips and events. On the odd occasion this is not possible (e.g. peripatetic teacher unavailable on an alternative day) the lesson would be refunded. The same scenario would apply if at least one week's notice is given for future absences e.g. external examinations, family holidays or events. Unfortunately, there will be no refund if your child is ill and absent from school. However, in the event that your child is isolating at home but is well **and** you give a minimum of 24 hours' notice it may be possible for the lesson to take place over MS Teams. This will be subject to device availability and a parent being present for the duration of the lesson (in accordance with the Paragon remote learning policy).

### TIMETABLE

Lesson times rotate every half term at the Paragon. This system works well as it means your child will not miss the same lesson for too long a period. These times are still subject to change within a half term due to school trips and events. Where there is a question about whether or not a child should be missing core subjects, the music department encourages parents to liaise with class teachers before starting instrument lessons. Many of our peripatetic staff teach privately which may be a more favourable option in these cases. Parents will receive an automated weekly email detailing the time of your child's next lesson.

### NOTICE

Notice of terminating lessons must be given in writing to the Director of Music at least half a term in advance. Music lessons may only cease at the end of a term. If less notice is given, a full term's fees will be charged for the following term. The Director of Music will acknowledge all letters of notice in writing. NB: Notice to take effect in September will not be accepted during the summer holidays – rather it must be received before the previous May half-term break.

### LOAN, HIRE AND PURCHASE OF INSTRUMENTS

The Paragon possesses a stock of orchestral instruments which may be lent to pupils as they become available. Details about our hiring fees can be found on the college website. Fees include use at weekends and during the holidays. If an instrument is not available for hire through the school, we will recommend alternative suppliers. Pupils are expected to purchase their own instruments when they have reached a reasonable standard and your child's instrument teacher will be pleased to advise. Please note that, if a school instrument is to be taken away from the premises, it is the parents' responsibility to insure it.

### CARE AND INSURANCE OF INSTRUMENTS

Musical instruments are often extremely valuable. The Paragon cannot accept responsibility for pupils' possessions. Therefore, parents are strongly advised to arrange their own insurance cover for their children's instruments, including any on loan from the Paragon.

### APPLICATIONS FOR MUSIC LESSONS

If you wish your son or daughter to have instrument lessons, please fill in and return the attached form. When no vacancy is available, your son or daughter's name will be put on a waiting list.