



**Enrolment for Academic Year 2011-2012**  
**at the Kiltra School of Music**

Please read and complete this form if you would like to enrol for the next academic school year. Then sign the document and return it to the school, along with a non refundable deposit of €20 per pupil/child to secure your place.

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address (New Pupils Only) \_\_\_\_\_

Home & Mobile Phone Numbers \_\_\_\_\_

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**Kiltra School of Music Agreement**

The Parents/Guardians responsible for payment should sign this agreement to indicate acceptance of the *Kiltra School of Music* Policies.

You should keep a duplicate copy of this agreement for yourself, as this signed copy will be kept on file in the school for reference.

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Our dated signatures indicate that I/we have received, read and understood and agreed with, and have accepted the policies and procedures and terms of *The Kiltra School of Music*

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Applicant/Parent/ Guardian Signature

Agreement Date

**For School Use only**

Date Received:

Deposit Received:

# **Kiltra School of Music Policy Document**

## **Missed lessons/Cancellations**

When tuition payment is made, this means that the lesson time on the teacher's schedule has been reserved for that pupil.

1. It is therefore the responsibility of each parent to ensure that the student attends or is available for each scheduled lesson time.
2. 24 hours advance notice is required for absences.
3. If the pupil does not show for a lesson and no communication has been made with the school, the lesson cannot be rearranged. Fees for these lessons are therefore forfeited.
4. Rearranged lessons are limited to two lessons per teaching term. This applies only to excused absences due to illness or family emergencies.
5. If the school cancels a lesson it will be rearranged, and we ask for your co-operation in finding a suitable time.
6. Lessons cancelled with less than 24 hours notice cannot be repaid.

## **Fee Structure**

The School's fee structures are kept to a minimum while maintaining a professional and high standard of music education. A student's age, level, maturity and aptitude determine the amount of lesson time suggested for each lesson. Individual lessons are 30, 45 or 60 minutes.

Our School operates on three terms and an optional summer term payment cycle – It is our policy at the school that the fees for each term are paid in full on the pupil's first lesson of each new term.

If payment cannot be made on the first week of term, we would appreciate if the parents/guardians could please contact Angela in the school to arrange a payment plan.

## **Teacher/Parent Communication**

We at the school believe and hope that any problems or issues arising from a pupil's tuition at the *Kiltra School of Music* can be discussed in confidentiality and trust with the appropriate teacher or parent. If you need to discuss any matter with a teacher it is best policy for a time to be arranged.

## **Child Protection and Health and Safety Policies in the School**

All teachers of the *Kiltra School of Music* have attended our Child Protection and Health and Safety courses for the *Kiltra School of Music*. Our policies are now displayed on the notice board in the school for anyone who wishes to inspect them.

## **Theory Lessons/Attendance**

Once a pupil has completed a year on their chosen instrument it is our policy at the school for all pupils to attend a theory class or Pre Instrumental 2 for those less than 8yrs. We have this policy in place because during a pupil's individual lesson it is not possible to cover the necessary theory required.

If the scheduled theory classes do not suit, the pupil will be required to take a 45 minute lesson which will include the time needed for the theory components. If a pupil is not getting the necessary theory tuition we can no longer enrol them for the ABRSM exams.

Full weekly attendance is necessary in the theory class. This class proceeds quickly and absenteeism can result in the pupil being unable to catch up with the course. If it happens that a pupil is absent for three lessons in a term the relevant teacher will be in contact with the parents/guardians. Those pupils taking Acoustic and Electric Guitar lessons are exempt from the theory class as the theory components are not necessary for their grades. However, if the pupil so desires, attending a theory class is recommended and if they are doing the Junior Cert Course they must still continue their attendance in the theory class.

Please Tick  the instrument you are taking and in order of preference 1, 2, 3 the times you are available.  
Please ensure you are available for all the time slots you choose.

## 1. Piano

Mon:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Tues:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Wed:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Thurs:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Fri:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Sat:	<input type="checkbox"/> 09:00am-11:00am	<input type="checkbox"/> 11:00-1:00pm		

## 2. Violin/Viola

Mon:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Tues:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Wed:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Thurs:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	
Sat:		<input type="checkbox"/> 11:00-1:00pm		

## 3. Singing

Wed:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	
Thurs:				<input type="checkbox"/> 7:30-9:30pm
Fri:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	
Sat:	<input type="checkbox"/> 09:00am-11:00am	<input type="checkbox"/> 11:00-1:00pm		

## 4. Electric/Acoustic Guitar

Tues:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Wed:	<input type="checkbox"/> 10:00am-1:00pm	<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Thurs:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Fri:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Sat:		<input type="checkbox"/> 11:00-1:00pm		

## 5. Woodwind/ Recorder/Clarinet/Saxophone/Flute

Mon:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Wed:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Fri:		<input type="checkbox"/> 3:30-5:30pm	<input type="checkbox"/> 5:30-7:30pm	<input type="checkbox"/> 7:30-9:30pm
Sat:	<input type="checkbox"/> 09:00am-11:00am	<input type="checkbox"/> 11:00-1:00pm		

Please Tick  the required amount of lesson time you are taking.

Recommended times for those pursuing ABRSM exams

(30 mins Beginners up to Grade 4), (45 mins Grade 5-6), (60mins Grade 7-8 & all Diplomas)

- 30 mins
- 45 mins
- 60 mins

Please Tick  the class you are taking and where appropriate in order of preference 1, 2, 3, the times you are available. All classes are limited to a maximum of 6 pupils, and will need a minimum of 3 pupils to proceed. Once a pupil has completed a year on their chosen instrument it is our policy at the school for all pupils to attend a theory class or Pre Instrumental 2 for those less than 8yrs.  
(see our policy on theory class)

1.  Pre- Instrumental 1 (4yrs +)  
Mon: 3:15-3:45pm      Fri: 3:15-3:45pm      Fri: 4:00-4:30pm
2.  Pre- Instrumental 2 (6yrs +)  
Mon: 3:15-3:45pm      Fri: 3:15-3:45pm      Fri: 4:00-4:30pm
3.  Grade 1 Theory & Performance Class  
Fri: 3:15-3:45pm      Sat: 9:00-9:30am      Sat: 10:30-11:00pm
4.  Grade 2 Theory & Performance Class  
Fri: 4:00-4:30pm      Sat: 9:00-9:30am      Sat: 11:00-11:30pm
5.  Grade 3 Theory & Performance Class  
Sat: 9:30-10:15am
6.  Grade 4 Theory & Performance Class  
Sat: 9:30-10:15am
7.  Grade 5 Theory & Performance Class  
Sat: 10:30-11:30am
8.  Junior Cert Music Class (Sitting Exams in 2012)  
Wed: 8:00-9:00pm      currently in progress
9.  Junior Cert Music Class (Sitting Exams in 2013)  
Mon: 8:00-9:00pm
- 10  Leaving Cert Music Class (Sitting Exams in 2013)  
Tues: 7:30-9:00pm

Please Tick  if you are interested in playing in any of the following Ensemble Groups. This will provide an opportunity for pupils to play and perform on their instruments as part of a group, giving them a chance to explore a broader musical repertoire and improve their musical skills. If there is enough interest, only then can we proceed with the ensembles.

- Sat: 2:00-3:00pm      String Ensemble: Violins, Viola (from Grade 1 standard +)
- Sat: 1:00-2:00pm      Guitar Ensemble: Acoustic & Electric (One year minimum playing)
- Sat: 2:00-3:00pm      Choral/Group Singing: (From 8yrs +)
- Sat: 12:00-1:00pm      Woodwind: Flute, Clarinet, and Recorder (Basics necessary)