



ECCO MUSICAL INSTRUMENT PROJECT

Information for Junior School Parents and Pupils

Academic Year 2011-2012

Updated June 2011

INTRODUCTION

Since Music is a civilising creative art, Music is central to the life of Eltham College. We are keen to ensure that all our pupils benefit from opportunities to appreciate and make music. The opportunity to learn a musical instrument is rewarding in itself. It also, as studies have shown, benefits a child's general academic progress, their ability to work in a team, their co-ordination skills and helps to contribute positively in numerous other ways to their all-round growth and development.

That is why we are proud at Eltham College of the ECCO Project, which gives all pupils in Years 3 and 4 the chance to play different musical instruments, to have tuition in certain instruments and to perform together in a group with fellow class-mates. We hope that by participating in the ECCO Project the seeds will be sown for your child's future musical development and that they will go on to persevere with the study of a musical instrument and enjoy opportunities that will come in the future through their increased competence and confidence at their chosen instrument(s).

This booklet is designed to give parents a clearer understanding of the aims of the ECCO Project and to explain how the Project works in practice.

If you have any further questions please do not hesitate to contact me.

With all good wishes



Norman Levy

ECCO Project Co-ordinator and Head of Instrumental Studies

What is the ECCO Project?

The ECCO Project was established in 2005 to provide opportunities for all pupils in the Junior School to have practical experience of playing a musical instrument. The Project aims to inspire pupils who might not have considered learning a musical instrument, to take up an orchestral instrument having been given the chance to play a variety of instruments and to receive free tuition in their chosen instrument. All pupils are given the opportunity to experience the satisfaction of making music together, in the hope that many pupils will wish to continue individual lessons and, in time, become accomplished musicians grateful for the skills they have acquired for the rest of their lives.

The Project is paid for in part by the funds raised at the annual end of year ECCO Pops Concert held in the Senior School and partly by Eltham College.

How does the ECCO Project work?

The Project is split into two groups, one delivered to **Year 3** pupils and one to **Year 4** pupils.

All pupils in **Year 3** are introduced to the instruments of the String Family (violin, viola, cello) in a Presentation Concert at the start of the Autumn Term. Having attended a workshop and performance given by professional string musicians, all pupils are given the opportunity to play each of the string instruments in turn, under the expert guidance of the professional players. At the end of the workshop day, pupils choose which string instrument they would like to study further. Each pupil's request is considered and, after consultation with the professional musicians who have assessed their aptitude during the workshop day, each pupil will be allocated an instrument and receive five free weekly lessons in that instrument as part of a small group of Year 3 pupils. These lessons will be given by Eltham College Visiting Music Teachers and take place once a week in the Junior School during the school day in the five weeks preceding the Autumn Term half-term.

At the end of the first half of the Autumn Term all Year 3 pupils will present a Project Concert in the Junior School demonstrating the skills they have acquired.

After the Project Concert, pupils and their parents will be asked to indicate whether they wish to continue tuition on a one-to-one basis from the start of the second half of the Autumn Term. Pupils opting to continue lessons will be assigned to one of the Eltham College Visiting Music Teachers and will be charged for lessons at the College's advertised Music Instrument Lesson Rate.

All pupils in **Year 4** follow the same procedure, but are now introduced to the instruments of the Brass and Woodwind Families (i.e. trumpet, trombone, euphonium, tuba, French horn, flute, clarinet, oboe and bassoon). The same pattern of Presentation Concert, five free lessons and Project Concert is followed, although the free lessons take place in the second half of the Autumn Term with the concluding Project concert taking place at the end of the Autumn Term. One-to-one tuition, if requested, commences at the start of the Spring Term for Year 4 pupils, and will be charged at the College's advertised Music Instrument Lesson Rate.

Where do the instruments come from for the Project?

All pupils are allocated instruments either from the College's Instrument Stock or from external instrument suppliers, organised by Eltham College. Pupils are permitted to take their allocated instruments home whilst they are receiving their free lessons, and are encouraged to practice their instrument at home. The use of these instruments is free during the Autumn Term.

Any pupil in **Year 3** not intending to continue with tuition after the concluding Project Concert must return their allocated instrument in good condition at the end of the first half of the Autumn Term. Any pupil in **Year 4** not intending to continue with tuition after the concluding Project Concert must return their allocated instrument in good condition at the end of the second half of the Autumn Term.

