St Francis of Assisi
Catholic Primary School

Peripatetic Music Instrument Policy

Learning and growing together in God's love

September 2026
Review : September 2027

Background

The school offers a wide range of peripatetic instrumental lessons. Peripatetic instrument teachers make an important contribution to the school's work, supporting both curricular and extra-curricular music at the school. This policy explains the school's provision of peripatetic instrumental tuition for pupils.

General Policy

Instrumental lessons are available on brass, woodwind, strings, piano, guitar, percussion, recorder and singing.

Students need to provide their own instrument – either by own purchase or hire from Norfolk County Council's instrument hire service/ school/ other hire service.

If available, instruments may be hired at a cost of £25 per term. A charge may be made in the case of loss or damage to the instrument.

Lessons take place mostly in the music room and weekly lessons are timetabled for during the school day. Pupils are encouraged to take responsibility for knowing when their lessons are. Information is displayed on the Music Room noticeboard.

Pupils may be taught individually or in small groups, depending on the instrument and the pupil's standard of playing. All lessons are a minimum of twenty minutes long and pupils are taught thirty lessons per academic year – usually ten per term.

Depending on their age, ability and progress, pupils may be entered for music board exams. Successes will be celebrated in school.

Peripatetic teachers write an annual report on pupil progress.

Instrument Tuition Charges

Payment for lessons in the Autumn Term follows the request for tuition and the allocation of lessons and must be made within fourteen days of the start of each term.
A commitment of a year is necessary. Notice to end must be given by the end of the Spring term if not lessons are not required for the following academic year.
Payment is via WisePay – the school online payment system.
Parents/Carers are asked to contact the school office if they have any problems with payment.

The cost charged to parents will cover the cost to the school of the employment of a suitably qualified teacher. The school reserves the right to increase the charge during the academic year if required. Any increase will be communicated to parents/carers in advance of the next term's lessons.

Pupils who are eligible for Pupil Premium funding receive free lessons (60% PP funding and 40% fee remission Norfolk Music Hub). Parents/carers are requested to contact the school for further information and the office will apply. This funding is limited to Norfolk Music Hub availability.

In the event of a refund for overpayment of lessons, the school reserves the right to deduct a 1% administration charge of the total amount to be refunded.

Missed Lessons

Progress on an instrument can only be made through regular attendance of lessons and frequent practice. All instrumental staff keep an attendance register and pupils will be questioned about unexplained absence. Parents will be contacted after three absences.

Proportionate refunds will be given if less than thirty lessons per academic year are provided due to teacher absence.

Review Date: September 2027