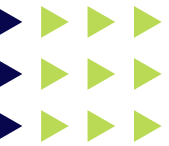




**STOKE NEWINGTON**  
MUSIC SCHOOL



# **SNMS WELCOME PACK**





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# WELCOME MESSAGE



**Paige Palmer**  
Owner / Managing Director

Welcome to The Stoke Newington Music School!

At Stoke Newington Music School we pride ourselves on providing a path for you to achieve your musical dreams. We cater to students aged from 5 years upwards and especially love to see our adult students in addition to our younger musicians. Music is a passion which can be discovered at any age.

Although we are a musical institution, we pride ourselves on being a family and just as a family has a connection, we are all connected by music. Music gives us the opportunity to flourish together. And help you understand how your musical dreams can be achieved and destinations can be reached.

We collaborate with our local community – schools, parents, students and businesses to provide a wholesome environment which encourages musical learning and progress.

Our ethos is simple yet effective – **to provide a strong musical foundation for all.**

After your time here, we guarantee a strong understanding of rhythm, musical notation, musical shaping, timing and so much more. Our mission is much more than our students passing musical exams (although this is a big plus!) but to allow our students to build on their musical knowledge to enable musical confidence and understanding along with development of our holistic and mental wellbeing through musical instruments.

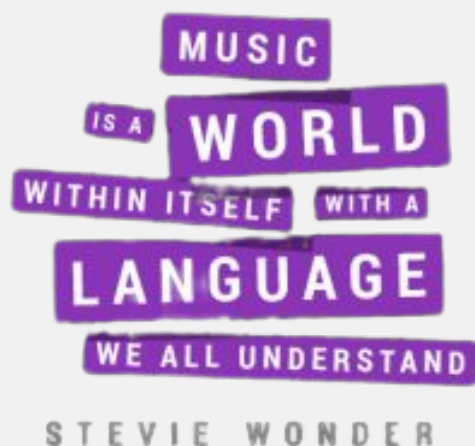
Whilst learning at The Stoke Newington Music School, it is imperative for our students to remember talent is only a vehicle to achieve success and talent alone will only carry us so far on our musical journey. Success derives from focus, dedication and passion. Students are also reminded - to achieve a successful musical career, it is imperative for our students to attend our classes with the best attitude to facilitate learning and musical understanding. Our journey is as important as our destination.

Learning extends beyond the musical teaching at Stoke Newington Music School doors but it is woven into to our ethos and our foundation. The dedication we have to our students, our dynamic teaching, the passion of staff, outstanding fellowship and thriving students are all aspects of our ethos which we deliver to our students and in turn encourage to be followed to achieve success.

We have a wealth of experience and knowledge which we are enthused and dedicated to pass on to any student willing. Our ultimate goal is to provide our students with a successful musical future.

We look forward to seeing you through the doors of The Stoke Newington Music School.

Yours Musically,  
Paige Palmer,  
Managing Director.



# ATTENDANCE & PUNCTUALITY

## Attendance Facts

A child missing week of lessons every half term is equivalent to 90%.  
Students with absence below 85% receive below merit in examinations.  
Poor exam results discourage students learning.  
Poor attendance effects students' motivation and knocks confidence.  
Good attendance is about our students entitlement to education of music.  
Good attendance is underpinned by the effective partnership of both tutors and home.  
Parents / carers are responsible for the regular and punctual attendance of students registered at the school.  
All students are expected to achieve a minimum of 90% attendance per term.

## Student Absences

Any absences due to sickness should be reported to the main office via email, online portal or text by 12:00pm on the day of the absence. Where there is a significant pattern of absence we will contact the parents / carers to investigate why. If there is little / no improvement, student's will forfeit their space for the next term. Please remember, we endeavour to support our students in their musical education and growth. Our goals are based on a 15 week term and any lessons missed will ultimately prove vital to their progression. If you need to request special leave (religious, bereavement, compassionate leave, serious medical etc) please contact: **admin@stokenewingtonmusicschool.co.uk** at the earliest convenience explaining the situation.

## Attendance Expectations

Parents and carers are responsible for the regular and punctual attendance of students registered at the school and for keeping the school informed of any reasons of absence of difficulties relating to attendance.  
Our students are expected to achieve a minimum of 90% attendance per term. The school offers a chance to re-arrange lessons where possible and provide as much support possible to ensure students attend as many lessons possible.

# HOME LEARNING



As a music school it is important to support our learners to make progress in their learning. This will involve a home learning programme supported by a portal for parents to monitor and guide students. Please use the portal to uphold communication between yourself and your tutor.

