



# **HANDBOOK FOR PARENTS, GUARDIANS & STUDENTS**

St. Columb's School of Music

Number 1

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## WELCOME FROM THE FOUNDERS

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This handbook aims to collect together in one place the information that pupils and parents<sup>1</sup> at St. Columb's School of Music may need during a pupil's time at the School. It is not comprehensive, but it covers most of the main issues that usually arise. It is aimed primarily at new pupils, but we hope that existing pupils will also find it useful. You can also access this handbook on the school website.

Please remember that we are always happy to talk to parents about any particular worries or concerns. Education is a partnership and relies on parents and the school working together for the same end — namely, each child's well-being and success.

If you have questions about the school which are not answered in this handbook, please do not hesitate to contact us.

**Louis Fields and Nicky Morton**  
**Founders**

## MISSION STATEMENT

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The St. Columb's School of Music exists to provide everybody the opportunity to learn music to the highest standard that they can achieve. In addition to focusing on grade exams, we aim to make every student an all rounded musician, including varied repertoire and basic theory. We want to give students in 3rd level education the chance to teach students of their own and achieve a first-hand experience of this musical profession. It is our ambition to have more students learning, more options and opportunities for children and stronger community relationships, built through music.

We believe it is essential for all our musicians to:

- Receive the best possible teaching in a musical environment in which to fulfil their potential, irrespective of their background;
- Grow in self-confidence, accept their responsibility to the world community in whatever career they follow, and develop an appreciation of the obligation to reach out and share their talent with others;
- Achieve levels of musical and academic achievement, personal security, adaptability and satisfaction that will sustain them throughout their lives.

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<sup>1</sup> Throughout this document, the term 'parents' should be taken to include guardians as well.

## SECTION A: SCHOOL ROUTINES & ADMINISTRATION

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### A1 THE SCHOOL

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The school is officially open from 3.00pm-9.00pm Monday to Thursday, with regular lessons being taught during this time. Saturday mornings are reserved for theory classes, workshops and other projects.

At various times throughout the year there will be various other groups and organisations that will use certain rooms in the school. In exceptional and occasional circumstances, permission to be in the school building outside of normal hours is strictly at the discretion of the School Administrator and the student's principle Music Teacher.

Outside of the official opening times, St. Columb's School of Music contracts teachers into various local schools during school hours. Any student that receive musical lessons at the school in which they attend, are entitled to all of the benefits from St. Columb's School of Music. This handbook is designed for St. Columb's School of Music pupils that are taught during the Music School times, but most sections are relevant to all pupils.

### A2 THE SCHOOL GROUNDS

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Most teaching takes place in the building of Number 1 St. Columb's Court, The Cecil Frances Alexander Music Room, and St. Columb's Cathedral. The St. Columb's School of Music runs in partnership with St. Columb's Cathedral and many performances take place within the Cathedral throughout the year. On occasions, music lessons or ensemble practice may take part in a music room external to the School Building. Please note that St. Columb's Cathedral will not accept liability for any accidents, damages or loss incurred in the grounds of the Cathedral.

### A3 THE SCHOOL YEAR

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Term dates are published at least a month in advance of the next school year and can be found on the school website. The school operates its own holidays and normally follows that of the local schools. However, these may differ from school to school and follow different recognised holidays. Please note that if your lesson falls on a bank holiday, lessons can be rearranged for that week at the discretion of the Music Teacher.

All pupils are required to be available for school concerts if asked to perform, including those which take place at weekends or during school holidays. Key dates are published in advance on our website.

## A4 REGISTRATION

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The Music School operates on a 34-week school year session. There are several weeks at the end of the year reserved for inclement weather and teacher absence makeup days. Students may also choose to register for additional lessons during this period, if the teacher is available.

All new students must submit a completed registration form at the start of their tuition. Each year, returning students must inform the School of any changes or updates to their personal information. Each student will be assigned a teacher depending on timetabling and desired outcomes following registration. If it is not possible to place a student with an appropriate tutor during registration, students may elect to place their names on a waiting list.

Student registration is a contract that reserves a specific time slot with the tutor each week. It is assumed that students will continue for the entire 34 week session (or portion remaining thereof). Students choosing to withdraw before the end of the session must notify the School in advance. Any student who withdraws from tuition will receive a full refund on any remaining lessons. Any payments made towards exam entries, events or accompanists are not refundable.

In the event of inclement weather or teacher absences, lessons will be rescheduled or a substitute lesson will be provided. Teacher cancellations and lessons cancelled by the Music School due to inclement weather that cannot be made up by the close of the session will be refunded in full. To find out if we're closed or delayed due to weather, please check our social media platforms.

