



Barnard Castle School
MUSIC DEPARTMENT

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INFORMATION PACK 2026/27



Music Department Information

Mr Matt Lowe *Director of Music*

MXL@barneyschool.org.uk

Mr George Ford *Assistant Director of Music and Head of Academic Music*

GEF@barneyschool.org.uk

Miss Sarah Beecroft *Teacher of Music and Prep Music Lead*

SAB@barneyschool.org.uk

Mr Oscar Gorman-Tysoe *Teacher of Music and School Accompanist*

OGT@barneyschool.org.uk

Mrs Louisa Cameron *Music Department Administrator*

LC@barneyschool.org.uk



Individual Music Lesson Information

TERMS AND CONDITIONS - Effective 1 September 2026

These terms and conditions form the basis of the contract between Barnard Castle School and parents/guardians. Parents/guardians are subject to and agree to be bound by these terms and conditions.

LESSONS

Barnard Castle School can provide up to 30 one-to-one instrumental lessons over the three-term academic year. We highly recommend a lesson duration of 45 minutes for all our musicians, however each individual lesson can be taught at a default duration of 30 minute, 45 minute or 60 minute sessions. Due to the uneven length of school terms, the number of lessons/sessions offered in each term may vary.

Fees are reviewed annually. Lesson fees are charged, in arrears, and are added to the school bill at the end of each term. Pupils will receive one lesson per week unless an alternative arrangement has been made in writing. Separate fees are charged for loan of School instruments, use of the School drum-kit to cover wear and tear and specific sheet music/equipment charges, as deemed necessary by a pupil's teacher and external music exams entries.

TIME OF LESSONS

For the Prep School, individual music lessons take place during the school day. Parents/guardians accept that this will usually result in a pupil being withdrawn from their normal school classes for the duration of the lesson. To reduce impact on any particular subject, lessons within each half term should be rotated for prep school.

Senior School music lessons will take place during the school day and will also be rotated; it is the responsibility of the pupil to catch up on any missed work.

For Sixth Formers, individual music lessons are arranged at fixed times during private studies or free time. Pupils are responsible for monitoring their own music lesson timetable (available on Involve) to confirm the day and time of their lesson each week. Any changes to the time/day of a music lesson are to be communicated between Pupil, Instrumental teacher and the Music Administration team (musicdept@barneyschool.org.uk).



COMMENCEMENT

Lessons will begin as soon as possible following receipt of a completed enrolment form. The minimum commitment and charge for lessons is until the end of the term in which attendance begins. Trial lessons/sessions are not offered unless agreed by the Director of Music by special arrangement, usually dependent on the instrument.

INSTRUMENTS/ACCESSORIES

Parents/guardians agree to provide instruments, music and accessories as required, to pay any examination fees and to make arrangements for accompanists where required. (Loan instruments may be available - terms and conditions apply). Additional music, equipment and resources will be ordered at the instrumental teachers request and will be charged for at the end of each term.

LIABILITY

Barnard Castle School does not accept liability for loss or damage to pupils' instruments or personal possessions. Parents/guardians should arrange appropriate insurance for these items and ensure instrument cases and music is labelled where possible. Lockers are available within the Music School and are recommended for all pupils with an instrument.

BEHAVIOUR

Pupils are expected to behave in a responsible and courteous manner at all times; to attend lessons regularly and to practice between lessons. Poor attendance, failure to practice or disruptive or anti-social behaviour by either the pupil or by the parent/guardian, may result in tuition being withdrawn. No credits will be given in such circumstances.

EXAMINATIONS

Examination entries are submitted by the instrumental teacher in discussion with the pupil. The pupil or parents/guardians should make the music department aware of any specific targets concerning examinations.

MISSED LESSONS

Pupils must discuss their schedules while fixing the following week's lesson time with their music teachers to ensure that their other activities do not clash with their music lessons. Lessons missed by pupils due to short term sickness, school trips/activities, revision leave, exams etc will not be made up or credited. Tutors are notified of each missed music lesson. Parents will be notified in the case of persistent absence. In the case of long-term sickness or long-term absence from school, the Music department should be notified, in writing, by parents/guardians. When staff miss a lesson due to illness or travel delay the pupil will not be charged for the lesson.

The teacher will do their best to make up the lesson, through an extra lesson or a double lesson,



when the pupil will be charged, however there is no obligation for them to do this.

WITHDRAWAL

The School is contracted to give its individual music teachers a full half a term's notice when ceasing tuition. