



## INFORMATION BOOKLET ACADEMIC YEAR 2020-2021

### BEETHOVEN MUSIC SCHOOL

52 WALTON ROAD  
HARROW  
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[www.beethovenmusicschool.com](http://www.beethovenmusicschool.com)

#### MUSICAL EDUCATION: TRAINING MUSICIANS

We don't believe in teaching music to only pass exams or as mere entertainment. We pass our knowledge and love for music to train musicians, to give them tools to be able to express, create and perform through this beautiful art.

Regardless of talent, being good at anything, and especially at music and sports, requires hard work. But hard work isn't difficult if you enjoy what you do! Our aim is that our students become great players, performers, and creators, but most of all great musicians.

Therefore please make sure that if you join a music course, it is because you share the same values.

#### ACADEMIC YEAR

Every academic year starts on the beginning of September and ends in mid-July.

Academic Year 2020-2021:

**Term 1: 7<sup>th</sup> September – 18<sup>th</sup> December**

**Term 2: 4<sup>th</sup> January – 26<sup>th</sup> March**

**Term 3: 12<sup>th</sup> April – 18<sup>th</sup> July**

Lessons are weekly during the whole academic year with the exception of Christmas and Easter.

## MUSICIANSHIP

Levels taught:

- EARLY MUSICIANSHIP
- INITIATION 1 to 3
- MUSICIANSHIP 1 to 8
- Preparation for Year 5–6 Auditions for Grammar/Private Schools (MAT TEST)
- GCSE Music
- A Level Music

Being part of a **musicianship course is compulsory** as it provides a quality and in-depth musical education.

### 1. PRACTICAL RULES

- 1.1 RESPECT FOR PRIVATE MATERIALS:** Please do not touch any private materials in the waiting room save for the books on the shelf marked 'music library' or the leaflets on the shelf marked 'concerts and activities'.
- 1.2 CLEANLINESS:** Rubbish or food must not be left lying around.
- 1.3 SILENCE DURING LESSONS:** Students and parents will be asked to leave the waiting room and even the premises if they make such noise as to disturb the lessons taking place in the classrooms. The garden must not be used as a playground. Children must not run, and parents must not talk loudly among themselves.
- 1.4 PUNCTUALITY:** Students must arrive at the individual lesson on time. If a parent arrives late, students will be taught during the remaining time of the lesson. **Lessons WILL NOT be lengthened.**
- 1.5 NO RESPONSIBILITY BEFORE AND AFTER LESSONS:** Children are under the **full responsibility of their parents/guardians before and after lessons.** Students who wait in the waiting room before or after lessons are under the responsibility of their guardians. Teachers cannot be checking on them while other lessons have already started. Parents and guardians must therefore arrive on time to collect students. **Students who need to travel from the musicianship classroom to the instrumental classroom or vice versa do the walking between classes under the responsibility of their parents/guardians.** We urge that parents/guardians accompany young students from one classroom to another in between lessons as the gates from Beethoven Music School to the public street are always open. Parents/guardians should think carefully beforehand to decide if their child can do the walking in between classrooms on his/her own.
- 1.6 COLLECTING STUDENTS.** It is the responsibility of parents to agree with the students where will they be picked up and to ensure that the students understand the arrangements made. Students must be informed whether they will be collected from the waiting room or in front of the gate, or whether they should go to the parked car. Teachers cannot check where a student is going once the lesson has ended.

**1.7 PARKING:** Parking inside the property is not permitted. Neither is parking permitted in front of **50 Walton Road** as the neighbour needs the space for loading and unloading goods.

**1.8 RESPECT THE NEIGHBOURS:** Music classes take place in a neighbourhood. Therefore noise must be kept to a minimum when entering and leaving the property.

### **1.9 SOCKS**

- Students should wear **socks inside the classes** all year round for hygiene and safety reasons (e.g. to avoid getting a splinter).
- There are boxes in the waiting room to keep socks in during term time. This is particularly useful during warmer months when most children don't wear socks.

### **1.10 USE OF THE BATHROOM**

- Please **make sure that students go to the toilet before coming to music classes.**
- Going to the toilet during a lesson **wastes lesson time and affects the flow of the lesson.** To reach to the toilet students need to go through one of the classrooms therefore disturbing a lesson taking place. **Please make sure that students go to the toilet just before travelling to the music school.**

**1.11 PAST PAPERS:** If a student misses a lesson when a past paper was meant to be marked, he/she has to ask a fellow student for their past paper booklet to check the answers. Teachers will help with specific exercises but cannot check papers that have already been checked in the class.