Parents and guardians are encouraged to show an active interest for the student's musical education, and support the tutor's request to complete homework and practice during the week.

Home learning includes practicing at home. While it is essential for a student to have the appropriate tools (e.g. instrument) to practice at home, this is not the only means to success. It is important for students to use access to music (e.g. listening, repeating, writing and playing) to have an all-encompassing understanding.

Regarding playing, here is a rough guide to duration of practice based on age / ability:

- |                             |                         |
|-----------------------------|-------------------------|
| • Beginners of 5 -7 years   | 5 – 15minutes per day   |
| • Beginners of 8 – 11 years | 10 – 15 minutes per day |
| • Beginners of 12 +         | 15 – 20 minutes per day |
| • Grade 1 - 2 students      | 20 – 30 minutes per day |
| • Grades 3 – 4 students     | 30 – 45 minutes per day |
| • Grade 5 students          | 45 minutes per day      |
| • Grade 6 students          | 60 minutes per day      |
| • Grade 7 students          | 75 - 90 minutes per day |
| • Grade 8 students          | 90 minutes per day      |

Please note: little and often is still the motto. Dependant on age, it may be best to split practice into 2 / 3 sessions per day to ensure maximum focus.

### Practice tips:

Students should strive to practice every day. Remember understanding music is akin to learning a new language: without constant practice we may understand the basics, but we cannot build on an unstable foundation unless we want the house to fall down! It is better to practice little. If you don't use it, you lose it.

Having a goal always helps facilitate learning. Set achievable goals for practice.

# REWARDS & SANCTIONS



At Stoke Newington Music School we aim to reward students who go above and beyond! This is for our students that not only exceed our expectations but their own also.

Our students attend our lessons to gain a greater understanding of music and this is shown by being ready to learn whilst in their lessons.



## Work Smart

Students have many levels of rewards, from verbal acknowledgement working through to student of the year. Students are also rewarded through the external body of exam certificates in addition to our internal merit rewards. Tutors monitor rewards and nominate students for their values, commitment and achievements throughout the terms.

All members of staff have access to achievement certificates which can be given to students who they notice go above and beyond.

When students are consistent in their efforts, tutors will nominate for further rewards which could include representing Stoke Newington Music School at events, discounts and freebies or being apart of new school experiences.



## Sanctions

Students who are unable to follow rules of being ready, respectful and safe will be removed from the lesson to enable others to learn.



*"Where words fail, music speaks."  
Hans Christian Andersen*

# GENERAL INFORMATION



## Equipment

We endeavour to achieve a high standard in all our activities at our music school and this is to be reflected in the attitude and behaviour of our students.

All students must have full equipment for attendance.

Piano - Headphones, Book\*, ¼ inch jack adapter

Guitar - Guitar and Book\*

Violin - Violin, Bow, Rosin, Book\*

Drums - Drum Sticks, Book\*

Singing - Music Sheets\*

Theory - Book\*, Pencil Case

Cello - Cello, Bow, Rosin, Book\*

## Social Media

We encourage you to follow our Social Media accounts to ensure you are always well informed and celebrate the music school's success. Do not forget to support our students by liking, commenting and encouraging our students to strive and achieve their musical dreams. As a community it is important for empower our students

Facebook:

[www.facebook.com/stokenewingtonmusicschool](https://www.facebook.com/stokenewingtonmusicschool)

Instagram: @stokenewingtonmusicschool

Tiktok: @stokenewingtonmusicschool

Any concerns to be raised should be through formal methods of communications.







## Communication with Parents and Carers

Stoke Newington Music School tries to operate a paperless system of communication with parents when possible. This is to keep in line with global warming initiatives. The majority of our correspondence will be sent via email, in-app messaging or text. Please supply a current email address and mobile number when registering. Please ensure these are kept up-to-date at all times.



## Tutor Time

Tutor time is about fostering development, building self-esteem and building individual connections. Our tutor time enables students to engage with their peers as they learn life skills and become well rounded musicians. Our tutors will get to know their students and families over their learning journey. Our tutors will monitor performance, attendance, behaviour and positive achievements. Our tutors are here to assist our student to flourish in all aspects of musical prosperity. Students may be asked to carry out tasks such as listening to music, research and learning more about the musical world around them. This adds value to the overall learning which must be seen as an advantage to students in every way. Our tutor time encourages not just musical growth but personal growth through music. If there are any concerns, our tutor are able to contact relevant parties (parents, managers etc) to discuss issues. All tutors will use respectful language when speaking with students.





