



Prince William School  
Herne Road  
Oundle  
Northamptonshire  
PE8 4BS  
Telephone: 01832 272881  
E-mail: [reception@pws.emat.uk](mailto:reception@pws.emat.uk)  
Website: [www.pws.emat.uk](http://www.pws.emat.uk)

Dear Parents/Carers,

**Re: Instrumental Tuition at Prince William School**

I am delighted to introduce our instrumental tuition programme at Prince William School. Please find enclosed, information about the tuition offered within the Music Department and an application form for this academic year.

Please do not hesitate to contact me if you have any questions.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Howells', written over a horizontal line.

Mrs K. Howells  
Head of Music [kia.howells@pws.emat.uk](mailto:kia.howells@pws.emat.uk)



Respect



Resilience



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## Music Department

### A Guide to Instrumental Tuition

Prince William School has an excellent reputation for music making and we are delighted that your child is interested in learning a musical instrument.

This pamphlet sets out the information you will need to support your child and outlines the musical opportunities available at Prince William School.

#### **What Instrumental tuition we offer**

Our instrumental tuition is provided by Visiting Music Teachers from Northamptonshire Music and Performing Arts Trust (NMPAT).

Applications are welcome from students in all years at any time in the school year. If an instrument is oversubscribed, your child may be placed on a waiting list until a space is available. We offer tuition in the following instruments: Piano, Singing, Woodwind, Brass, Strings, Guitar and Drums.

Students are timetabled to receive 33 lessons each academic year, which are split into 3 blocks of 11 weeks. Instrumental lessons are timetabled at the same time each week, due to the 100 minute curriculum lessons and are clearly displayed on the Music notice board in the Music Block. It is the student's responsibility to catch up with any work missed.

#### **Tuition Fees**

Invoices are sent before the start of each term and fees are payable in advance of each term. You will receive an invoice via Arbor and we ask that all payments are made promptly.

Our current fees are as follows:

Lesson length 20 minutes- £222.00 per term

Lesson length 30 minutes: £330.00 per term

#### **Students in years 11 and 13**

Students in examination years are expected to continue with instrumental tuition during their exams and study leave. However, if a student wishes to cease receiving tuition, written notice is required 5 weeks before the end of the Spring Term and lessons should be paid in full as required. This can be discussed further with Mrs Howells.

#### **Support with payment of Instrumental Tuition Fees.**

If you are in receipt of income support or similar allowance, you can request an application pack for the 'James Rutterford Trust' (JRT). This subsidy will not cover the full cost of tuition and a contribution towards the cost is expected.



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To request an application pack, please contact the JRT administrator directly by emailing [Julie.dunn@jamesrutterfordtrust.co.uk](mailto:Julie.dunn@jamesrutterfordtrust.co.uk)

If your child is eligible for pupil premium, please make this clear on the instrumental lessons' application form.

#### **Do you have instruments for hire?**

As lessons are provided through NMPAT, we can provide some instruments for students wishing to learn.

Please contact Mrs Howells for further information.

#### **Storage of instruments at school**

We have a storage room within the Music Department for students' instruments. Please ensure that all instruments/cases are clearly labelled and easily identifiable. We also ask that students ensure their equipment is stored neatly and safely. Please note that all items are left at the owner's risk. Due to limited space, instruments must be taken home at the end of each day. We strongly recommend that you ascertain the approximate value of your child's instrument from his/her teacher and add it to your home and contents insurance policy. Instruments left in school are not covered by school insurance.

#### **Practice and Performance (How you can help)**

Regular practice is the key to learning to play a musical instrument and teachers will advise the optimum duration and regularity of practice periods. We recommend that students use a Practice Notebook in which teachers or students can enter weekly details of practice to be undertaken.

Encouragement to practise is most important and listening to the practice session is helpful, even if you feel unable to contribute other than the occasional 'well done'. It is beneficial to be in contact with the teacher, particularly if your child is experiencing difficulties. We are in daily consultation with your instrumental teacher and can monitor progress closely and notify you if there are any problems.

Instrumental reports are sent out once every academic year.