## **2. INFORMATION ABOUT THE LESSONS**

### **2.1 TIMES AND LENGTH OF THE LESSONS**

Children and youngsters are not robots and we believe that every lesson has to be meaningful. We don't believe in abruptly stopping a lesson once it has come to an end. There are times when students are still playing a piece or asking a question or when the teacher is in the middle of an explanation. In all these circumstances and more, the lesson will be slightly lengthened and therefore will end a bit later than officially agreed. This obviously causes slight delays. We try to keep the times as close to the official schedule as possible but our priority is our students and to make sure that they go home after having had the help and guidance they need, therefore **lessons can slightly vary in length and timing.**

### **2.2 TEACHERS**

**A student's Instrumental and Musicianship teachers can vary during some weeks of the academic year due to these reasons:**

- o Teacher's sickness:  
A **supply teacher** may take his/her place if there has been enough notice to organise it.

- Teacher's performances:

We are lucky that all our teachers are professional musicians who perform regularly at national and international venues. Sometimes a teacher will have to be absent because he/she is performing or on a performing trip. The school will always try to offer a supply teacher to cover his/her place.

- Educational purposes:

To give our students the best music education that we can, we believe in using the strengths of our teachers as resources for all our students. Some teachers are better with technique, others with improvisation and others with a specific period of music and style, etc. We believe that a student can greatly benefit by having some lessons each year with different teachers who are not their regular teacher. Every teacher can give a different insight into a piece and provide their expertise to the student, hence enriching the student's progress and education.

- If there is a request for a change of day/time of the lessons, there is a chance that the student's instrumental teacher will also change.
- A student's instrumental teacher may change from one academic year to another.

### 3. TEACHER-PARENT COMMUNICATION

We strongly believe in teacher-parent communication and that the triangle of student-teacher-parent must be as strong as possible to help children and teenagers to learn, enjoy and progress on the great path of music education.

**Parents' Weeks** during the academic year ensure that we meet parents at the most important times for the student in each term.

In Parents' Weeks we invite parents to stay during the student's **INSTRUMENTAL LESSON** to see and discuss their progress and educational needs and to receive advice on how to help the student at home.

We believe that if parents are fully aware of the needs and progress of the student on his/her educational path, students will feel much more emotionally supported and will have the extra help at home that they often need. In these lessons it is also very important that parents don't hesitate to ask about any doubts they have regarding progress, the music and the classes or about how to help.

**INITIAL PARENTS' WEEKS** are during the 2nd week of each term and we use them to draw up a plan for the rest of the term (or academic year) and discuss which educational achievements the student should reach at the end of the term (educational achievements meaning progress not only examinations).

**MID-TERM PARENTS' WEEKS** are during the week after half term and we'll use them to discuss the progress made during the first half of the term and what needs to be improved or achieved by the end of the term.

Below are the dates for this academic year 2020-2021:

## **PARENTS' WEEKS**

### **Term 1**

Initial Week: 14<sup>th</sup> – 18<sup>th</sup> September

Mid-term Week: 2<sup>nd</sup>- 6<sup>th</sup> November

### **Term 2**

Initial Week: 11<sup>th</sup> - 15<sup>th</sup> January

Mid-term Week: 22<sup>th</sup>– 26<sup>st</sup> February

### **Term 3**

Initial Week: 19<sup>th</sup> - 23<sup>rd</sup> April

Mid-term Week: 7<sup>th</sup> – 11<sup>th</sup> June

**Please make sure that you make a note of these dates in your diaries!**

In the case that neither of the parents can come please make sure that the person who drops off/picks up the student is aware of the importance of being inside the class that day and that you provide that person with a list of doubts and questions.

**3.1 Teachers cannot have a full discussion/provide an explanation about a student's progress after the end of an instrumental lesson.** Please use the diaries as a form of communication and make sure you attend parents' week when progress will be assessed. Otherwise, please **arrive five minutes before the end of the lesson to speak to the teacher.**

3.2 It is parents' responsibility to note down the dates and to remember to attend parents' weeks. The dates are posted on the school's website ([www.beethovenmusicsschool.com](http://www.beethovenmusicsschool.com)) and in the information booklet.

## **MUSIC DIARY**

**3.3 Parents should look at students' music diaries every week** to see what the students are meant to do at home and to see if there are any notes for the parents from the teachers. The notebooks and diaries are the way to communicate with parents when the parents are not inside the individual lesson when it takes place.

Every week teachers write a comment in the diaries about the week's progress and if more practice is needed.

3.4 Please make sure that students always bring their diaries to the lessons as without them the communication between parents and teachers cannot take place.

## CONTACT THE TEACHERS

The best way to contact teachers is through the **music diaries**. Please check the diaries every week to see if a teacher has written a note for parents. You can also contact the teachers **by email**. Please send the email to the email address of the relevant teacher.

The school's phone is manned for a few hours a day. Contacting by phone may take longer to get a reply. It is better to send an email than to leave a voicemail.