Any pupil wishing to continue individual lessons after their five free taster lessons may continue to make use of their allocated instrument for free for the duration of the Autumn and Spring Terms.

Year 3 pupils will be able to continue to use the String instrument they have been allocated by the College during the Summer Term, but will now be charged, via the College bill, a hire fee for the instrument at the standard Eltham College Instrument Hire rate. Pupils will be expected to return their instruments at the end of the Summer Term. If pupils intend to continue tuition in the following academic year parents are responsible for making private arrangements for the purchase or hire of instruments from external suppliers. A list of possible suppliers is given at the back of this booklet.

Year 4 pupils wishing to continue with their instrumental tuition into the Summer Term may continue to use the instrument they have been allocated previously. At this point, however, parents are responsible for the costs of hiring these instruments from our supplier, Foote's Music*. Invoices for the cost of hire will come from Foote's to parents directly from the start of the Summer Term. Foote's will also provide parents with details of how they can purchase the instrument for their child, if they so wish. Alternatively,

parents may wish to make their own private arrangements. A list of possible suppliers is given at the back of this booklet.

*The College has a small stock of its own trumpets which will be allocated to Year 4 trumpet pupils for the duration of the Project. These boys will be charged for the hire of these instruments at the standard College Instrument Hire Rate in the Summer Term. At the end of the Summer Term, pupils will need to return these to the College and make private arrangements for the hire/purchase of an instrument from the start of the Summer Holidays.

What happens if my child's instrument is damaged?

Once instruments have been allocated to pupils in the Autumn Term, the care of that instrument is the responsibility of the pupil and their parents. For **Year 3 pupils** parents will be responsible for the cost of any repairs to instruments which are damaged whilst in the care of individual pupils from the beginning of the Autumn Term until the end of the Summer Term of Year 3. For **Year 4 pupils** parents are responsible for the instruments in their child's care until the end of the Spring Term. Thereafter, parental responsibility continues according to the terms agreed with Foote's Music, or other instrument hirers. **Parents are strongly encouraged, therefore, to ensure that any ECCO Project Instruments are covered by their Household Contents Insurance.**

Do I need to insure my child's instrument?

Yes. As outlined above, since parents will have to finance the cost of repairs to any damaged instruments, we encourage all parents to add their child's ECCO Project Instrument to their Household Contents Insurance.

How much notice do I need to give before my child can give up lessons?

Once a pupil has requested individual one-to-one tuition, the usual Terms and Conditions for Instrumental Tuition at Eltham College apply. Under these conditions, parents must give **half a term's notice*** in writing to the Head of Instrumental Studies at the Senior School (Mr Norman Levy). Parents will be charged for a term's lessons if the required amount of notice is not given. A copy of the Terms and Conditions for Instrumental Tuition at Eltham College is printed later in this booklet, and they are also posted on the Music pages of the Eltham College website.

*Notice must be received in writing on or before the last working day of the preceding half term (e.g. for lessons to cease at the start of the September Autumn Term, notice must be received on or before the last day of the first half of the Summer Term). Please note that school holidays do not count as working days.

ECCO PROJECT TIMELINE

For pupils in YEAR 3

Early September

Presentation workshop morning in Junior School for all **Year 3 pupils**. All pupils given opportunity to play string instruments. Pupils determine which instrument they would like to learn and give choices to workshop leaders.

Mid/Late September

Year 3 parents and pupils told about the tuition group and teacher to which they have been allocated and small group tuition commences. Pupils receive a total of five lessons, one lesson a week during the school day in Junior School. Each pupil is allocated an instrument to learn and practice on. Instruments may be taken home for private practice. It is advised that these instruments are covered by parents' Household Insurance in case of damage.

End of First Half of Autumn Term

Project Concert given by all Year 3 pupils in Junior School to parents. Pupils opt to continue with individual tuition in the second half of the Autumn Term via Permission Form returned by parents. Those pupils not continuing with tuition after the Autumn Term half term return instruments to Junior School.

Second Half of Autumn Term

One-to-one instrumental lessons delivered to pupils who have opted to continue tuition on a weekly basis. Parents will be invoiced for lessons at the standard College rate. Instrument hire is free for all pupils for the second half of the Autumn Term and the whole of the Spring Term.

Summer Term

Parents of pupils in **Year 3** charged for hire of ECCO String instruments at standard College rate via College Bills.

