



**HANDBOOK
FOR PARENTS, GUARDIANS &
STUDENTS**

2019-2020

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Number 1
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WELCOME FROM THE FOUNDERS

This handbook aims to collect together in one place the information that pupils and parents¹ 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

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.

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

SECTION A: SCHOOL ROUTINES & ADMINISTRATION

A1 THE SCHOOL

The school is officially open from 4.00pm-9.00pm Monday to Friday, with regular lessons being taught during this time. Saturday mornings are reserved for theory class, aural skills workshops, extra lessons and also concerts and performances, both formal and informal.

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 Secretary and the student's principal 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

Most teaching takes place in the building of Number 1, 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

Term dates are published at least two months 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

The Music School operates on a 34-week school year session and a flexible 4-week summer 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 writing. 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 website or 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

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

During the school working day, please telephone or email the School Office (07366602407 or 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 School Office.

A7 COMMUNICATION

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 email; reports are circulated by post. Emails will normally include any items of school news, administrative matters and a list of forthcoming events. Please ensure that we have a current 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 initially on the front page of the school's website:

www.stcolumbsschoolofmusic.com. 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

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

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

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

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

The fees for the academic year 2019-2020 are:

Instrumental Tuition Individual	£15 for 30mins
Theory Tuition Individual	£15 for 30mins
Theory Tuition Group	*£5 for 1hr (Free for School of Music Pupils)
Grade Exam Accompaniment	£30 (Diplomas may vary)
School Exam Accompaniment	£25 per hour
Choir Accompaniment	£25 per hour
Weddings and Ceremonies	£100
Funerals	£60
Concerts	Varies

Individual Tuition prices are set at £15. This includes

- Quality assured teaching
- Weekly lessons in a unique School building
- Free grade book and any sheet music required
- Free Bi-monthly theory classes (optional)
- Free entrance to School of Music concerts
- 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

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

1. Cash
2. Cheque
3. Online
4. Standing Order

These methods can be paid for individual lessons, monthly, termly or yearly. Payment is monitored by the School Office and any outstanding payments will be sent by post 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

B1 PASTORAL STRUCTURE

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

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)

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

B3 ANTI-BULLYING POLICY

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

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

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

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

C1 CURRICULUM

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 free of charge as part of their musical learning. They are included in the price for tuition but are not compulsory. However, Grade 5 theory is required to advance to any grades above Grade 5 so learning theory throughout your time at the school is recommended. 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

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

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

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 Associated Board of the Royal Schools of Music because of its carefully composed syllabus, thorough administration and ongoing moderation of standards. 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 determine when the student is ready to take an exam and it is expected that the student commits to putting in the practice suggested by the teacher prior to exams. Students that have been entered into an exam but fail to sufficiently prepare may be pulled out of an exam and if this is the case, fees will not be refunded. The exam entry fee must be paid by the deadline set by the School to secure entry. This fee is non refundable. Accompanists are provided if required. Exam times/days are assigned by exam boards and are usually during school time. Please be aware that these dates cannot be changed by the School and is the responsibility of the parent to liaise with the examination board should an exam need to be rescheduled. You may enter your child for an exam yourself at any point if you wish.

C5 ASSESSMENT AND REPORTING

Examination results will be sent by post, and confirmation sent through email. Result days depend on the examination board but we strive to pass on these as soon as the School receives them. For further information about results, please contact the school directly.

Academic progress is monitored through formative and summative assessment. The pattern of assessment provides reporting to parents via Winter and Summer reports written by the instrumental tutor and a comment made by the Head of Department. These are sent by post and include a grade of ability; grade of effort and future plans in terms of exams or concerts.

Musical progress is displayed through end of year concerts or informal recitals that are held throughout the year.

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

Although communication between the school and the parent should be transparent and regular, Parents' meetings may be held termly on a Friday afternoon when parents have an opportunity to meet academic associates. Details of parents' meetings are published on the website. The purpose of these meetings is to give parents an opportunity to discuss pupils' progress with associates.

C6 POST-EXAMS SERVICES & APPEALS PROCEDURES IN PUBLIC EXAMINATIONS

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

Please note that parents are not permitted to attend music lessons.

D1 INSTRUMENTAL LESSONS

Teaching Weeks

The Music School operates on a 34-week school year session and a flexible 4-week summer 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.

Additional lessons per week include optional theory classes and aural skills workshops which are free to all St. Columb's School of Music pupils. For further details on these classes please check the website for updates. 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.

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

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

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

Changes of Instrument

A written request from parents to the School of Music Directors is required should you wish to change instruments. Requests will normally be accommodated provided that teaching is available and subject to the pupil's overall workload. Whenever possible, the school will try to accommodate the request. The Directors will discuss the issue with the relevant Head of Department and with the pupil before reaching a decision. However, the final decision will reflect the school's professional opinion of what is in the best long-term interests of the pupil.

