



THE SOUTHERN EDUCATION AND LIBRARY BOARD

# MUSIC SERVICE

## PART 1. SCHEME FOR INSTRUMENTAL TUITION

### 1 REQUIREMENTS

Pupils selected for tuition are expected to:

- attend weekly lessons provided by the Board's Tutors
- show evidence of regular and adequate practice
- attend rehearsals of the school orchestra/band/ensemble if selected as a member
- attend rehearsals of an area youth orchestra/band organised by the Board if selected
- remain resident in the area of the Board.

### 2 WITHDRAWAL OF TUITION

The Music Service reserves the right to withdraw tuition if the above requirements are not met.

### 3 LESSONS

Peripatetic Specialist Instrumental Tutors visit schools on a weekly basis and, wherever possible, lessons are organised on a rota system to prevent pupils from missing the same school periods every week.

Pupils may not receive tuition on the instrument from any teacher other than the Music Service tutor.

The Music Service does not provide tuition on two different instruments for the same pupil.

Pupils must not perform in public on the instrument without prior consultation with their tutor.

### 4 PROGRESS

Each tutor prepares pupils according to an agreed scheme of work against which progress can be measured. A progress report is issued annually to the parents of each pupil. A copy is also sent to the school for information.

### 5 PARENTS MEETINGS

Parents are given the opportunity to meet Music Service staff on parents nights organised during the year at the Board's three Music Centres in Portadown, Newry and Dungannon.

### 6 EXAMINATIONS

The examinations of The Associated Board of the Royal Schools of Music are used by the Music Service as an indication of pupil performance. These graded examinations enjoy world wide recognition and can form the basis of preparation for G.C.S.E., 'A' Level and professional music qualifications. Associated Board Examinations are held three times a year at official centres.

### 7 THEORY EXAMINATIONS

Candidates for Associated Board practical examinations beyond Grade V must have achieved a pass in the Associated Board grade V Theory Exam. Classes in music theory are offered at the Board's three Music Centres in Portadown, Newry and Dungannon and, when financially viable, at other centres, usually in schools.

### 8 CONTRIBUTORY CHARGES

Since September 1997, schools have been contributing to the cost of providing instrumental tuition. Charges may be passed on to parents at the discretion of the school. A fee is charged annually for use of a Board instrument. There is also a charge for membership of Orchestras/Bands and Ensembles and for Advanced Tuition and Theory Classes. Pupils are responsible for buying tutor books and for providing replacement reeds, strings and other accessories as necessary. Pupils are also responsible for the payment of examination fees.

## **PART 2. LOAN SCHEME FOR MUSICAL INSTRUMENTS**

- 1** The parent/guardian must sign the Parental Agreement section of the 'Application for Instrumental Tuition' form, acknowledging that he or she
  - (a) accepts the Terms and Conditions of the Scheme for Instrumental Tuition
  - (b) accepts the Terms and Conditions of the Loan Scheme for Musical Instruments
  
- 2** The instrument and its case will at all times remain the property of the Southern Education and Library Board and may be recalled for inspection at any time.
  
- 3** The Music Service will withdraw the instrument and case from the pupil
  - (1) if instrumental tuition is withdrawn
  - (2) if he/she does not look after the instrument adequately
  
- 4** The instrument will be issued in good playing order. The cost of replacing strings, rosin, reeds, grease or oil as necessary must be borne by the parent/guardian.
  
- 5** The parent/guardian must accept responsibility for the proper maintenance and safeguarding of the instrument on loan. (See general guidelines below).

In the event of damage to or loss of the instrument or case the Music Service must be informed immediately.

Where damage has occurred the instrument and case should be returned together for examination.

  - 1** Routine repairs are free of charge.
  - 2** Minor repair charges range from £10.00 to £50.00
  - 3** Major repairs and/or replacement instruments £50.00 to £100.00.
  - 4** Bows and mouthpieces are charged at full replacement cost to a maximum of £50.

Under no circumstances should a parent or guardian attempt unauthorised repairs to the instrument.

If an instrument or case is lost the loss must be reported immediately to the Music Service.
  
- 6** The instrument must not be used by any pupil other than the one to whom it is officially on loan. The instrument must not be used for courses or public performances, other than those organised by the Board or the school, unless prior approval is obtained from the Music Service.
  
- 7** All students leaving full-time secondary education must hand their instrument in to the Music Service Tutor before the end of their final school term.

Loan arrangements may be available on application for students who are invited to remain members of orchestras, bands and ensembles.

## **GENERAL GUIDELINES FOR CARE OF INSTRUMENTS**

- 1** Always handle the instrument carefully to avoid damage.
- 2** Keep the instrument in its case when not in use.
- 3** Do not leave near heat or in a damp atmosphere.
- 4** Do not force or overtighten any moving parts.
- 5** Do not leave instrument unattended at any time.
- 6** Consult your tutor for specific details about the maintenance of the instrument you play.