End of Summer Term

All **Year 3** instruments to be returned to Junior School. Parents of Year 3 pupils continuing with tuition should now purchase private instruments for pupils, or make arrangements to hire instruments privately.

For pupils in YEAR 4

Early October

Presentation workshop morning in Junior School for **Year 4** pupils. All pupils given opportunity to play brass and woodwind instruments. Pupils determine which instrument they would like to learn and give choices to workshop leaders.

Start of the second half of Autumn Term

Parents and pupils told about the tuition group and teacher to which they have been allocated. Small group tuition commences. Pupils receive a total of five lessons, one lesson a week during the school day in Junior School. Each pupil is allocated an instrument to learn and practice on. Instruments may be taken home for private practice. It is advised that these instruments are covered by parents' Household Insurance in case of damage.

End of Autumn Term

Project Concert given by Year 4 pupils in Junior School to parents. Pupils opt to continue with individual tuition in the Spring Term via Permission Form returned by parents. Those pupils not continuing with tuition after Christmas return instruments to Junior School.

Spring Term

One-to-one instrumental lessons delivered to pupils who have opted to continue tuition on a weekly basis. Parents will be invoiced for lessons at the standard College rate. Instrument hire is free for all pupils for the Spring Term.

Summer Term

Parents of pupils in **Year 4** charged directly by Foote's Music for hire of child's brass/woodwind instrument, or return the instrument to Eltham and make alternative private arrangements. (Boys who have been using Eltham College's own trumpets will be charged a hire fee at the College's standard rate for the duration of the Summer Term. These instruments will need to be returned at the end of the Summer Term and make private arrangements for the hire/purchase of an instrument from the start of the Summer Holidays).

LIST OF POSSIBLE INSTRUMENT SUPPLIERS FOR PRIVATE HIRE OR PURCHASE

Before making arrangements to buy an instrument or to privately hire one, it is strongly suggested that parents should speak to their child's instrumental tutor who can offer you invaluable advice about the type of instrument which would suit your child best.

The list below is in no way comprehensive, nor does it represent any particular affiliation with Eltham College. A website search engine would also be able to provide details of other hirers.

Footes & Co Ltd

Tel 0207 437 1811 Ext 23 www.footesmusic.com

Malcolm Tysoe Ltd (String Musical Instrument Specialist, also providing other instruments)

Tel 01689 859212 www.tysoe-music.com

Diana Bailey (for woodwind instruments) (Eltham College Visiting Music Teacher)

Tel. 01959 571950 Email diana.nall@ntlworld.com

Prozone Music (Brass and Woodwind Specialists, also providing Strings)

Tel. 01494 77 62 62 www.prozonemusic.com

Phil Parker (Brass Musical Instrument Specialist)