#### **Instrumental examinations**

Students are encouraged, should they wish, to take instrumental examinations via one of the recognised examination boards. There is an extra cost to be entered for an exam. Details can be obtained from your child's Visiting Music Teacher.

#### **What if my child is absent from school?**

Missed lessons due to student illness cannot be rearranged, unfortunately. Where there are foreseeable circumstances for absence, such as examinations, work experience and school trips, lessons could be rearranged by the Visiting Music Teacher where possible, provided that at least



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two weeks' notice is given. We will always try to accommodate this but please be aware that it may not always be possible due to other teaching commitments by our VMT's.

### **What if the Visiting Music Teacher should be absent?**

In cases of absence, a notice will be displayed on the Instrumental Tuition Notice Board and the lesson will be rescheduled. Very occasionally, a VMT may need to come in for an extra day in a week, or change days, to ensure each student receives the full amount of tuition (notice will be given to any students concerned).

### **Cancellation of instrumental lessons**

If your child no longer wishes to continue receiving instrumental tuition, at least 5 weeks written notice before the end of a full term should be given in writing to Mrs Howells (Head of Music). [Kia.howells@pws.emat.uk](mailto:Kia.howells@pws.emat.uk)

Please note that lessons will cease at the end of that term.

If sufficient notice is not given, tuition for the following term, must be paid for and lessons will cease at the end of that term.

If payment is not received or there is poor attendance, we reserve the right to withdraw your child from their instrumental lesson.

### **Extra-Curricular Ensembles**

We offer a wide range of extra-curricular ensembles and strongly encourage students to participate in activities, to enhance their musicianship. Students who receive instrumental tuition in school, are expected to participate in extracurricular ensembles within the Music Department.

We also encourage student led ensembles.

The Music Department currently provides the following ensembles:

Concert Band  
Junior Band  
Jazz Band  
Senior String Ensemble  
Junior Strings  
Flute Ensemble  
Guitar Ensemble  
Senior Choir  
KS3 Choir  
Gospel Choir

Details of when these ensembles take place, will be issued at the start of term in September. It is expected that students who are having instrumental lessons in school, will participate in extracurricular ensembles.



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**Will my child have the opportunity to perform?**

We encourage all students to participate in the many concerts, school events, competitions, public events and workshops that occur throughout the year.

Details of these events will be published during the academic year.



We hope you have found this information helpful. If you have any further questions, please do not hesitate to contact us.

Mrs K. Howells- Head of Music: [kia.howells@pws.emat.uk](mailto:kia.howells@pws.emat.uk)

Mrs N. Janssens- Finance officer [finance@pws.emat.uk](mailto:finance@pws.emat.uk)



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**Instrumental Music Tuition Application 2026-2027**

Prince William School  
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Website: [www.pws.emat.uk](http://www.pws.emat.uk)

Name of Student: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Name of Parent/carer:	
Home address:	Postcode:
Telephone number:	
Email address:	

Instrument:	
Grade (if applicable)/ approximate level:	

Students will receive 11 lessons per term. Please indicate below what lessons are preferred. Lessons will be invoiced per term and must be paid for before the start of each term.

Lesson length: 20 minutes		£222.00 per term
Lesson length 30 minutes:		£ 330.00 per term
Will you be applying for the JRT Subsidy?		
Is your child eligible for pupil premium?		

I understand that should my child no longer wish to continue receiving instrumental tuition, I must give 5 weeks written notice before the end of a full term to Mrs Howells (Head of Music) [kia.howells@pws.emat.uk](mailto:kia.howells@pws.emat.uk) I understand that lessons will cease at the end of that term.

I understand that if sufficient notice is not given, tuition for the following term must be paid and lessons will cease at the end of that term. If payment is not received but a place allocated, full payment will be expected and charged. If there is poor attendance by the student, we reserve the right to withdraw your child from their instrumental lesson.

I understand that my child will be expected to participate in extracurricular ensembles within the Music Department.

I understand that lessons missed due to unforeseeable absence, such as student illness, cannot be rearranged. Where there are foreseeable circumstances for absence, such as examinations, work experience and school trips, lessons could be rearranged by the Visiting Music Teacher where possible, provided that at least two weeks' notice is given.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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