



From: The Director of Music, Michael Stinton, MA (Oxon), LRAM, ARCM.

14 October 2011

To: Parents of all school taught musicians

**Parents' Evening with Instrumental Teaching Staff - Thursday 10 November 2011
From 5.30 – 8.00 pm**

I hope you will take advantage of this opportunity to meet your son's teacher(s). Parents of all school-taught individual music pupils are invited. As in previous years, we operate a centrally booked appointment system to avoid queues and delays; **please book your ten minute appointment by returning the enclosed form to me via your son, or by email to: music.sec@abingdon.org.uk or by telephone - 01235 849110.** If Mrs Hardiman is unavailable, please leave your name and number on the answer machine and she will return your call.

ALL OUR REGULAR VISITING MUSIC STAFF WILL BE AVAILABLE FOR YOU TO MEET FROM 5.30 – 8.00 P.M. WITH THE FOLLOWING EXCEPTIONS AND ALTERATIONS BELOW:

NOT AVAILABLE ON THE NIGHT BUT CONTACTABLE AS FOLLOWS:

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|--|---|
| James Brown: Tel: 07789 621366 | Pipe Major Ingram: dixie.ingram@virgin.net |
| Jez Cook: Tel: 01865 724759 (9 Nov, 7-9pm) | Robert Manasse: Tel: 01296 730890 (7 or 9 Nov) |
| Matthew Cooke: email: matt@horspath.eclipse.co.uk | Frank Toms Tel: 01494 812742 |
| Julie Craven: juliemcraven@btinternet.com | Adam Treadaway: Mob:07971 325756 |
| Simon Currie: Tel: 07899 790170 | Erica Tugwell: Tel: 01753 653949 (9 Nov 6-8pm) |
| Stephen Cutting: Tel: 07870 638617 | Michael Wilkins: Mob: 07834 242523 |
| Elizabeth Harré: elizabethharre@gmail.com | Andrew Yeats: Tel: 01189 790482 |
| Alex Ho Mob: 0781 806 8441, szewaiho@gmail.com | |
| Caroline Hobbs-Smith: Tel: 01865 766218 - (7 or 8 Nov, 7pm onwards) | |

The evening will end at 8pm and we hope that you can help us achieve strict timing for each appointment. To contact staff that cannot attend the evening or if you cannot be there yourself, please write by letter, care of the Music School or telephone/email as above.

The Parents' Evening will be held in the Ingham Room in the Arts Centre; please enter via the Music School. The nearest car parking is available in the visitors parking and the Lower Field. Tea and coffee will be served by the Music Society throughout the evening.

All parents of boys taking music tuition at Abingdon are automatically members of the **Music Society**; all are charged a yearly subscription of £10, which is collected at the end of the Michaelmas term. The Society is a group of parents who not only help with refreshments at concerts, but also organise events and trips for the boys and raise considerable funds for buying instruments, thus helping the work of the department tremendously and improving the standards of bands and orchestras from which all boys benefit. Although it will be possible to deduct the minimal annual charge, it is hoped that all parents will

wish to support the Society's work in this important way. I attach the latest message from our current chair and parent, Anna Garland.

If you have not already done so, I hope you will order tickets for our **Christmas Concerts on 5 and 7 December**. Tickets are selling fast; please note that First Orchestra, Chamber Orchestra, the Senior Bands and Lower School/School Choirs are taking part this time.

Finally may I draw your attention to the notes overleaf regarding practice, attendance, withdrawal from lessons and insurance. They do all appear in **"Notes for Parents"** but you may wish to refresh your memories.

Yours sincerely

Michael Stinton
Director of Music

Telephone number: 01235 849027, fax number: 01235 849110, email: michael.stinton@abingdon.org.uk

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To: Mrs Caren Hardiman, Music Secretary, Abingdon School, Park Road, Abingdon, OX14 1DE

**Appointment Request Slip
Parents' Evening - Thursday 10 November 2011**

Teacher:

Pupil Name:

- 5.30 _____
- 5.40 _____
- 5.50 _____
- 6.00 _____
- 6.10 _____
- 6.20 _____
- 6.30 _____
- 6.40 _____
- 6.50 _____
- 7.00 _____
- 7.10 _____
- 7.20 _____
- 7.30 _____
- 7.40 _____
- 7.50 _____

1. Each appointment lasts 10 minutes. Please write the name of the teacher that you wish to see on the appointment slip at the requested time.

2. You are requested to arrive at the Music School at least 5 minutes before your first appointment. Consecutive appointments are not possible.

3. How to use this appointment slip.

(i) Email requested time to:
music.sec@abingdon.org.uk

(ii) Telephone 01235 849110 with time to Mrs Caren Hardiman.

(iii) Send son with this slip to music office; a time will be allocated, closest to that requested and returned via your son.

We will notify you by email or telephone – please complete below.

Parent Name: -----

Email: -----

Telephone: -----

NOTES FOR PARENTS OF MUSIC PUPILS

1. PRACTICE

May I briefly stress the need for regular daily practice.

Such a routine is better at reasonably short intervals rather than long irregular intervals. Progress depends much on constructive practice and boys will often need a gentle reminder and sometimes encouragement to cover those 'chores' that go with mastering a discipline. Good progress is guaranteed by **daily** practice and it is so important to get into a daily routine – my own children practise before breakfast when they are fresh and not encumbered by prep and tiredness in the evenings!

2. LESSON ATTENDANCE

From time to time boys miss an individual music lesson due to many reasons such as absence from school, exams, forgetfulness, etc... In nearly every case a lesson missed must be charged for, most particularly because of the use of the teacher's professional time. At the discretion of the teacher concerned, a lesson may be rearranged if a school exam/outing precludes attendance **and** if adequate notice is given to the teacher. Also it is always helpful if a message (by email or phone) can be sent to me at my office when it is known that a lesson must unavoidably be missed. My secretary or an answer machine will take a message if I am not available. In exceptional circumstances - such as broken limbs, prolonged illness, etc - the strict rule about charges may be reviewed. Generally though, we expect meticulous attendance at lessons as laid out in the Music School timetables. If a boy misses more than two lessons and we are concerned, then I shall contact parents direct at once. Parents of Music Scholars and Exhibitioners should note that lessons missed by their sons without a 'bona-fide' reason will be charged for. It goes without saying that a lesson missed by a teacher due to illness or rescheduling will not be charged or - a make-lesson will be arranged.

3. INSTRUMENT INSURANCE AND NAMING OF INSTRUMENTS

All instruments should be adequately insured. The School does not accept liability for loss or damage to a boy's personal property. However, any instrument hired from the School is covered by the School's own insurance.

Important

In any case, it is essential that all instruments, cases, etc, are **clearly marked inside and out**, and the details (serial numbers, physical features, etc) carefully noted in case of loss or damage.

4. SETTLEMENT OF INVOICES FOR MUSIC LESSONS

Under our Direct Billing arrangements invoices for music lessons are normally sent out with school accounts at the end of the previous term. (The exception is when lessons are starting for the first time.) Parents are courteously reminded that **invoices sent by the instrumental teachers should be settled promptly - normally by the start of each term. Please let the teacher know if there is any possibility of delay.**

5. WITHDRAWAL FROM LESSONS

A full term's notice of the decision to terminate lessons is required and should be made in writing to me no later than the end of the first week of the term at the end of which such tuition is required to cease. **If immediate termination is required, a term's fees in lieu will be charged.** Parents will no doubt know that all charges for sheet music and accessories (strings, reeds, etc.....) are made in arrears and not in advance like normal school fees and fees for music tuition.