



Rangi Ruru
Girls' School

Information for Parents and Caregivers Instrumental / Vocal / Speech & Drama Lessons in 2016

Please read this material carefully and retain this sheet for your future reference.

Applications are made online via the **Parent Portal**. Sign in and choose '**Instrument and Speech & Drama Lesson Sign Up**' under '**Quick Links**'

1. **Tuition is offered** in the following areas:

<u>Instrumental:</u>	Violin, Viola, Cello, Double Bass, Flute, Clarinet, Oboe, Bassoon, Saxophone, Trumpet, Trombone, French Horn, Guitar (Acoustic, Electric and Bass), Drums, Percussion, Harp
<u>Keyboard:</u>	Piano, Jazz Improvisation/Jazz Piano, Electronic Keyboard/Pop Piano, Pipe Organ
<u>Voice:</u>	Voice, Contemporary Voice and Popular Vocal Styles
<u>Composition:</u>	All styles, both instrumental and vocal
<u>Aural/Theory Training:</u>	Tutoring for both grade and diploma examinations
<u>Speech and Drama:</u>	Individual and Group tuition is available

Note:

Percussion Lessons

Percussion lessons are for anyone interested in learning any percussion instrument besides the drum-kit. This could include two and four mallet Marimba and Vibraphone (classical or jazz), hand percussion (eg. Congas, Bongos) and all Orchestral Percussion (eg. Timpani, Xylophone, Glockenspiel, Snare drum, Cymbals, Tambourine etc). It is an advantage if students have had some previous tuition on another instrument.

Students in these areas could become very valuable members of the orchestra, percussion ensemble, concert band and jazz band.

Jazz Improvisation/Jazz Piano

These lessons are designed for girls who have an interest in learning to improvise, either on the piano or any other instrument. They will be expected to have had previous tuition on their instrument.

Acoustic Guitar

A range of styles is taught, including contemporary/pop, classical, folk. The tutor will work with the student to plan a programme of tuition according to individual need and preference.

2. **Tuition Quality.** Whilst the lessons are private by nature, it is the Director of Music's responsibility to monitor and guarantee standards. All tutors are required to complete a report on the student's progress, which will be included in the normal school reporting rounds.
 3. **Lesson times** are posted on the studio boards, and are also emailed and often texted to students, and parents in some cases. Students are asked to come to their lessons at least five minutes before, ready to start at the arranged time. If for any reason the student is unable to attend a lesson, then it is their responsibility to:
 - Contact the tutor at least at least 24 hours before the lesson and arrange another suitable time. **Please ensure that your daughter has their tutor's contact details.** The tutor's contact details are also available on the 'Itinerant Music Programme' tab on the Music page in Ultranet.
 - In the event of being not able to get hold of the tutor then please leave a message with the Music Department on the direct line voice mail 03 9833 735, or send an email to j.kingsbury@rangiruru.school.nz It is important to remember that some tutors come into school for only one or two students, so your consideration in this matter would be appreciated.
 - In the event of sickness please **phone the tutor directly before 7.15am**. If you are unable to make direct contact the tutor then please contact the Music Department by phone or email, as above.
 - Provided the tutor has enough notification the missed lesson will not be charged.
 4. **ITM Card.** All students will be issued with an ITM Card for them to leave class to attend their lessons. Orange cards are used for Music and Blue cards for Speech and Drama. This must be carried at all times and the class teacher must sign the card before the student leaves class.
 5. **Charging.** All lessons are charged through the school Gold Sheet (disbursements account). Students sign for their lessons with the tutor as a record of attendance. Failure to notify a tutor or to attend means that such lessons will be charged for. Students are expected to take responsibility for remembering to attend their lessons every week. Parents will be contacted where there are ongoing issues with regards to attendance.
 6. **Concerns.** If at any time parents / caregivers / students have any concerns over lessons it is important that the individual tutor is contacted or that you air your concerns with the Director of Music.
 7. **Accounts.** For enquiries with regards to your ITM Account please contact Angela Hirst in the Business Office, phone direct 03 9833 746, email a.hirst@rangiruru.school.nz.
 8. **Fees.** For 2016 the fees for lessons are in the range of:
 - \$32.50 - \$37.50 for a 30-minute individual lesson**
 - \$22.75 - \$26.20 for two students learning together**
 - \$17.90 - \$20.55 for three students learning together (Speech and Drama only)**
- For students learning the Harp, there will be a nominal harp cartage fee per lesson. This will be organized by the Harp teacher and will be payable directly to her along with Instrument hire fee.
9. **Lesson Length.** All lessons are 30 minutes in duration unless the teacher has made another arrangement with both the parent / caregiver and the student. Such lessons must have the approval of the Director of Music.
 10. **Music/Books/Incidentals.** All purchases of music, books and incidentals such as reeds for the student by the tutor will be charged to the gold sheet.
 11. **Preference of Lesson Times.** Please note that the majority of lessons are held during the school day, and girls will be required to **come out of class for them**. Tutors will attempt to accommodate students' requests for particular times, but this cannot always be guaranteed. Where possible lesson times will