New students are welcome to register their interest at anytime throughout the year and tuition may start immediately depending on timetabling schedules, school holidays and availability of music tutors.

## A5 ATTENDANCE

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Students are charged for all the lessons for which they register, including those missed through student absence. As a courtesy, students are expected to notify the School Secretary of an impending absence at least 24 hours in advance of the lesson so that lessons can be rearranged. The Music School does not offer compensatory lessons for absences and/or missed lessons that occur without prior notification to the school for less than 24 hours before the lesson. Student lessons are suspended after 3 consecutive absences without notification by the student/family. Lessons will also be terminated through unwillingness to learn and repeated failure to pay for lessons.

Students who are late for a scheduled lesson are not guaranteed their full lesson length. Students more than 15 minutes late for their lesson will be considered absent. The teacher reserves the right to cancel the remainder of the lesson.

## A6 CONTACTING THE SCHOOL

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During the school working day, please telephone or email the School Office (07366602407 or [music@stcolumbsschoolofmusic.com](mailto:music@stcolumbsschoolofmusic.com)). The office staff will do their best to help, or will direct you to someone who can. Outside the normal school day and at weekends, please use the same details as above. If an emergency should arise outside of the working hours, please contact either Louis Fields (07784841990) or Nicky Morton (07858097290).

Parents are welcome to enter the school premises during the school day to leave off or collect their children, as well as to contact the School Secretary on any queries that may arise, in addition to paying for tuition. There is a waiting room for parents to wait before and between lessons.

Parents who wish to see music teachers directly should always make appointments in advance and should report to the front reception.

## A7 COMMUNICATION

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A successful education relies on co-operation between the School and parents. We believe that this is best achieved by laying down clear lines of communication and this policy explains our approach.

### **Routine communication**

Routine communication from the school is normally sent by text or email. Please ensure that we have a current mobile number and email address for you, and check it regularly. Additionally, please update us with any changes to your home address.

### **Emergency announcements**

In the case of any emergency, including when the school is closed, information to parents, will be published on our social media pages. This will always be the primary source of such information. In addition, each parent will receive a text message. We ask that you update us with any changes to your contact details.

## **Initial Contact**

If you have a query or a concern, you should normally direct it to the School Office for pastoral and musical matters. We will contact you if we have concerns about your child's performance or behaviour which we think should be brought to your attention. All associates can be contacted by email.

If you have any concerns regarding your child's education, please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago. Details of the school's Complaints Procedure can be found at the end of this handbook.

## **Disciplinary matters**

We will not automatically contact you if your child is in trouble for something minor. However, we will always endeavour to contact you if there is something which we feel you need to know. We ask parents to support the school's Behaviour Policy (which can be found on our website). This includes agreeing that pupils may occasionally have to serve a musical suspension or a ban from performance opportunities.

## **A8 PARKING**

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The closest available parking is available across the road at Bishop Street Car Park. The School of Music takes no responsibility in providing the payment for parking fines or damage to the vehicle during the time at the school. Please do not block the entrance at St. Columb's Court as this road is used regularly by the Courthouse.

## **A9 PROPERTY**

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Lost property is normally handed in to the School Office. At the end of term, any property not reclaimed will be disposed of.

Pupils should not bring any personal belongings or valuables into the school unless absolutely necessary. These should not be left unattended but be on your person at all times, or handed in to the School Office for safe keeping. The School takes no responsibility for any loss or damage of the student's belongings when in the building.

Pupils are responsible for looking after school books and sheet music issued to them. Damage and loss will be charged to parents, as will damage to school property (e.g. broken windows).

## A10 PUBLICITY

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The St. Columb's School of Music reserves the right, and may give permission to its photographer or outside media, to photograph or video classes, programs and participants at all our facilities and properties. Please be aware that these photos and videos are for promotional purposes and may be used in future publications and media communications. By participating in Music School classes and programs, you consent to the taking and publication of your photograph and video for these purposes. If you do not wish us to use photographs, audio or video of your child in this way, please let the School Office know.

## A11 SMOKING

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Please note that The St. Columb's School of Music is a non-smoking environment. Parents are asked to respect this at all times, including outside buildings and anywhere on the school grounds. Please note that our definition of smoking includes vaping, e-cigarettes and 'Shisha pens'.

