

NEXUS INSTRUMENTAL LESSON PARENT GUIDELINES

Welcome to the Nexus Instrumental Programme! We are pleased to welcome your child and support them on their musical journey.

There are many benefits of learners receiving instrumental lessons, including:

- Learners have an advantage in their academic work in that they can incorporate the skills and knowledge gained from an instrumental music lesson into their curriculum work.
- Learners benefit culturally and socially, particularly when they attend any of the extra-curricular activities run by the Music Department.
- Learners may be selected to represent the school in an ensemble, concerts, a festival and many other activities.
- Learners can add the experience of learning an instrument and joining extra-curricular activities to their personal profile when transitioning to other schools.

Our Nexus Music Team offers a wide range of instrumental lessons through the programme. Visiting instrumental teachers make an important contribution to the department's work, supporting both curricular and extra-curricular music at the school. They assist with the preparation of learners for examinations and recitals, help with adapting and teaching instrumental parts to learners participating in extracurricular groups and, in some instances, run such groups themselves. The below guidelines explain the school's Instrumental Program policy to learners and parents.

If you have any questions please do not hesitate to contact us at music@nexus.edu.sg

Instruments Available

We recommend tuition in the following instruments to learners:

	STRINGS	OTHERS	WOODWIND	BRASS
NURSERY and KINDERGARTEN	VIOLIN	PIANO		
Y1 and Y2	VIOLIN	PIANO		
	VIOLA	GUITAR		
	CELLO	UKULELE		
Y3 to Y13	VIOLIN	PIANO	FLUTE	TRUMPET
	VIOLA	GUITAR	CLARINET	TROMBONE
	CELLO	BASS GUITAR	SAXOPHONE	FRENCH HORN
		VOICE		
		DRUM KIT		
	UKULELE			

Instrument Hire

The School possesses a number of some of the above instruments available for hire for a period of one year. This gives learners an opportunity to test their skill and interest, and delays the purchase of an instrument. However, after this period, should an interest to study further develop, parents are expected to purchase an instrument. Please note that hired instruments are the parents' responsibility. This includes any damage or loss. Instruments not available to hire are: violin, viola, piano, guitar, ukulele and drum kit. If you wish to hire an instrument please complete the [hire form](#) and return to Learner Services.

Our Music Studios

All instrumental lessons take place at Level 1 on campus. Each instrumental instructor is assigned a room, which is the same venue weekly. Music studios are open to our Secondary learners to book out for rehearsals and practise during their break, lunch and after school.

Timetabling

Lessons are held throughout the school day. Learners will be scheduled on a rotation basis so that they will not be missing the same academic lesson each week. We do not accept parent requests for a permanent timeslot, these times are saved for our younger learners (Y2 and below) or examination years (Y10 and above). Permanent time slots are run at snack, lunch or after school.

- Primary Snack 1 lesson Time (9.25-9.55am)
- Primary Snack 2 lesson Time (9.55-10.25am)
- Secondary Snack lesson Time (10.25-10.55am)
- Primary Lunch 1 Lesson Time (12.05-12.35pm)
- Primary Lunch 2 Lesson Time (12.35-1.05pm)
- Secondary Lunch Lesson Time (1.05-2.05pm)

No lessons are offered during school holidays and public holidays. We will aim to avoid where possible all major events which may affect instrumental lessons by timetabling in advance and providing each instructor with a comprehensive list of in school and outside of school learner activities, which also need to be accommodated for. However please do ensure that 24 hours notice is provided directly to your child's instrumental instructor to avoid being charged for a missed lesson.

Communication

Correspondence

You should be in direct correspondence with your child's teacher if you have any queries or would like to notify them of an upcoming lesson that will be missed. If you need them, our music team can be contacted on music@nexus.edu.sg and they will be able to support you with any wider questions. In addition:

- You will need to make your email address and your phone number known to visiting instrumental instructors.
- Email is acceptable for use as a tool of primary communication with instructors.
- Phone calls are required in the case of absence due to learner or instructor illness.
- Instructors and parents are also recommended to use a practice diary to communicate progress and monitor attendance.

Learner Absence

In the case of illness:

If a learner is to miss a lesson due to illness, parents are expected to contact the visiting instrumental instructor directly to inform them before 8.30am on the school day in question. This contact should be done by phone call (text messages and e-mails are not an acceptable form of communication). Failure to do so will be considered a missed lesson and no make up lesson will be offered. In the case of a learner being absent from school without the required communication with the visiting instrumental instructor no make up lesson will be offered. Where appropriate notice was given, the lesson will be rescheduled at no additional cost.