rotate so that disruption to the same class each week is minimised. Senior students are given preference for lesson times as they are usually accommodated in their study periods.

12. **Group Lessons.** Most music lessons are taken on an individual basis. For speech and drama, most are group lessons of two or three students. In order to minimise disruption to the classroom teacher, group lessons of three or more students from the same class must be taken out of class time (before/after school, lunchtimes, interval).
13. **Number of Lessons.** No one student may learn more than **two** options from the ITM programme that involves absences from their normal class programme. In some circumstances this can be negotiated in consultation with the Director of Music and the school tutor if other times are available. If after any of the PDP (Personal Development Plan) interviews with students and parents / caregivers, the Tutor has noted that a student is not coping with their school work then her ITM programme will be reviewed by the Director of Music in consultation with her tutor and parents / guardians.
14. **Extra Lessons.** There should be no more than **one** lesson per week per discipline. If a girl requires a second lesson during the week for any one discipline, then it should be held out of class time (before/after school, lunchtimes, interval).
15. **Whole School Calendar Events.** For whole school/year group calendar events (e.g. athletic sports, swimming sports, camps, trips etc) lessons may be rescheduled if the tutor and student wishes to do so, but there is no obligation for either party.
16. **Catching up on Missed Work.** A student leaving a class to attend a lesson is expected to take responsibility for catching up on class work missed, homework required etc. A buddy system where students do this for each other is a valuable system that can also be used if a student is away from school for other reasons. School tutors or class teachers will help arrange a buddy if required. Students must also take responsibility for changing their lesson time with their tutor should they find it conflicts with an assessment / test / trip.
17. **Goal Setting.** As part of a student's goal setting students are encouraged to enter examinations run by providers such as the Royal Schools of Music or Trinity College Music. Whilst these are not ideal for all students they are an excellent way of monitoring musical development and progress especially the development of technique, musicianship and aural skills. If a tutor wishes your daughter to sit an examination the tutor will be in contact with the parent/caregiver directly to discuss details and entry requirements/fees.
18. **Termination of Lessons.** It is expected that a student will learn for a full year. If the student or parent/caregiver wishes to terminate tuition at the end of a term or the end of a year there is no penalty charge. However, if lessons are discontinued during any term of the year the penalty charge is the lesser of 4 weeks or the number of weeks until the end of the term in which notice is given. Notice must be given by the parent/caregiver in writing either directly to the tutor or to the Director of Music.
19. **Hire of Instruments.** The school has a very limited number of instruments available for hire at a cost of either \$35 or \$40 per term, depending on the instrument hired. If there are none available then arrangements can be made through a number of excellent "hire to buy" schemes. It is expected that hire instruments are available for the **initial year** of tuition only. Students may only hire for more than one year if there is no demand from new students to hire the instrument.
20. **Insurance of Instruments.** Parents must agree to insure all hired instruments to cover damage and theft.
21. **Boarders who are Learning Piano.** Boarders may practice on pianos in the music department before and after school - the Music Department is open on school days from 7.30am - 6pm. There are also pianos available in the Boarding House for practice during evenings and weekends.

22. **Performers' Evenings.** These are run once a term, usually during the last week of the term. These are informal occasions where students gain valuable performance experience in front of a supportive audience. Parents/caregivers will be notified by email approximately one week before the concert if your daughter has been asked to perform at one of these evenings. The dates of these concerts will also be advertised in the Rangi Ruru Calendar and in In Touch.

For any further information please contact

Janet Kingsbury

Director of Music

E-mail j.kingsbury@rangiruru.school.nz

Phone +64 3 983 3735