## A12 PRICING

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The fees for the academic year are:

Instrumental Tuition Individual	£18 for 30mins
Theory Tuition Individual	£18 for 30mins
Aural Skill Workshops	£5 per person
Grade Exam Accompaniment	£30 (Diplomas may vary)
School Exam Accompaniment	£25 per hour
Choir Accompaniment	£25 per hour
Weddings and Ceremonies	£150
Funerals	£60
Concerts	Varies

Individual Tuition prices are set at £18. This includes

- Quality assured teaching
- Weekly lessons in a unique School building
- Grade 1-5 theory built into each lesson
- Opportunities for external performances (e.g. Concerts)
- Opportunities for external musical work (e.g. Playing at events)
- Financial support and guidance when applying for musical degrees/scholarships

## A13 FINANCIAL INFORMATION

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Lessons are taught on a one-to-one basis and students enrolling in private lessons or group classes may pay their tuition in several ways.

1. Cash
2. Card
3. Online

These methods can be paid for termly lessons. Payment is monitored by the School Office and any outstanding payments will be sent by email at the end of each term. If payment from a previous term is still outstanding, unpaid fees will be subject to a £25 charge at the start of the next term.

Financial aid may sometimes be available and applications are available on the School website. Families on automatic instalments must notify the Music School if a credit card has been replaced prior to scheduled payment to avoid fees. Please contact the School Office to learn more about the different ways to pay tuition fees and what best suits you.

## SECTION B: PASTORAL INFORMATION

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### B1 PASTORAL STRUCTURE

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All pupils at St. Columb's School of Music are members of a house.

- Stanford
- Wood
- Tallis
- Wesley

Pupils are assigned a house for pastoral care but on occasions, a house leader will monitor progress and commitments in order to promote welfare and award/deduct points. These points are used to reward the students of each house at the end of the terms. At various points throughout the year, all members of a house should perform at least one recital.

### B2 CHILD PROTECTION

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The School aims to keep all children safe and to create an environment where they feel secure enough to discuss their concerns. The School trains all associates to recognise when children are in need of help.

The School has a statutory obligation to follow the policies and procedures established by the Safeguarding Trust. Their guidelines form the basis of the School's Child Protection policy. Parents with concerns about Child Protection issues should contact the Designated Senior Person (DSP) for Child Protection in school. They can be contacted via the School Office. The DSP is Mr. Ian Bartlett, Designated Senior Person for Child Protection (07803005723, [ian.bartlett@btinternet.com](mailto:ian.bartlett@btinternet.com))

The School's full Child Protection Policy can be found on the school website.

### B3 ANTI-BULLYING POLICY

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The school is determined that no kind of bullying will be tolerated. The school's anti-bullying policy can be found on the school website. Please do not hesitate to contact the School Office if you have any concerns.

### B4 RELIGION

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Despite working in partnership with St. Columb's Cathedral, the School of Music does not involve religious observance of any kind and welcomes all denominations.

## B5 MEDICAL INFORMATION

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Parents are required to inform the School Office of all medical conditions and inform the School of any significant changes in the pupil's health throughout the year.

### **Emergency Contact**

In the event of illness or injury every effort is made to contact the parent. It is very important that the School has an up-to-date and accessible home/work/mobile or other contact number. Until the pupil's parent is contacted, the School will take any action required in the best interests of the pupil. A number of the School associates are trained as Emergency First Aiders and in the event of an accident, appropriate First Aid will be given. Parents will be contacted immediately and requested to collect their child as soon as possible. Pupils are cared for in the School of Music until parents arrive.

### **Asthma and Allergies**

Pupils who have asthma or severe allergies are encouraged to keep their inhalers/epipens with them. Please arrange for a spare, named, inhaler/epipen to be given to the School Office. This will be kept in an allocated area within the general associates room, for easy accessibility, and will be available for use if a pupil loses or forgets his/her inhaler.

## B7 CATERING

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The school provides a basic store of cold and hot drinks and biscuits/snacks that are offered to parents and/or students in the waiting room. Bought-in products that may contain nut traces are labelled, but no nuts of any description are used in the kitchen. Please alert us if your child has an allergy to nuts, or any other product.

We ask parents to support our school policy in respect of allergies by not allowing pupils to bring to school any food items or sweets containing nuts.

## SECTION C: ACADEMIC INFORMATION

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### C1 CURRICULUM

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The aim of our curriculum is to achieve a balance between musical and academic studies. Although the exact shape of the curriculum will be different for different pupils, the broad intention is that there should be a progression over time: younger pupils need a larger amount of academic time to ensure that the basic skills and knowledge are in place, and that they are able to achieve the technical requirements for more challenging pieces. As they get older, they are expected to spend more time practising their instruments, taking part in chamber music and orchestral or choral groups, and the proportion of time spent on academic work therefore decreases.