## Messages to students during lessons

Students should not have their phones on during the lessons as not to disrupt learning. If a student has a mobile, this must be turned on to silent mode during the class. If there is an emergency or a message is needed to be sent to your child, please contact the reception who will pass on the message with urgency. Pictures are not authorised to be taken by students during the lesson without permission of the teacher. Any pictures taken in class by students cannot contain other students without permission. Smart Watches may be worn during the class however sending / receiving messages will not be tolerated.



## SNMS Culture

Provide a safe learning environment where students can develop to the best of their ability.  
Contact parents or carers if there is a problem with attendance, punctuality or equipment.  
Inform parents or carers about any concerns or problems that may affect their child's work or behaviour  
Provide regular assessments  
Set and provide feedback on extended learning opportunities.  
Keep Parents and Carers informed about school activities through school website, newsletters, text and social media.



# STUDENT

## WELLBEING & CODE OF CONDUCT

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Our students wellbeing is at the forefront of our concern and the pinnacle of our priorities. If there are any concerns, please do not hesitate to contact our Managing Director who will endeavour to get back to you ASAP. Please be mindful, our Managing Director also teaches so please allow 48hrs for a response to your email. If your query is urgent, please ring Reception.

### **Child Protection and Safeguarding Concerns:**

Any concerns about child safety should be reported to the Managing Director. Please ask for the Safeguarding Lead: Paige Palmer. If unavailable, please contact via email [admin@stokenewingtonmusicschool.co.uk](mailto:admin@stokenewingtonmusicschool.co.uk)

### **Stoke Newington Music School's Child Protection Policy**

We, Stoke Newington music school, acknowledge that we have responsibility for the safety and wellbeing of the child or young person during lessons, and work to ensure the highest standards. This policy also applies to anyone who engages with SNMS including tutors, parents and guardians.

Every child has equal protection from all types of harm or abuse, regardless of their age, gender, race, religion, identity, disability or sexual orientation.

Claims which are concerned with the harm or abuse of a child will be fully investigated. Relevant procedures may be taken into action. At the same time, we will strive to keep strict confidentiality, as much as is appropriate.

All of our tutors will go through an Enhanced DBS Check, which assesses their suitability to work with children before they are able to teach lessons.

Records of child protection reports and issues will be written as a document and will remain confidential between SNMS, the victim and any governing authority (e.g. police).



## **SNMS's Code of Conduct**

We operate under the following code of conduct:

- 1) All tutors are obliged to respect the child's welfare and needs at all times.
- 2) Physical contact which is inappropriate must not occur with children at any time.
- 3) SNMS does not condone lessons occurring within private rooms of a student's or tutor's home. We encourage that in-home lessons occur within public rooms of the home. Students who choose to have lessons in private rooms accept responsibility for this decision and understand that SNMS has advised against this in our policy.
- 4) Tutors cannot aid a child if they require to use the bathroom. The child should be aided only by a parent or guardian.
- 5) There shall be no discussion about sexually related subjects, and any sexual behaviour or contact is strictly forbidden.
- 6) Parents and guardians are expected to report any issue or situation to the Managing Director & Tutors are obliged to report any issue or situation to the Managing Director.

## **Parents and Carers Code of Conduct.**

We are very proud and fortunate to have a dedicated and supportive school community. As our school community. We recognise that the education of our students is a partnership between all parties. As a partnership we are aware of the importance of a good working relationship and all recognise the importance of a solid working relationship to equip all students with the necessary skills. For these reasons, we will continue to welcome and encourage parents and carers to participate fully in our music school ethos. The purpose of this policy is to provide reminders to all parents, carers and visitors to our school about the expectation around the conduct of all parents and visitors connected to our school.

We understand that everyday frustrations can cause misunderstanding and have a negative impact on our relationships. Establishing where it happens, that we remain committed to resolving difficulties in a constructive manner through open positive dialogue is essential. In this way we can continue to flourish and progress to achieve in an atmosphere of mutual understanding. Please contact us via phone, via email or in person at reception with concerns, we do not use social media accounts for parental communications.

Our school already has a code of conduct for all employees but this code is aimed at the wider school community so that all can see and understand the expectations of the behaviour of all visitors or those connected with the school. This policy aims to clarify the types of behaviour that will not be tolerated. The policy also sets out the actions the school can take should this code be ignored or where breaches occur.



## **SNMS's Policy on Behaviour**

SNMS strives to create a positive experience for our students through our lessons. We expect our students to present good behaviour, so that lessons are enjoyable, constructive and can allow the music and the teaching to flow. Our tutors give consistent praise and support for good behaviour and progress in their lessons.

