



# MAGDALEN COLLEGE SCHOOL

FOUNDED BY WILLIAM OF WAYNFLETE, 1480

*From the Head of Instrumental Music, Mr John Mann MA*

## MUSIC THEORY TUITION

Learning about the theory of music is fundamental to learning an instrument and should be taught alongside the practical side of instrumental tuition. However, as pupils get to Grade 5 in both theory and instrumental tuition, so the pressure to cover everything in a weekly lesson increases. We are therefore offering one-to-one theory coaching to support those pupils who have done Grade 4 on an instrument and who are working towards Grade 5. These lessons will provide pupils with the understanding and practical applications of theory with the aim of taking the Grade 5 theory examination. If you would like to take up this opportunity, please read the terms and conditions below, and return the form to Angela Green, our Music Administrator.

John Mann  
Head of Instrumental Music  
September 2019

### Terms and Conditions

**Requesting tuition.** Tuition may be requested at any time during a pupil's school career. This should be made in writing to the Head of Instrumental Music by parents. Where the request cannot be immediately accommodated, the pupil's name will be put onto a waiting list and he/she will be offered tuition at the earliest possible opportunity.

**Cancelling tuition.** It is assumed that a pupil will stop lessons once they have passed the Grade 5 Theory exam. Pupils will therefore not be required to give notice once they have passed the exam. A full term's notice (in writing to the Head of Instrumental) for ceasing tuition will be required if a pupil wishes to stop attending lessons before or without taking an exam. In practice this means that due notice should be received before the start of the term at the end of which the pupil stops. Fees are liable to the teacher in lieu of the appropriate notice.

**Frequency of tuition.** Tuition will normally be given on a weekly basis. The number of lessons given in each term may vary according to the length of the term, the number of teaching days available and the pupils' other commitments. In some terms, therefore, he or she may receive 12 lessons and in others 8.

**Fees.** The cost of music tuition is currently £32.60 per 40 minute lesson. Lessons are charged in arrears at the end of each term, as are any additional costs for music, books, exam entry etc. It is expected that pupils will continue with lessons until they have successfully completed the ABRSM Grade 5 Theory exam.

**Timetabling.** Timetables are devised and administered by the Head of Instrumental and the Music Administrator and are displayed in the lobby of the Music School and on the school intranet. Lessons will be organised on a rotational or fixed basis depending on the number of pupils taking theory lessons in any given term.

Pupils are advised to check timetables regularly since it is often necessary to make adjustments. Given sufficient notice (at least 24 hours), the timetable can normally be rearranged to help the individual avoid clashes with academic exams, sporting fixtures, important tests, and the like. Pupils wishing to change a lesson should see the Administrator in person. Changes in lesson times are communicated to pupils via their school email account.

**Absence from lessons.** The pupil will not be charged for any lesson for which the teacher is not present. Pupils are liable for the cost of any lessons that they miss, be it through illness or another commitment. Where a missed lesson is the fault of neither party then the school will bear the cost.

**Parent-teacher contact.** Direct contact between parents and instrumental teachers is encouraged, although the Head of Instrumental should be kept informed of any developments. A report is issued at the end of each term.



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## MUSIC THEORY LESSONS APPLICATION FORM

**This form must be returned to the Music Administrator**

Name of Son/Daughter ..... Year group.....

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1. Which instrument does your son/daughter play? .....
  2. He/she is Grade ..... standard.
  3. My son/daughter's instrumental teacher is (name) .....
  4. I accept the conditions regarding:  
(a) Lessons during school time  
(b) Fees  
(c) Absence from lessons
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Name of Parent .....

Telephone .....

Email .....

Signature of Parent ..... Date .....