Therefore, as part of instrumental tuition, optional theory lessons and aural skills workshops are offered as part of their musical learning. All lessons include some degree of theory and aural skill guidance and additional lessons are not compulsory. Exams are not necessary but most students choose to enter exams as they progress through their pieces and as an indicator of progress.

The school timetable is designed for the benefit of the school as a whole and cannot be changed to satisfy individual requirements. The school cannot guarantee that any particular teacher will, or will not, teach any particular pupil.

### C2 PRACTICE

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Independent practice aims to support the development of independent learning skills and is essential in order to progress through grades and improve as a musician. Our aim is to provide an inspiring, well-managed practice programme which helps students to develop the skills and attitudes which they will need for successful lifelong learning. However, we also recognise that pupils need time to do their homework, attend various organisations or sports teams and engage in other extra-curricular activities. With this in mind, practice tasks are manageable and take into consideration the amount of practice expected from a pupil in a specialist music school.

## C3 LEARNING SUPPORT

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The school is committed to achieving the best possible education for every child. Part of this approach involves dealing with specific learning difficulties. Please tell us immediately if you know or suspect that your child may have some specific problem which may need to be addressed.

Some pupils are already identified as having a special need before they enter the school, the most common being some form of dyslexia. Others manifest signs on entry, such as poor hand-writing, poor presentation, inconsistent spelling or very poor organisation. Candidates for public examinations are entitled to access arrangements in these examinations.

## C4 EXAMS

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We enter students into all the major examination boards for their examinations and fill in and prepare all the necessary paperwork on their behalf. For graded examinations we recommend those of the Trinity College London because of its carefully composed syllabus, thorough administration and ongoing moderation of standards. St. Columb's School of Music is also the exam centre for the city so all Trinity face-to-face exams take place in our own front room. Nevertheless, when students wish to use another examining system for various reasons, we are happy to give advice and support. Please note that students entering into exams will be notified of their specific dates and times approx. 4 weeks before the exam is due to take place.

The teacher will decide when a student is ready to take an exam, and it is expected that students commit to the practice recommended by their teacher. Students who have been entered but fail to prepare sufficiently may be withdrawn, in which case exam fees are non-refundable. Exam entry fees must be paid by the deadline set by the School in order to confirm entry. These fees are non-refundable. If required, the School can provide an accompanist. The fee is £30, which includes one rehearsal prior to the exam. Families are also welcome to arrange their own accompanist if preferred. Exam dates and times are set by the external exam boards and usually take place during school hours. Please note that these dates cannot normally be changed, so you must inform us of any unavailable dates when applying. Alternatively, you are free to enter your child for an exam independently at any time.

## C5 ASSESSMENT AND REPORTING

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Examination results will be sent to each tutor who will pass on their results to the student. Through Trinity, the parent will also receive their results within 2 weeks through the portal. Certificates will also be digitally emailed to the parent. For further information about results, please contact the school directly.

Progress is monitored informally by the instrumental tutor throughout the year, with additional oversight from the Head of Music and the Directors. Tutors will provide feedback as lessons progress and may suggest future goals such as exams, performances, or areas of focus in practice. Musical progress is also celebrated through end-of-year concerts and informal recitals held during the year, giving students the opportunity to perform and demonstrate their development.

### **Internal Examinations**

In some instances, Internal school examinations are held before external examination periods to provide mock examinations held to prepare pupils for public examination; other groups may have mock exams (e.g. Theory tests).

### **Parents' Meetings**

Communication between the School and parents is intended to be open and regular. Parents are welcome to speak briefly with their child's tutor before or after a lesson if needed. For a longer conversation about progress, please arrange a time to meet with the tutor, or with the Head of Music or one of the Directors.

## **C6 POST-EXAMS SERVICES & APPEALS PROCEDURES IN PUBLIC EXAMINATIONS**

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For any queries of results days and post-exams services, including how to make enquires about results, to request re-marks and all other matters relating to results in public examinations, please contact the school office.

## SECTION D: MUSIC INFORMATION

Parents are not permitted to attend music lessons unless specifically invited and granted permission by the Directors and the tutor.

### D1 INSTRUMENTAL LESSONS

#### Teaching Weeks

The Music School operates on a 34-week school year session. Student registration is a contract that reserves a specific time slot with the tutor each week. It is assumed that students will continue for the entire 34 week session (or portion remaining thereof). Students choosing to withdraw before the end of the session must notify the School in writing. There are several weeks at the end of the year reserved for inclement weather and teacher absence makeup days. Students may also choose to register for additional lessons during this period, if the teacher is available.

