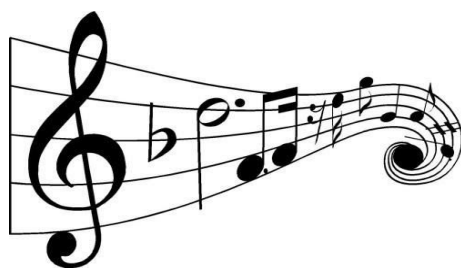




ERV Instrumental Music Programme Registration Pack 2020/21



Learning to play a musical instrument
Performing with Passion

Libreville, 3 September 2020

Dear Parents,

The ERV Instrumental Music Programme offers individual instrumental music lessons for students from **Year 1 to Year 13**. This year we are also introducing music lessons to parents and other members of the community. Instruction is for a variety of instruments including Classical, Jazz, Rock, Pop repertoires and for all performing abilities. Standards and Curriculum are set by the **London College of Music (LCM)** and **Rock School (RSL)** examinations Board.

How to enrol - Please complete the **Enrolment Form** attached (page 4) and return via email with the correct fees, as per below, by **Friday, 11 September 2020** to ERV's Accounts Department.

Lesson information - There will be 10 x 30 minute individual lessons per term. Lessons will take place after school from 15:30 to 17:00 during the week, and on Saturday mornings from 09:00 to 14:00. However, students at advanced level are strongly encouraged to enrol for a 30 min lesson twice per week. Each child's music lesson timetable for the term will be emailed to parents before the first lesson by the Instrumental Music Coordinator. Parents will receive reports from the teacher at the end of each term. All participating students need to bring with their own sanitizers to be used during the instrumental lessons. Students are encouraged to use these before and after a lesson. Masks must be worn at all times with the exception of students learning woodwind instruments, and guidance will be provided by the concerned instrumental teacher adhering to the 1-metre distance rule. Instruments will be cleaned regularly before and after an instrumental lesson.

Important notice: For Saturday morning lessons, it is the parents' responsibility to supervise their children while on campus, and students are expected to stay at ERV only for the duration of the instrumental session adhering to the rules with provisions made as outlined in the introductory letter.

Payment of fees - Fees for individual music instruction in the 2020-2021 year have been set at 10,000 CFA per 30 minutes. Parents will have the choice of **either** paying **termly or for the full year** (30 lessons across the academic year). Payment for the cost of the lessons will be required **in advance** of the first lesson to the Accounts department.

Instruments - Students need to provide their own instruments or rent one from the school. The Instrumental Music Department at ERV offers a limited number of instruments for hire (violins, guitars, clarinets, flutes, cellos, saxophone). Students may complete the Instrument Loan form for up to one academic year, after which it is expected that they will purchase their own instrument.

Please contact the Music Coordinator for further information.

Piano students: It is essential that piano students have a piano at home or keyboard for regular practice.

Examination accompanist fee - All students (with the exception of Pianists and Percussionists) will require an accompanist in the examination. This fee will cover rehearsals prior to the examination and the time in the examination. The peripatetic instrumental music staff may or may not accompany their own students, but an accompanist will be provided.

Missed lesson policy - Instrumental music staff will give 10 x 30 minute lessons per term under the following conditions:

- If students miss lessons due to illness, the instrumental teacher is not required to make up the lesson
- The instrumental teacher will make up lessons missed due to in-school activities on the calendar, or for other school activities not on the calendar, when advance notice has been given
- If students miss lessons because the instrumental teacher is absent, the instrumental music teacher will make up the lesson
- If students miss lessons due to absence, when the parent does not provide advanced notice, the instrumental teacher will not make up the lesson
- Parents are responsible for informing the instrumental music teacher via telephone or email directly of any of the above, or of any unforeseen absences

Discontinuing lesson policy

- Withdrawal from lessons can only be made at the end of a term (as per termly payment made).
- ERV is unable to accept requests to discontinue lessons at other times in the year, and will not be able to provide any refunds.
- This policy is in place to ensure ERV can retain skilled instrumental music teachers.

Tuition is currently available in the following range of instruments:

Piano	Acoustic guitar	Electric guitar	Saxophone
Violin	Viola	Clarinet	Recorder/ Flute
Drums	Voice	Music Production	Music Theory

Attendance of extra-curricular musical activities as well as lessons will be monitored throughout the year and you will be informed if your child is not attending. You will also be contacted when your child has missed 2 of their instrumental music lessons via email or a phone call, as well as a report to inform you of your child's progress.

Please do not hesitate to contact me if you have any queries relating to the Instrumental Music Programme at ERV.

Yours faithfully

Dr Mario Muller, Music Coordinator
music@ecolerubanvert.com