Pre-planned school approved absence

Parents should contact the visiting instrumental instructor to rearrange scheduling 24 hours prior to the scheduled lesson. This notice can be provided by email. Failure to do so will be considered a missed lesson and no make up lesson will be offered. Where appropriate notice was given the lesson will be rescheduled at no additional cost or will not be charged.

Pre-planned school approved absence applies to school trips, school team sports fixtures, and approved absence from school. Birthday parties, family visits, and holidays are not acceptable reasons for a missed lesson and a make-up lesson will not be offered.

Lessons will only be rescheduled for the current term. Normally, the final week of term is left unscheduled for make up lessons to take place.

Visiting Instrumental Instructor Absence

Illness

In the event an instructor is unwell, they will contact the school office, Music Team and the parents directly. These lessons will either be made up or credited to next term's instructor's fees if the lesson cannot be rescheduled for the current term.

Pre-planned instructor absence

Occasionally, our instructors will be absent due to other professional commitments such as orchestra tours, performances and rehearsals. The instructors will inform parents and the school that lessons will not take place. In the case of a pre-planned absence such as this, visiting instrumental instructors may offer a substitute instructor or ensure that the lessons are not charged for.

Make-Up Lessons

Where possible these should be forward planned around our school calendar. All make ups must be made within each term. A 24 hours notice is required by parents or learners if they are unable to attend a lesson. If sufficient notice is provided a make-up lesson is offered at a mutually agreed time before the end of a term.

Make-up lesson eligibility:

A make-up lesson will be offered in the following cases:

- Lessons missed due to learner illness, where Instructors were informed in advance.
- Lessons missed due to Instructor illness.
- Lessons missed due to pre-planned, school approved absence

A make-up lesson will not be offered in the following cases:

- Lessons missed due to learner illness where Instructors were not informed in advance.
- Lessons missed due to instructors not being informed of school commitments (E.g. sport matches, examinations, concerts)
- Lessons missed by learners because of birthday parties, family visits and family holidays.
- Lessons missed due to unexpected school closure (in the event of severe weather warnings such as Haze.)

Invoicing and Payment

Invoicing and payment is liaised directly between the instructor and parent. All invoicing is to be completed within the first week of teaching. Payment is to be made using a bank transfer service directly to the instrumental instructor.

The uniform lesson rate for all instrumental Instructors who come into Nexus to teach is \$50 per half hour or \$100 per hour. Please be aware there may be additional costs for materials (instrument accessories, instruments, music or examinations.)

Termination of Lessons

If a learner decides to stop their lessons, parents or guardians should inform the instructor as well as music@nexus.edu.sg. A single school term is the minimum booking period. This notice should be received at least three weeks prior to the end of any given term. This enables us to plan the timetabling of the visiting instrumental instructor and allow learners on the waiting list to commence tuition.

Please note if lessons are terminated part way through the term the full term's fees are not refundable.

Safeguarding

Nexus International School (Singapore) is committed to safeguarding and promoting the welfare of children, and all instructors must be willing to undergo Global Sanctions Checks, including checks with past employers and the relevant Police Authorities.

Examinations

Learners may choose to be entered for ABRSM or Trinity examinations on the visiting instrumental Instructor's advice. If this is the case then Instructors will liaise with parents and guardians to garner their opinions and then select the most appropriate level of difficulty of examination. Entries to examinations incur a cost which will be borne by parents. For woodwind, brass, string and vocal learners, parents should also expect an additional cost for piano accompaniment. It is the responsibility of the parents to arrange transport to and from the examination centre.

Ensemble Participation

When a learner has reached a satisfactory standard, they are expected to take part in a Music Department ensemble appropriate to their ability—in most cases, a band, orchestra or choir. This is also true for learners learning piano, guitar and drum kit. Such participation is encouraged for learners from Y3 to Y13 who learn an instrument at school.

Learners should also expect to participate in activities such as the following:

- Recitals
- Assemblies
- School Concerts
- Events in the local community
- Music Festivals

Practice

- Learners are expected to practise daily
- Regular instrument practice is important for your development as a musician
- More information on how to practice and how long to practice for will be provided by instrumental instructors