#### Lesson Duration and Additional Lessons

The normal expectation for most pupils is that they will receive lessons for 30 minutes per week on their instrument. This is the minimum time for a lesson and further time allowance may be available for individual pupils, as decided between the pupil, parent, music tutor and head of department. Lessons beyond the 34 weeks of teaching and during holidays can be offered only with the permission of the Music Tutor and Head of Department.

#### Recommended Practice

Practice time varies according to age and the extent of other commitments. Although through the Trinity exam board, regulated qualifications are assigned a total qualification time. This should be used as guidance only. Total qualification time is an estimate of the average time a candidate spends with a teacher (guided learning hours) added to the average time spent learning independently. It is recognised that the amount of time needed to commit to a qualification will be dependent on each individual's level of experience.

	Guided learning hours (GLH)	Independent learning hours (ILH)	Total qualification time (TQT) (hours)
Initial	8	32	40
Grade 1	12	48	60
Grade 2	18	72	90
Grade 3	18	102	120
Grade 4	24	126	150
Grade 5	24	156	180
Grade 6	36	184	220
Grade 7	48	222	270
Grade 8	54	266	320

## **Recognition and UCAS points**

Trinity College London is an international awarding organisation regulated by Ofqual (Office of Qualifications and Examinations Regulation) in England, CCEA Regulation in Northern Ireland and by Qualifications Wales. Various arrangements are in place with governmental education authorities worldwide. In the UK, Grades 6–8 are eligible for UCAS (Universities and Colleges Admissions Service) points for those applying to colleges and universities, as follows:

Grade 6 UCAS points	Pass 8   Merit 10   Distinction 12
Grade 7 UCAS points	Pass 12   Merit 14   Distinction 16
Grade 8 UCAS points	Pass 18   Merit 24   Distinction 30

## **Purchase of Instruments**

Advice is offered to pupils by the Head of Department in consultation with the pupil's music teacher. Introductions can be made to various dealers.

## **D2 CHOICE OF MUSIC TEACHER**

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Each Student will be assigned a teacher depending on timetabling and desired outcomes following registration. The choice of music teacher is determined by appropriate Head of Department. Every effort is made to choose the right teacher to match the needs of the individual pupil. If it is not possible to place a student with an appropriate tutor/class during registration, students may elect to place their names on a waiting list. Parents and teachers should not approach any music teacher directly without first consulting the head of department.

## **D3 CHANGES OF INSTRUMENT OR MUSIC TEACHER**

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Changes of music teacher is not guaranteed and can only take place with prior consultation with the relevant Head of Department.

### **Changes of Instrument**

If you wish to change instruments, please contact the School of Music front office. Requests will usually be accommodated where teaching is available and with consideration of the pupil's overall workload. The Directors will discuss the request with the relevant Head of Department and with the pupil before making a decision. The final decision will be based on the School's professional judgement of what is in the pupil's best long-term interests.

### **Changes to Music Teacher**

If you wish to change music teacher, please contact the School of Music front office. Requests will usually be accommodated where teaching is available and with consideration of the pupil's overall workload.

## D4 MUSIC BOOKS

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Guidance on music books and sheet music will be given by the designated music tutor. All music required by the student (including grade books and other pieces) can be purchased in various shops locally, or online. Pupils are then responsible for taking care of any music they have acquired and loss or damage to this music will be at no expense of the School.

## D5 CONCERTS AND EXTERNAL EVENTS PROCEDURE

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### **Internal Concerts**

Internal lunchtime 'Performance Platform' concerts take place on occasions throughout the year. Although not compulsory, we ask that each student of the St. Columb's School of Music performs in at least one of these concerts. Standard of performance at these internal lunchtime concerts will be used by the Music Department to determine performers in internal and external concerts. Each pupil should attend their 'House Concert' and pupils are always welcome to attend concerts of other houses if they are free to do so.

### **External School of Music Concerts**

There are various musical engagements that are accepted by the School and these provide opportunities for students to perform outside of the Music School. Individual tutors are asked to suggest pupils and repertoire that they believe will be ready. Although representing themselves, each pupil will also be representing the St. Columb's School of Music and must act and dress appropriately. See Appendix 3 for details of Concert Dress.

### **School of Music Concerts**

If a concert or recital has been organised by the St. Columb's School of Music, or is held in the school building or the grounds of it, students are expected to attend and support, or assist and help in the running and delivering of the concert if required.