Students are expected to be prepared for their lessons: be attentive, focused, inclined to learn, have homework completed and be respectful towards their tutors. To be up to date and prepared for upcoming lessons, students should have practiced their instrument(s) or subject(s) during the week, to be able to reap the benefits of the lessons.

We have several basic rules for our students which are:

- 1) No distractions from phones, laptops, computers and other technological devices, which are strictly forbidden.
- 2) No eating when the lessons take place.
- 3) Keep drinks and liquids away from any instruments present to avoid potentially damaging them and being responsible for the repair.
- 4) Be responsible and careful with any instruments (e.g. no strong force upon the piano keys, being careful not to drop the guitar, etc.)

### **Parent / Carer behaviour that will not be tolerated:**

Disruptive behaviour which interferes or threatens to interfere with normal operation or activities on school premises.

Any inappropriate behaviour on school premises.

Using loud or offensive language or displaying temperamental/aggressive behaviour.

Threatening in any way a member of staff, visitor, fellow parent / carer or pupil, including malicious complaint.

Damaging or destroying school property.

Sending abusive or threatening correspondence to anyone within the school community.

Defamatory, offensive or derogatory comments regarding the school or any pupils, parents, staff at the school on social media or any other sites.

The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on the school premises.

Approaching another student in order to discuss or chastise them because of actions taken

Smoking, taking illegal drugs or consumption of alcohol on school premises.



## **SNMS's Policy on Anti-Bullying & Harassment**

We, SNMS do not tolerate any form of bullying or harassment towards the student, tutor, parent or guardian.

Every student has an equal opportunity to undertake music lessons, regardless of their level, age, gender, background, race, culture or circumstances.

Our aims are to:

- prevent any form of bullying or harassment between the tutor and the student/parent/guardian
- deal with any matters of bullying or harassment in a reasonable and congruous manner
- apply sanctions (disciplinary) to ensure the discontinuation of bullying or harassment in lessons
- terminate the engagement of the tutor with SNMS if they have initiated the bullying or harassment
- terminate the engagement of the student with SNMS if they have initiated the bullying or harassment
- consult the parent/guardian if they have initiated the bullying or harassment, of which SNMS would have the power to terminate the engagement of the student with SNMS due to the malevolent behaviour and unfulfilled responsibilities of the parent/guardian

### **Reporting**

Tutors are obliged to inform the Managing Director of SNMS of all incidents of bullying or harassment. Students are welcomed and encouraged to inform the Managing Director of SNMS if they are feeling victimised and have been a victim of bullying or harassment.

Parents and guardians are also welcome to inform the Managing Director of SNMS if they have any concerns.

### **Privacy Notice**

Under data protection law, individuals have a right to be informed about how SNMS uses and personal data we hold. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data.

# SIGNABLE DOCUMENTS

1.

## Attendance & Punctuality

As a Parent or Carer or a student of Stoke Newington Music School, you agree to the following:

To be fully supportive of the school in regards to attendance and punctuality

To support the school and their child by minimising absences where possible, ensure students are only missing for significant reasons.

Ensure students are on time for lessons and have a safe route home

If your child is absent due to illness, you must contact at your earliest convenience.

To contact the music school if a problem occurs which may result in students not wanting to attend lessons.

If you know you will be absent due to a medical or dental appointment, please contact using the communication methods listed above giving the date of absence.

SIGN:.....

DATE:.....

2.

## Home - School Agreement

Ensure students attend regularly, on time and with the correct equipment

Inform the music school of any concerns or problems that might affect students work or behaviour.

Support the music schools policies guidelines for behaviour.

Support the schools ethos of being a valued based community.

Support students as necessary for extended learning at home.

Build a good relationship with the school

SIGN:.....

DATE:.....



3.

### Student Wellbeing

To be fully supportive of the music school in regards to attendance and punctuality.

To support the school by minimising absence where possible.

To ensure students arrive punctual and prepared for the lesson.

To follow procedures for dealing with attendance through making contact with music school via relevant routes.

To ensure students have a safe route to and from the music school.

Ensure students are well equipped for lessons.

Provide a musical space for students at home for extended learning tasks and practice on a daily basis.

Ensure codes of conduct are followed at all times.

Ensure all homework and extended learning tasks are done to a good standard by the deadline given.

Ensure students are well rested.

Contact the school about any concerns or problems that might affect students work or behaviour.

Support the achievements of all students.

SIGN:.....

DATE:.....

4.

### Missed Lessons & Rescheduling

Lessons can only be re-arranged if we are given a minimum of 48 hours notice. Without 48 hours notice, rescheduling of the lesson will be to the Managing Director’s discretion.