Tel. 0207 486 8206 www.philparker.co.uk

Walthamstow Music

Tel. 020 8520 2163 www.walthamstowmusic.com

ELTHAM COLLEGE INSTRUMENTAL/VOCAL TUITION TERMS AND CONDITIONS

1. Instrumental/Vocal lessons are timetabled on a weekly basis by Visiting Music Teachers to take place during the course of the school day. This takes place on a rotating basis (with pupils in the Sixth Form fixing lessons during Private Study Periods or breaks).
2. The current fee (from September 2011) for a 30 minute individual Instrumental/Vocal lesson is £17.25. This fee is liable to an annual increase.
3. Pupils can expect to receive at least 30 thirty minute lessons over the course of the academic year, averaging ten lessons each term. Parents/guardians will be charged accordingly.
4. Payment for Instrumental/Vocal lessons should be made to the Visiting Music Teacher directly. Visiting Teachers will invoice parents/guardians in advance shortly after the start of a new term for that term's lessons (plus the costs of any music and materials if appropriate). Payment should be made directly to the teacher at the address indicated on the invoice. Payment is expected within 14 days of receipt of the invoice. In the event of non-payment, a reminder invoice will be issued with a further deadline (usually within one week). If payment is still not received by specified date, instrumental/vocal tuition will be suspended. Lessons will not resume until full payment has been received.
5. Parents/guardians must give at least half a term's notice in writing to the Head of Instrumental Studies if they wish their child to cease receiving Instrumental/Vocal tuition. Parents/guardians giving less than half a term's notice will be expected to pay the full amount for one term's lessons. Please note that notice must be received in writing on or before the last working day of the preceding half term (e.g. for lessons to cease at the start of an Autumn Term, notice must be received on or before the last day of the first half of the Summer Term). Please note that school holidays do not count as working days.
6. Pupils are expected to attend all timetabled Instrumental/Vocal lessons and to check their scheduled lesson time on the appropriate notice board in advance. Visiting Teachers are entitled to charge for lessons scheduled, and are under no obligation to make up lessons missed by pupils. This is also true in the case of scheduled lessons missed through short-term illness. If there are anticipated problems (e.g. a scheduled school trip etc.) with a lesson time pupils/parents/guardians should notify the Visiting Teacher directly one week in advance. Where possible, Visiting Music Teachers will attempt to make up for lessons missed for such legitimate reasons at some point during the course of the academic year, although this is not guaranteed.
7. If a pupil is unable to attend their Instrumental/Vocal lessons because of a long-term illness or similar, parents/guardians should contact the Visiting Music Teacher directly in advance of the scheduled lesson(s).
8. In cases where a child's ability to play their instrument is hindered by injury (e.g. broken arm) pupils are expected to continue attending their scheduled Instrumental Lesson and Visiting Music Teachers will teach Music Theory/Aural in these lessons, and charge accordingly.
9. Parents can expect to receive written reports from Visiting Music Teachers on their child's Instrumental/Vocal Tuition progress twice a year (usually at the end of the Autumn and Summer Terms). Parents may contact their child's Instrumental Teacher directly at any time, either via the Music School or using the contact details on their invoices.
10. Parents can expect pupils to be prepared for examinations organised by the principal Music Colleges, notably the Associated Board or Trinity Guildhall. These exams take place at the College twice a year (usually towards the end of the Autumn Term and in the first half of the Summer Term). Examination fees are charged to parents/guardians via the termly College bill. If an accompanist is required at your child's exam, accompanist fees will also be charged to parents/guardians via the termly College bill. The current accompanist rates are: Grades 1-3: £10 (+ £7.50 for each 15 min rehearsal in advance of the exam); Grades 4-5: £12 (+ £7.50 for each 15 min rehearsal in advance of the exam); Grades 6-8: £15 (+ £15 for each 30 minute rehearsal in advance of the exam). These rates are liable to change.
11. All pupils learning an instrument at Eltham College are expected to participate in at least one of the College's Ensembles as identified by their Instrumental Tutor and as invited by the Music Department. Attendance at all associated rehearsals and performances is also expected, and unexplained absences will be sanctioned. Parents should notify the Director of Music and/or Ensemble Coach if fulfilling these commitments proves difficult.

ELTHAM COLLEGE INSTRUMENT HIRE TERMS AND CONDITIONS

1. Eltham College Instruments may only be hired out to pupils taking Instrumental lessons at Eltham College or if playing the instrument in a College ensemble.
2. Eltham College will hire instruments to pupils when requested whenever possible. The College instrumental stock, however, is limited and the College cannot guarantee that an instrument will be available for hire.
3. If Eltham College is unable to provide an instrument from its own instrumental stock it is under no obligation to find alternative instruments from alternative sources. The College Music Department is, however, very happy to advise pupils/parents/guardians about other hire options which are independent of the College.
4. The hire fee is £42 per instrument per term. This amount, which is subject to change, will be added to pupil's termly College Bill.
5. If payment of the hire fee is not received in accordance with the requirements of the College Bill, the hire will cease and the instrument will be recalled by Eltham College.
6. The hire of an Eltham College instrument is not indefinite. Eltham College reserves the right to cancel hire in certain circumstances (e.g. the instrument is required by a beginner). In such situations at least one half term's notice shall be given in writing to the pupil's parents/guardians.
7. If not recalled sooner, all Eltham College instruments must be returned to the College in good condition when a pupil leaves the College.
8. Pupils are expected to keep all Eltham College instruments loaned to them in good condition. It is expected that all instruments will be returned to the College in the same condition and working order as when loaned to them initially.
9. If repairs are needed to an Eltham College instrument whilst in the care of a pupil, the cost of such repairs must be covered by the parents/guardians of that pupil. As such, it is strongly recommended that all Eltham College instruments hired by pupils are included on the parents'/guardians' Household Insurance Policy.
10. In the event that an Eltham College Instrument hired to a pupil is lost or damaged beyond repair, the parents/guardians of that pupil are obliged to pay for a replacement instrument of similar make and standard at current market prices. As such, it is strongly recommended that all Eltham College instruments hired by pupils are included on the parents'/guardians' Household Insurance Policy.

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