



WELCOME
STUDENT
PACK

TQ.SMA.SWP

PART OF TRIQUETRAE LTD

OCT 2022// DRU BRUMPTON-TURNER

Welcome to the Stalybridge branch of Triquetrae Music Academies. We are delighted that you have chosen to walk this part of your musical journey with us and would like to assure you that your learning and progress are of paramount importance to us whether that is learning a party piece, a favourite tune, a classical repertoire or to achieve specific Grades or goals.

Our Tutors are EDBS checked and insured and have completed or are in the process of concluding the final stages of teacher training and are using our Triquetrae Music Programme[©]

We currently offer two types of lesson;

In Person:

- In person lessons are held at our base in Stalybridge. They are scheduled for between 30 minutes and an hour, the Tutors handing over to parents within their time slot.
- Our teachers undertake lesson reports which are filled out for every lesson and these are available on request. Physical copies of Triquetrae & public domain pieces, exercises, scales, broken chords, arpeggios, sight reading and ear training are supplied for each pupil as required and exam books and other copywritten material will need to be procured as and if required. Official downloads are permissible.

Online:

- We offer an online teaching service to those students who, for whatever reason whether that is health, location, timing, accessibility of teaching services or any other choice.
- This service is provided primarily via Zoom, but other options are available on request dependent on safeguarding and security requirements.
- This style of lesson is available for 30 minutes or an hour each time and includes an extra buffer period of 10 minutes to enable connection and establishment of a secure and viable link. Should the link be weak, the Tutor reserves the right to reschedule.
- PDF copies of permissible music etc are sent out as required.
- We strive to provide anything that the student requires such as supporting videos, further explanation, worksheets and emails. If you let us know we'll try our best to supply your requirements.

Our Mission to help you.

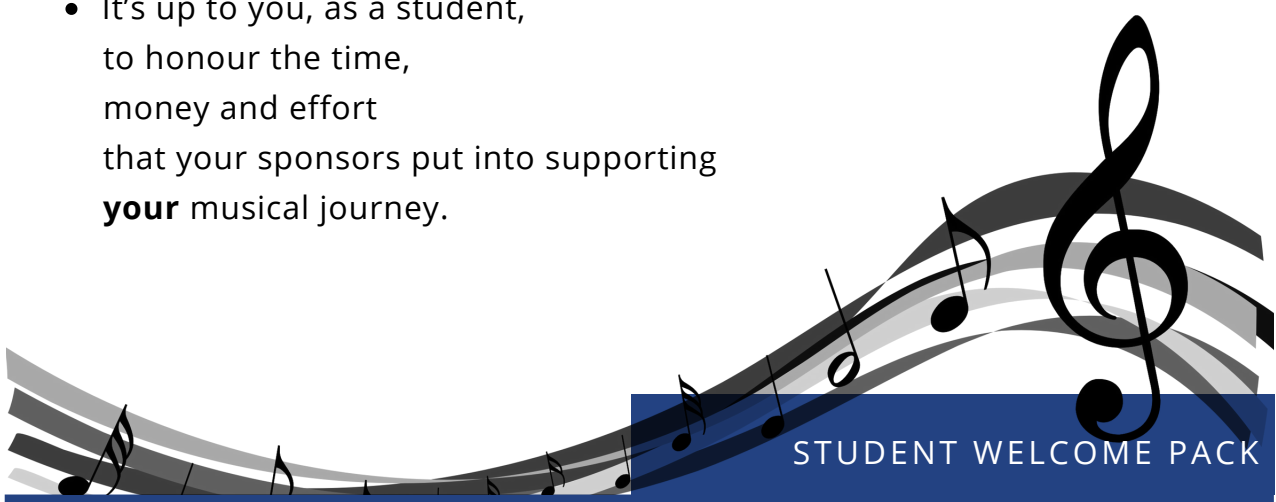
- When you sign up to work with us to achieve your goal we will arrange a first assessment or consultation lesson not only to discover where you're at when it comes to playing and understanding your chosen instrument but also what you want to learn and what you need to learn.
- Between the first assessment lesson and the first paid lesson we arrange your first set of lessons so that you are learning what you need to and making the progress that you want to achieve.

Your Mission to help yourself.

- While it is '**our job**' to help you to achieve your best goal we also require a certain degree of commitment from **you** in order to maximise your potential learning, skill acquisition and retention.
- This should be reflected as time spent practising the work required to achieve your goals, which begins with a commitment of ten minutes a day and builds up as you become more skilled.

Your Sponsor's Commitment to help you.

- Your sponsor is whoever is paying for your lessons. It may be parents, grandparents, siblings, friends, school, or a sponsoring company amongst many other options.
- They are giving up some of their hard earned money in order for you to achieve mutually decided goals. They are there to help and support you (even if they're not musical) and to help you to achieve your practice and achievement goals in a timely manner.
- It's up to you, as a student, to honour the time, money and effort that your sponsors put into supporting **your** musical journey.



Our Provision for you.