### **Outside Concerts**

If pupils have been asked to perform at an externally organised event, pupils should acknowledge St. Columb's School of Music School in biographies for outside engagements; for example, "Sam Smith currently studies at St. Columb's School of Music". Pupils are usually expected to have performed their pieces at an internal concert before playing them outside School. Pupils must not use the school's name and/or logo to advertise an external private concert without the express permission of the School of Music Directors.

### **Competitions**

Competition entries must be discussed with the pupil's specialist teacher and Head of Department. This will enable the School to help with preparation.

## **Accompanists**

Accompanists are provided for School concerts (internal and external), and for examinations organised by the school. The fee is £30, which includes one rehearsal prior to the exam. Families are also welcome to arrange their own accompanist if preferred. Any other request for an accompanist is made by private arrangement. The school does not provide accompanists for music college auditions.

## **D6 THEORY/AURAL CLASSES**

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Theory teaching takes place during lessons but additional teaching may take place during the year as private or group theory classes. In order to progress to higher grades (6-8) of ABRSM, Grade 5 theory is required. Please note that not all students may come under the ABRSM umbrella but can still partake in sitting theory exams. Individual theory lessons can be arranged with an individual music teacher at the same cost as a music lesson.

Aural skills workshops and other workshops or masterclasses may take place throughout the school year. All arrangements of these classes will be posted in advance on the school website and social media platforms.

## **D7 SATURDAY PROGRAMME**

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There is a musical programme on Saturdays throughout the year. It usually consists of a performance class or individual performances. Details about these performances will be posted on the website and our social media platforms.

## **D8 TRINITY / EXTERNAL EXAMINATIONS**

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Trinity examination entries are co-ordinated through the School Office. Exams take place in the front room of the School of Music. On exam days, the building is open for those students who would like to practice with practice rooms provided.

## **D9 INSTRUMENTAL INSURANCE**

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Parents must ensure that all personal instruments are insured and that instruments are covered for travel to and from school and when pupils are performing outside of school. St. Columb's School of Music takes no responsibility in any damage that occurs to instruments outside of a scheduled lesson.

## D10 SCHOLARSHIPS AND BURSARIES

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St. Columb's School of Music offer various scholarships and bursaries for places at the school (see website for more details). These positions are awarded after an audition process which can be found on the website.

## SECTION E: BEHAVIOUR

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### E1 INTRODUCTION

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The School Rules are designed to encourage pupils to behave in a thoughtful and responsible way, to ensure that they receive the maximum benefit from their education, to maintain the school's excellent reputation, and to help the whole school community to live together amicably.

The School Rules can be found in Appendix 1 in this handbook, as well as on the school website. Other relevant policies include the Anti-Bullying Policy, Behaviour Policy (which explains rewards and sanctions used at the school), Drugs and Alcohol Policy and the ICT Acceptable Use Policy. Summaries of these policies can be found below or elsewhere in this handbook, and the full versions can be downloaded from our website.

### E2 PRINCIPLES AND EXPECTATIONS

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The St. Columb's School of Music encourages the good behaviour of its pupils at all times. The school attaches great importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The School Rules and the school's Anti-Bullying Policy make clear our expectations in this regard.

The guiding principle is that the school trusts pupils to know how to behave and to act at all times in their own best interests and those of the whole school community. Only when pupils breach this trust will sanctions be required. When sanctions are unavoidable, pupils and parents have the right to expect the school to apply this policy fairly. However, this does not mean that sanctions will invariably be the same for each offence, as there may be differing circumstances which may be taken into account. In other words, every incident will be viewed on its own merits, using this policy as guidance.

The St. Columb's School of Music does not use physical punishment of any sort. There is no corporal punishment and no punishment is intended to humiliate or intimidate any pupil. The school's Behaviour Management Strategy is a graded scale covering both rewards and sanctions intended to encourage pupils towards an acceptable level of behaviour. A copy can be found in appendix 2 in this handbook.

### E3 REWARDS AND SANCTIONS

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#### **Rewards**

Pupils who do particularly good work relative to their ability, or make a positive contribution to the life of the school, receive a Commendation. Lists of pupils receiving commendations

are posted regularly on the school website. At the end of the school year, prizes are awarded for effort, for achievement in academic subjects, for commendations awarded, in music, and for general contribution to the life of the school.

### **Sanctions**

The School's Behaviour Management Strategy provides a range of sanctions in a gradual scale of increasing severity designed to encourage the pupil towards an acceptable level of attainment or behaviour. Possible sanctions for minor offences or poor academic work include suspensions, not allowed to attend an event or fines.