In order to cancel or reschedule a lesson you must give us 48 hours notice, otherwise we are required to charge you in full for the lesson. We treat our tutors fairly and encourage that you also respect their work, dedication, schedule and time.

Cancelled lessons (on your behalf) can be rescheduled, given that you have told us at least 48 hours prior. The rescheduled lesson will be subject to the availability of the tutor but must be before the end of current term.

Cancelled lessons (on our behalf) will be rescheduled on an agreed date and time, or refunded if rescheduling is unavailable.

SIGN:.....

DATE:.....





5.

# Media Consent

At Stoke Newington Music School, we take the issue of child safety very seriously and this includes the use of images of pupils in photos or digital videos.

Our students may be involved in the taking of videos and pictures whilst in lessons. This can be used as reference points for progress, student evaluation and recognition of achievements to name a few.

We would like to include photos and video clips of students and their work on our websites and socials. We will never include the full name of the students or labelled clothing (e.g school uniform) to protect their identity. All digital photo and video work is underpinned by our Privacy Policy including:

The Managing Director has ultimate responsibility to decide if photography and videoing of school performances are permitted.

The Managing Director has the responsibility to decide the conditions that will apply in order that the children are kept safe, that the performance is not disrupted and students and tutors are not distracted.

Parents and carers can use photographs and videos taken at the school for personal use only. Parents and carers must not photograph or video children getting ready for performances or events.

If you are accompanied or represented by people not recognised to school, staff members will ask for identification to verify who you are

Recordings or photographs for anything other than personal use will require written consent of all parents whose children may be included in the images.

For safeguarding reasons, the only phones or media devices permitted to be used on site are those owned by the school and clearly identified to students. The school will commit to photographing and videographing school events to distribute photos and footage accordingly. In addition, during your time at the music school, there may be opportunities for them to take part in community events. It is recognised that you may wish to take photographs during such an event. However, the school needs to be as certain as possible that all photography and video recording is for personal use and no parents object to this. The images may be used in other media such as local newspapers as part of the promotion activities of the school. Parental consent will be obtained if children’s names are to be printed.

By signing this document you will be agreeing to our terms and conditions, consenting to photographs and digital images of your child appearing on the website, social media accounts and printed publications or promotional activities such as fliers when you complete the online admission form. If you are not in agreement to this, please contact [admin@stokenewingtonmusicschool.co.uk](mailto:admin@stokenewingtonmusicschool.co.uk)

SIGN:.....

DATE:.....



# PAYMENTS

At SNMS payments are made on either a monthly or termly basis. Before committing to our terms, SNMS offer a chance to try our class either for **FREE** or at a discounted rate! Once the trial lesson has been completed, please contact SNMS to confirm attendance and discuss which payment options are most convenient for you.

## Monthly Payments:

Monthly Payments are due in advance between the 24th - 28th of every month. If payments are not made by this date, lessons will not be secure and SNMS hold the right to remove students from the register for the upcoming month.

## Termly Payments:

Termly payments are due 7 days before the first lesson of the term.

## How Payment are calculated?

SNMS runs on a 45 week year (closed for 5 weeks over the summer holiday and 2 weeks for Christmas). Monthly payments are calculated as an average payment across 11 months (September to July) and termly payments are a total of 15 weeks of lessons.

## Materials & Exams

Any payments for materials or exams (e.g. books) will be due at the point of next lesson. If payments are not made, we reserve the right to withhold lessons until the outstanding balance has been settled.

## Payment Options

You can make a payment on the **online portal (card payments)**, **cash** at reception or **standing order**:

Online Banking

Bank:

Name:

Sort code:

Account:

Reference: (Student's Full Name)

We work hard to support our students. As the music school grows and we welcome more students through our doors this kind of disruption could cause your child to lose their space. If you are having difficulty paying for your lesson please bring this to our attention so we can work with you to solve the issue.

# OPENING HOURS

<b>Monday</b>	14:30	20:00
<b>Tuesday</b>	14:30	20:00
<b>Wednesday</b>	14:30	20:00
<b>Thursday</b>	14:30	20:00
<b>Friday</b>	14:30	20:00
<b>Saturday</b>	9:00	20:00
<b>Sunday</b>	CLOSED	or by appointment only

Term dates can be found on our website but terms typically run from

September - December

January - April

April - July

Each term is 15 weeks



**STOKE NEWINGTON**  
MUSIC SCHOOL

**THANK YOU**



Phone Number

**Tel: 0207 254 7445**

**Mob: 07537971746**



Email

**admin@stokenewingtonmusicschool.co.uk**



Website

**www.snmusicschool.co.uk**



School Location

**16 Stoke Newington High St, London N16 7PL**