We, at Music Academy, pledge to provide for you, the following:

- A clean, welcoming and nurturing environment.
- A suitable interface and timely session if booked for Online
- A timely lesson, commencing and concluding on schedule.
- Homework each week to assist in achieving good progress.
- Sufficient guidance for you to learn what is necessary for goal completion.
- Technical and video/ linked demonstrations to aid in comprehension.
- A lesson, at regular intervals, with your regular tutor.
- A qualified replacement tutor should your regular tutor not be available.
- Enhanced DBS checked tutors covered by Public Liability Insurance
- Reschedule opportunities, should your appointment not be convenient during that time period.
- Policies, procedures and protocols in place to ensure that you remain safe and in your best health.
- Policies such as Safeguarding, Health & Safety, Three-way Contract are all available for perusal by request.
- Directors and Administrators in charge of various sections are available, by appointment, for discussion of any concerns.
- A nurturing, disciplined, supportive environment which promotes individuality, progression and creativity.
- A support network for those with school-related issues, provision for GCSE,
- A Level and further education opportunities on a one-to-one basis, or small group sessions when sufficiently motivated individuals commit to a course.
- Presentation and Performance opportunities for Students with colleagues, tutors, friends and group-mates.
- Awards, Certificates and Rosettes to celebrate every student's achievements
- Events, Soirees and performances in association with the tutors and colleagues.
- A dedicated Administration and Archive Team who strive to ensure the smooth running of the Academy.

Threway Teaching Contract

This is a contract between the Music Academy, the Sponsor of the Learner (where Learner is a minor or not considered to be responsible for themselves) and the Learner (where applicable) detailing responsibilities and requirements in order to accomplish the musical education goals of their personal progress record and the learners requirements.

Terms and Conditions:

All three parties to this agreement must understand the responsibilities and requirements of undertaking a Musical Journey with Music Academy.

The Music Academies Responsibilities

The Music Academy representative accepts, on behalf of the Academy and in the Ethos that it devotes its time and energy for, to: Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating Learner to meet such goals as agreed with the learner and/or their Sponsor:

- Individualised Programme utilising musical learning, interpretation, note reading, sight reading, musical analysis and such theory as is required to understand the music that is being played.
- Tailor Programme to the needs of the learner while maintaining the core standards for learner progression.
- Review and assessment of ongoing skills to ensure solid recorded progress.
- Regular assessment and support of the learner to ensure continued progress and skill improvement. (Ofqual regulated examinations available).
- Provide Sponsors reasonable access to staff. Specifically, staff will be available for consultation with Sponsors as follows:
 - Sponsors may speak with the Teaching Staff at the beginning and end of the learners lesson, at the beginning to explain what the Learner has done and at the end to establish review requirements for the next lesson.
 - Each Tutor will create a learner Report for each lesson. Copied (and translated where writing script is unclear) Sponsor/ Learner/ Tutor conferences may be scheduled when required, taking into consideration the schedules of all participants.

- Provide Sponsors opportunities to volunteer and participate in their learner's class and to observe classroom activities, as follows:
- Sponsors are expected to sit in on the lessons and help the learner's focus when being taught. Sponsors may observe at any time the lesson, but are requested to refrain from commenting during the lesson.
- Provides lessons for the learner at the designated time and for the designated time period.
- It should be noted that the learner is a learner of the Music Academy, not of any particular Tutor, and will be provided with suitable tuition. Where possible the learner will remain with one teacher to ensure smooth progression and development of a strong Teacher/ learner bond. Should the Teacher be unable to teach for any reason, the Music Academy will provide a replacement Teacher who will continue with the Program for the learner as designated by the learner Reports and Given Music forms.

Child or Dependent Learner Sponsor Responsibilities

We, as Sponsors, will support the children's learning in the following ways:

Timely Attendance: The Sponsor will ensure that the learner attends the lesson on time.

The Sponsor will ensure that the learner has all required materials with them for their lesson. If tardiness or unavailability is unavoidable then it is the Sponsor's responsibility to ensure the Music Academy is informed as soon as possible of any delay. Should insufficient time be given the Sponsor accepts that, at the Music Academy's discretion, they may still be charged for the lesson.

Ensuring that homework and appropriate practice time is completed: The Sponsor will ensure time is available to assist the learner in achieving their revision goals. The Sponsor will encourage the learner to practise where requested and provide facilities for the learner to practise.

The Sponsor will record practise times and check that the learner is learning the required work. Further playing of other work can be undertaken once the practise for the day is completed.

Practice and homework may be perceived as a chore, the Sponsor agrees to help reward the learner for good practise.

Participating, as appropriate, in decisions relating to the learners education:

- The Sponsor will support the Learner in the Programme.
- The Sponsor will attend the lessons that the Learner undertakes.
- The Sponsor will express any concerns regarding progress and content.
- The Sponsor will encourage progression and performance by the Learner.

Staying informed about the learners musical education and communicating with the Music Academy by promptly reading all notices either received by the learner or by email or post and responding, as appropriate.

Learner Responsibilities

(revise as appropriate)

I, as a learner of the Music Academy, will share the responsibility to improve my musical achievement and achieve the Music Academy's high standards.

Specifically, I will:

- Do my revision homework every day
- Ask for help when I need it from my Teacher.
- Pay heed to my Teacher and endeavour to do what is requested of me.
- Practise as requested everyday outside of school time.
- Give my Sponsor all notices and information received by me.
- Undertake such Step Assessments as advised by my Teacher and undertake performances and projects as requested.
- Ensure I have all my materials with me I need for each lesson.

We, the undersigned, hereby agree to be bound by this agreement between the Music Academy, the Sponsor and the Learner.

The Music Academy Representative: _____ Date: _____

Sponsor: _____ Date: _____

Learner: _____ Date: _____