



WILLIAM ELLIS SCHOOL
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Dear Music Student and Parents/Carers,

Welcome to the William Ellis Music Department.

To help your instrumental lessons run smoothly this year, please read through the following list of questions you might have about learning an instrument at William Ellis School.

Camden Music, who provide our instrumental lessons, have moved to a new system which requires all instrumental lessons to be booked through their website. This includes students who have learnt with these teachers previously. Please see their attached letter for all information about the instrumental lessons, cost of lessons, instrumental hire and how to book. Please note that it will first say that you've been added to a 'waiting list', you will then be sent a verification email in order to 'confirm lesson'. Please note that in most instances there will not be an actual waiting list, it is just a technical procedure.

All general enquiries about your music lessons need to go directly to Camden Music by phone 020 7974 7239 or via email camdenmusic@camdenlearning.org.uk

If there are any issues after you contact them you can contact our Music Administrator, Mr Schueller Elmes, via the music admin email address: williamellismusic@gmail.com

- **How can I find out my music lesson time?**

Instrumental timetables are posted on the **music notice board on the staircase leading up to room 48**. Your teacher will put your lesson time on the notice board week by week, as well as in your school planner. Timetables and any communication directly with the Instrumental Music Teacher can be done through your Camden Music Online account that you pay the lessons through.

If you have any additional timetable queries, please ask your instrumental teacher or email the music administrator at williamellismusic@gmail.com

- **What do I need to bring to my music lesson?**

1. Your instrument (unless you are using school equipment such as a piano).
2. Your lesson exit card
3. Your practice diary – the school will provide you with this.
4. Your sheet music or any other items requested by your instrumental teacher.

- **What if I'm eligible for Free School Meals?**

During your application for lessons on Camden Music's website, there will be an option to indicate you're eligible for a discount. The subsidy provided by WES will be applied directly to Camden Music.

- **What do I need to do in order to leave class and attend my music lesson?**

Each week you will need permission to attend your music lesson from your class teacher. You must inform your class teacher at the beginning of the lesson and show him or her the lesson time written on your **lesson exit card** by your instrumental teacher.

- **Where/when do my music lessons take place?**

Lessons take place in the Music Department practice rooms. Teacher/Instrument names are signposted on the

doors. Lessons occur during school hours on a rotation basis so that you do not miss the same subjects each week.

- **What should I do if I know I am going to miss a music lesson?**

It is your responsibility to tell your instrumental teacher and Camden Music if you know you are going to miss a lesson. This could be a school trip, school camp or medical appointment.

Please note, that in order to re-timetable a missed lesson, we require at least 3 weeks' notice. Your teacher will then try to find an alternative time to teach you.

- **What happens if I do not attend a music lesson?**

In the event you cannot make it to your music lesson, please contact the music administrator at williamellismusic@gmail.com. 100% attendance is expected, unless you have a valid reason such as illness, which makes you absent that day.

The music administrator or Ms Wood will contact your form tutor/parents/carers if you miss a lesson without a valid reason. ***N.B. Please read Camden Music's policy for more information. You will be removed from the timetable if you continue to miss lessons.***

- **Expected behaviour:**

Ensure you arrive for your music lesson on time. Knock on the practice room door and wait quietly outside for your lesson until your teacher is ready for you. ***You are expected to follow your teacher's instructions and show courtesy throughout the lesson.***

- **How often should I practise my instrument?**

In order to progress, you are expected to practise your instrument regularly and to prepare all set homework for your forthcoming music lesson. Aim to practice for at least half an hour a day, but even ten minutes practice will give you some improvement. The more practice you put in, the more you will get out of learning your instrument.

- **Where can I hire an instrument from?**

Instruments can be hired from Camden Music Services on their website:
Alternatively you can email: camdenmusic@camden.gov.uk

- **Where can I store my instrument?**

You can leave your instrument in the Music Department practice rooms near room 48.

Please ensure that your instrument is labelled with your name and is insured if you leave it at school.

- **What music groups can I play in at William Ellis?**

An extracurricular timetable will be sent out shortly.

- **How do I cancel my music lessons?**

If you wish to cancel your child's music lesson or any other Camden Music activity, you must provide written notice to camdenmusic@camdenlearning.org.uk by the following dates:

- **1st November to stop at the end of the Autumn term**
- **1st March to stop at the end of the Spring term**
- **1st June to stop at the end of the Summer term**

Failure to discontinue lessons before the dates above will result in you being charged 50% of the next whole term's fee. Verbal notification to a tutor, ensemble leader, member of Camden Music staff or schoolteacher does not qualify as formal notice.

Lessons can also be cancelled through your Camden Music Online account. Please see Camden Music's FAQ, for more information.

If you have any other queries about the Music Department, feel free to ask Ms Courtney Wood (Head of Music).

We hope you enjoy your music lessons, and we look forward to hearing you play in the school concerts soon.

Best wishes,

Ms Courtney Wood

Head of Music