Let's team up to provide all children and teenagers, from three years old to A level age, the educational and emotional support they need to walk securely and progressively on the path of music education.

## 4. MATERIAL

Material required for the specific musicianship course or instrumental level will be given to students as soon as required and the fees will be added to the monthly invoice.

Below is an example of a materials list, but it can vary depending on the needs of students.

### Musicianship courses:

Initiation 1:

- Small manuscript
- Initiation booklet

Initiation 2: ▪ Music Theory Made Easy Level 1

Initiation 3:

- Music Theory Made Easy Level 2

Musicianship 1–8:

- Large manuscript
- Theory workbook
- Past-papers booklet

### Instrumental courses:

- Pieces book
- Examination pieces book
- Sight-reading book
- Scales book

- 4.1 If a student/parent prefers to purchase the material independently, a **written request** must be sent/given to the teachers.
- 4.2 Students must bring a folder and a homework notebook from home.
- 4.3 Students must bring a folder and a homework notebook from home. If students forget to bring their material the content of the lessons may be affected and the communication between the teacher and parents through the homework notebook paused during that week.

## 5. EXAMS

We believe that exams should be the result of long-term development, enjoyment, and effort. When a student is ready, it will be suggested to him/her or to his/her parents that he/she takes a specific exam. Exams can relate to performance, theory, or musicianship.

- 5.1 Applications are made by the teachers only if they receive a **written confirmation** requesting to make the application.
- 5.2 **Exam fees** must be paid online (practical exams) directly to the examination board or by cheque (theory exams) to **TRINITY COLLEGE LONDON**. Parents must hand to the teachers the cheque if they would like Beethoven Music School to do the application administration. Exam fees are not included in the monthly invoices.
- 5.3 If the Examination Board is **ABRSM**, parents or adult students must complete the application online at <http://gb.abrsm.org>.
- 5.4 The Examination Boards decide the date and it cannot be chosen in advance. Exams may be on **weekdays** and it is the parents'/students' responsibility to **contact the Examination Board** to change a date or time if it is not suitable.

Details about examinations can be found on the Trinity-Guildhall Examination Board website: <http://www.trinitycollege.co.uk>.

Learning music and to play an instrument has two elements: learning in class and practising at home.

We fully understand that every student has different needs, contexts, conditions, and priorities and that some students have important commitments that may have to be prioritised above piano practice. However, while progress is always made, **its speed depends on the amount of time invested**.

We believe that students should enjoy playing and making music. This is, for us, is the most important aim together with the objective to make them fully musically 'literate' and to give them the tools and techniques to play their chosen instrument.

We believe that exams should be an addition to the gradual process of learning—simply a way to formally show what has been learned and what one is capable of. Normally **exams are held once a year** similarly to the academic years in the School.

If teachers do not suggest that a student takes an exam at a particular time, it is because they believe that he/she is not ready yet to do so and that learning is a gradual process. **If parents want the student to take an exam at a particular time and teachers have not mentioned it, parents must let teachers know a term in advance**. It must be borne in mind that to take more than one exam per year requires the student to make a larger investment **in learning and practice**.

Regardless of how many exams are taken, if the process does not take place gradually, that is, **practising and doing the homework regularly week after week**, it often becomes a stressful and painful experience. Children may become stressed and pressurised by panicking parents. We see this situation over and over again and we believe that it is completely the wrong environment for a child's development.

Musical pieces and theory are normally set up between twelve and six months in advance. Therefore if the pieces are not practised by the end of the process or the theory book is not finished, it is because the work at home has not been done. As stated above, we are happy to adapt the process to every student's needs, but **we cannot and do not want to deal with parents panicking at the last moment when the work has not been done at home.**

We therefore aim to be coherent and try to progress the students as naturally as possible.

Please do not hesitate to contact us by email, phone, or text if you find that at home the music does not sound good or if you have any questions about practising. However, please don't contact us to tell us that the student is not practising enough as, save for reminding them in every lesson, there is very little that we can do if parents do not establish a constancy, a regularity, and a commitment to practise at home.

A **written confirmation** (email, text, or letter) that states that parents want the student to take a particular exam is needed for us to do the application. We'll contact you when the application deadline is close.

## 6. CONCERTS

Students generally perform at two concerts a year: **Christmas Concert** (December) and **Summer Concert** (July). The concerts take place in an external venue. For students it is very useful and enjoyable to play in front of an audience as they get used to being in public and they can show what they have been studying and they can enjoy transmitting music to others.

**6.1 Participation in the concert is compulsory.**

**6.2 A concert fee (£11) will be charged in the monthly invoice in order to pay for the hiring of the venue and teaching fees.**

## 7. FESTIVALS

Music festivals take place in London and the surrounding areas during the whole academic year and especially during spring.