### **Suspension**

Serious or repeated disciplinary offences may result in the pupil's suspension for a set number of lessons. A suspended pupil may not attend any school function (e.g. concert) or social event. (A student may also be suspended whilst an investigation into an alleged serious incident takes place.)

### **Expulsion**

In the most extreme circumstances the School of Music reserves the right to expel a pupil from the school. Although the pupil's best interests will be taken into consideration, the interests of the whole school community and the nature of the offence will be of particular significance. In such circumstances, parents have a right of appeal to the board of advisors. An expulsion will include a serious breach of attendance standards, progress, behaviour or any other reason why expulsion is the best scenario for the the child, other children, associates, parents and the school itself. The School will not expel a pupil other than in grave circumstances. Expulsion is only used as a last resort.

### **Withdrawal of lessons**

For repeated offences, or where the continued presence of the pupil is felt to be detrimental to good order in the School, the place will be withdrawn either temporarily or permanently at the School of Music directors' discretion.

## **E4 DRUGS AND ALCOHOL**

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Any pupil found to be involved with illegal or other harmful drugs while under school jurisdiction either on or off school premises can expect to be suspended from school and may subsequently be expelled depending on the circumstances. The school reserves the right to inform the police. Pupils are not permitted to be under the influence of alcohol, on school premises or when under the jurisdiction of the school (e.g. concerts).

## **E5 SOCIAL MEDIA AND ICT: ACCEPTABLE USE POLICY**

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The School has a wireless network that is offered to all students and parents of the school. The full policy can be found on our website. Parents' attention is also drawn to the School Rules (Appendix 1), regarding the use of mobile phones and other devices in school.

## SECTION F: OTHER MATTERS

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### F1 COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

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It is hoped that the School will continue to maintain excellent relationships with the parents and guardians of pupils attending St. Columb's School of Music. Nonetheless, there may be occasions during a student's time at St. Columb's School of Music when parents may feel they wish to make a complaint. If so, please follow this procedure.

Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago. Please state your problem or concern courteously: it does not help associates to resolve issues if intemperate or aggressive language is used, either in writing or in person. We will always try to resolve any complaints within 10 working days of them being raised, except where they are raised in school holidays, in which case we will try to resolve them within 10 working days of the start of the new school term.

It is hoped that most complaints and concerns can be resolved quickly and informally. Often there is a misunderstanding which can be easily resolved. If not, we will give you a chance to explain your concerns and will try to resolve them. Of course, this does not mean that in every case we will come round to your point of view but it will help both you and the school to understand both sides of the question. It may also help to prevent a similar problem arising again. Parents can be assured that all complaints and expressions of concern, whether raised informally or formally, will be treated seriously and confidentially.

**Child Protection:** Concerns regarding Child Protection are outside the scope of this procedure. If you have a concern regarding Child Protection, please contact directly the school's Designated Person for Child Protection, Mr Ian Bartlett (07803005723, [ian.bartlett@btinternet.com](mailto:ian.bartlett@btinternet.com)).

### F2 FUNDRAISING AND SPONSORSHIP

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Despite being a self-sufficient School, The St. Columb's School of Music needs to fundraise in order to provide the best opportunities for students in terms of attracting musicians and others to attend. Part of the fundraising is also crucial in securing scholarships and bursaries for pupils. We ask that all parents act as ambassadors of the School and recommending it for support to their friends, colleagues and business contacts.

We are also always looking for sponsorship opportunities, to help grow the local community by working together on large events or through a series of competitions and fund-raising concerts. A donation form can be found on the website. For sponsorship queries, contact

the school office directly.

### **F3 DATA PROTECTION**

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St. Columb's School of Music is required to process relevant personal data regarding associates, pupils, parents and friends of St. Columb's School of Music as part of its operation and shall take all reasonable steps to do so in accordance with the Data Protection Policy. Processing may include obtaining, recording, holding, disclosing, destroying or otherwise using data and St. Columb's School of Music has a legal responsibility to comply with the Data Protection Act 2018. For more information, please refer to the Data Protection Policy found on the School website)

## SECTION G: WHO'S WHO

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<b>Job Title</b>	<b>Name</b>	<b>Contact Details</b>
School Office	Deborah Fields	07366602407 <a href="mailto:music@stcolumbsschoolofmusic.com">music@stcolumbsschoolofmusic.com</a>
Director	Louis Fields	07784841990 <a href="mailto:louisfields13@hotmail.co.uk">louisfields13@hotmail.co.uk</a>
Director	Nicky Morton	07858097290 <a href="mailto:mortonnicky516@gmail.com">mortonnicky516@gmail.com</a>
Child Protection Officer	Ian Bartlett	07803005723 <a href="mailto:ian.bartlett@btinternet.com">ian.bartlett@btinternet.com</a>
Cathedral Administrator	Robert McGonigle	07794666754 <a href="mailto:robert@stcolumbs.net">robert@stcolumbs.net</a>
Board of Advisors Rep	William Lynn (Chairman)	07771608084 <a href="mailto:wlynn_geology@hotmail.com">wlynn_geology@hotmail.com</a>
Chair of Parent's Association	Deborah Fields	07366602407 <a href="mailto:music@stcolumbsschoolofmusic.com">music@stcolumbsschoolofmusic.com</a>