Changes to Music Teacher

A written request from parents to the School of Music Directors is required should you wish to change music teacher. Requests will normally be accommodated provided that teaching is available and subject to the pupil's overall workload.

D4 MUSIC BOOKS

All Music required by the student (including grade books and other pieces) will be purchased and ordered by the school at no extra cost. Pupils are then responsible for taking care of any music given to them from the School of Music. Loss or damage to this music will be at no expense of the School and invoiced if required.

D5 CONCERTS AND EXTERNAL EVENTS PROCEDURE

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.

Biographies

New pupils should provide the School Office with a short biography (about ten lines) detailing a bit about themselves. E.g. when they first started studying their instrument, music groups they belong to and their outside interests. Biographies will be kept on file and updated from time to time for use when pupils are involved in concerts inside or outside school.

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. 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

Theory classes take place twice a month in the school building. These classes normally take place on Saturday mornings and range from beginners to advanced levels. Additional theory classes may take place during a weekday evening. Aural skills workshops are organised in the weeks leading up to external examination windows. All arrangements of these classes will be posted in advance on the school website and social media platforms.

All School of Music pupils are free to attend both theory and aural classes for free as part of their tuition. These are not compulsory but recommended. Individual theory or aural skills lessons can also be arranged with an individual music teacher, at an additional cost.

D7 SATURDAY PROGRAMME

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 ABRSM / EXTERNAL EXAMINATIONS

Associated Board (ABRSM) examination entries are co-ordinated through the School Office. Exams generally take place a short walk from the school. On exam days, the building is open for those students who would like to practice. On joining the School, pupils who have already taken Associated Board Theory Grade 5 should bring a copy of their result to the Music Office; this will be either the original mark form provided by the Associated Board or a copy of the certificate. The document will be kept safely at the School until the pupil leaves, so that it is available for use when the pupil enters any Associated Board exam above Grade 6.

D9 INSTRUMENTAL INSURANCE

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

St. Columb's School of Music offer various scholarships 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

E1 INTRODUCTION

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

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

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

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

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

F1 COMPLAINTS PROCEDURE FOR PARENTS AND GUARDIANS

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).

F2 FUNDRAISING AND SPONSORSHIP

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

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 1998. For more information, please refer to the Data Protection Policy found on the School website)

SECTION G: WHO'S WHO

Job Title	Name	Contact Details
School Office	Deborah Fields	07366602407 music@stcolumbsschoolofmusic.com
Director	Louis Fields	07784841990 louisfields13@hotmail.co.uk
Director	Nicky Morton	07858097290 nickymorton@hotmail.co.uk
Child Protection Officer	Ian Bartlett	07803005723 ian.bartlett@btinternet.com
St. Columb's Cathedral	The Very Rev. Dean	02871262746
	Raymond Stewart	deanofderry@stcolumbs.net
Cathedral Administrator	Robert McGonigle	07794666754 robert@stcolumbs.net
Board of Advisors Rep	William Lynn (Chairman)	07771608084 wlynn_geology@hotmail.com

Advisory Board Members:

- William Lynn
- Elizabeth Quigley
- Jane Fields
- Ian Bartlett
- Martin Doherty
- Linley Hamilton
- Brenda O'Somachain
- Helen Quigley
- Derek Collins
- Dean Raymond Stewart

Teachers:

- Nicky Morton* (Head of Keyboard)
- Louis Fields* (Head of Singing)
- Diarmuid O'Kane* (Head of Woodwind)
- Pdraig O'Kane* (Head of Strings)
- Dermot O'Donnell

APPENDICES

APPENDIX 1: SCHOOL RULES

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.

Outstanding Achievement: This can be for musical progress, external musical achievements or any related examples that help show off the school	House points
Musical Success:	Commendation certificate
Exceptional Effort:	End of Year prize
Low Level: Negative Behaviour: 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
Medium Level: Negative Behaviour: e.g. repeated breaking of the rules, insufficient care of equipment, insufficient practice or preparation	Letter to parents, removal of privileges
High Level: Negative Behaviour: 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

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

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

- St. Columb's School of Music Handbook 2019-2020
- 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
- Data Protection Policy

The following documents are also available on the school website:

- Student Registration Form
- Financial Aid Form
- Donation Form

APPENDIX 5: TERM DATES 2019-2020

Autumn Term:

Term Begins: Monday 9th September

Half Term: Monday 28th October - Friday 1st November

Term Ends: Friday 20th December

Spring Term:

Term Begins: Monday 6th January

Official Opening Gala Concert: Saturday 8th February

Half Term: Friday 14th February -

Friday 21st February

Bank Holiday: Monday 16th, Tuesday 17th March

Term Ends: Friday 3rd April

Summer Term:

Term Begins: Monday 20th April

Bank Holiday: Monday 4th, Monday 25th May

Term Ends: Friday 19th June

End of Year Concert: Friday 19th June