Most festivals include competitions in which participants play in front of an audience and/or adjudicating committee and receive an award depending on their performance. We believe that festivals offer a great opportunity for students to play in public and in a new context and with a new instrument (e.g. in the case of playing piano). This clearly helps them to gain confidence for the exams and also for their development as individuals. Listening to other students and players is a source of inspiration and motivation.

7.1 Participation in festivals is **optional**. Beethoven Music School tries to find as many opportunities as possible for our students.



- 7.2 Teachers will not apply for a student to attend a festival unless they have received a **written confirmation**.
- 7.4 **Festival fees** must be paid by cheque or bank transfer to **the specific festival organisation**. Festival fees are not included in the monthly invoices.

## 8. FEES

- 8.1 Tuition fees are payable **monthly in advance**.
- 8.2 A monthly invoice will be sent at the beginning of each month. The monthly fees must be **paid in advance** at the **first lesson of the month inside a sealed envelope and handed over personally or by cheque payable to the instrumental teacher**. Bank charges on any returned cheques will be levied in full.
- 8.4 **Late Payments - Please note fees paid after the end of the month in which they are meant to be paid will be charged 5% of interest on the o/s balance.**
- 8.5 Increases in fee levels may be reviewed during the tax year. Students will be informed in advance.
- 8.6 The fees set below are for a standard month of four weeks. In the event of a month having more or less academic weeks, the amount will be adjusted accordingly. The fees set out below are valid for the academic year 2020-2021.
- **Musicianship / Preparation 11+, GCSE and A Levels** only: £32 monthly
  - **Musicianship + Instrumental 1** (15 mins): £68 monthly
  - **Musicianship + Instrumental 2** (30 mins): £108 monthly
  - **Musicianship + Instrumental 3** (45 mins): £148 monthly
- 8.7 **Musicianship classes** can be 45- min lessons of a maximum of 10 students and 30-min lessons of a maximum of 6 students. The length depends on levels and number of students.
- 8.8 **Instrumental classes** are always individual and can vary in length depending on age and level of the student.
- 8.9 **Invoices: Payment must not be amended by students or parents once the invoice has been issued. Any amendments will be made in the next invoice.**

## 9. ABSENCE AND RESCHEDULING

- 9.1 Fees will not be adjusted to take into account absences, variations, illness, holidays, or anything else that makes the student miss the lesson, unless:

- A lesson has been cancelled by the teacher, in which case it will be rescheduled. If rescheduling has not been possible the fee will be deducted from the last invoice of the academic year.
- If a **musicianship lesson is missed**, a student can opt to attend an extra lesson in another group/level. Please consult the teachers.

9.2 If a student comes to a lesson sick or becomes sick during a lesson, the parents will be asked to collect him/her and the lesson will not be deducted or rescheduled. Therefore sick students should not attend, and either the student or parent must notify of their non-attendance at the website stated in 6.1 above if they want to make up the missed lesson.

## 10. PHOTOGRAPHY AND VIDEOTAPING

10.1 Concerts organised by Beethoven Music School are always videotaped for the School's records and also for the use of the students and families who participated in the concert. Photographs are also taken during concerts, festivals, and other public events.

10.2 Photographs and videotaping are occasionally taken in a classroom context for pedagogical or motivational usage, such as a recording of a performance for the students to hear themselves or hanging a photo of the group on the wall of great composers after finishing a composition.

10.3 Photographs and videos may be displayed on the School's website after a public event like a concert or festival to allow parents and students to enjoy the memories of the event.

10.4 If parents do not wish any image of a particular student to be displayed, this should be made by way of written request to Beethoven Music School.

## 11. ADMISSION AND THREE WEEK TRIAL

Beethoven Music School operates a **three weeks trial period** during which **new students** don't commit to the term. This policy allows new students to be sure that they enjoy the lessons before deciding if they'd like to continue and allows time to the teachers to assess the student's level, potential and educational needs and if the student is comfortable in the level class allocated.

The fee to be paid on the day of the initial lesson depends on the length and type of the lessons attended.

**A student has the right to end lessons with just one week's notice during the first three weeks of enrolment** (the first three weeks after the initial individual lesson). After the third week, if a student wants to end the classes they need to give twelve weeks' notice.

The three weeks trial period only can be used by new students who have never been taught at Beethoven Music School before

## **12. TERMINATION OF ATTENDANCE AT A MUSIC COURSE**

- 12.1** A student that applies for music education has a space booked at Beethoven Music School until notice is given. There is no need to reapply every academic year.
- 12.2** In the unavoidable event of having to stop attending lessons, the decision must be informed twelve weeks in advance.
- 12.3** Teachers reserve the right to request the removal of a student if the student's/parent's ethos and commitment to the instrument music lessons are unsatisfactory.