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## APPENDICES

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### APPENDIX 1: SCHOOL RULES

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These school rules are designed to encourage you to behave in a thoughtful and responsible way, to ensure that you receive the maximum benefit from your education, to maintain the school's excellent reputation, and to help us live together as a school community. You should also read the school's Anti-Bullying Policy, Behaviour Policy (which explains rewards and sanctions used at the school), Drugs and Alcohol Policy and the ICT Acceptable Use Policy.

- You must ensure that your behaviour does nothing to harm or endanger yourself or other members of the school, associates or public, or do damage to property. This includes tampering with electronic or computer equipment.
  - If the fire alarm sounds, remain silent and follow associates instructions, walking quickly and silently via the nearest exit to the assembly point.
  - You must not tamper with any fire alarm equipment. Setting off the fire alarm or fire extinguishers deliberately will be regarded as very serious offences.
  - You are responsible for school property such as books, equipment, instruments or sheet music loaned to you. You will be charged if you lose them.
  - Report breakages or damages to the premises, school equipment or the property of other members of the school immediately to a member of associates. You will not be charged if it is a genuine accident, but you should expect to pay for deliberate or careless damage.
  - Bags and instruments should be left in the places provided and not around school where they are likely to cause an obstacle or danger to other people, or in vulnerable places near exits from the school.
  - Do not tamper with, handle or interfere in any way with other people's property, including instruments, except under clear instructions from a member of associates.
  - You may not take photographs or make audio or video recordings of associates or pupils without their prior knowledge and explicit prior consent. Under no circumstances may camera/video phones be used in toilets or changing rooms.
  - Any use of mobile phones which involves bullying, the invasion of privacy, the circulation of libellous or pornographic materials, or the photography of other individuals without permission is considered unacceptable. This includes reading text messages or emails on another person's phone without their specific consent.
  - You must ensure that your use of a mobile phone or other device does not disrupt the work of the school or disturb other pupils.
  - You are reminded that the Examination Boards specifically forbid the use of mobile phones in examination rooms; if you are found in the possession of a mobile phone, you risk being disqualified from all your examinations.
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## APPENDIX 2: BEHAVIOUR MANAGEMENT STRATEGY

The following are only guidelines - each case will be treated individually, depending on circumstances. The lists of examples are not exhaustive and the sections under 'Possible Actions' represent a range of possible responses, not all of which may be appropriate to any particular incident.

<b>Outstanding Achievement:</b> This can be for musical progress, external musical achievements or any related examples that help show off the school	House points
<b>Musical Success:</b>	Commendation certificate
<b>Exceptional Effort:</b>	End of Year prize
<b>Low Level: Negative Behaviour:</b> e.g. lateness, inappropriate dress, incorrect equipment, disruption during group lessons, poor effort or insufficient practice and breaking school rules	Verbal Warning, removal of house points
<b>Medium Level: Negative Behaviour:</b> e.g. repeated breaking of the rules, insufficient care of equipment, insufficient practice or preparation	Letter to parents, removal of privileges
<b>High Level: Negative Behaviour:</b> e.g. serious breach of school rules, brings school under disrepute, persistent non attendance, persistent failure to prepare	Suspension or expulsion

## APPENDIX 3: DRESS CODE

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There is no dress code required but when representing St. Columb's School of Music at an event. However, students may be required to wear St. Columb's School of Music merchandise if helping out, or formal attire if performing.

## APPENDIX 4: INDEX OF POLICIES

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The following formal school policies can be found on the school website:

- St. Columb's School of Music Handbook
- St. Columb's School of Music Core Calendar
- Safeguarding Policy
- Equal Opportunities Policy
- Abuse Report Form
- Whistle Blowing Policy
- Staff Behaviour Policy
- Bullying and Harassment Policy
- Social Media and ICT Policy
- Date Protection Policy

The following documents are also available on the school website:

- Scholarship Application Form
- Bursary Application Form
- Student Registration Form
- Financial Aid Form
- Donation Form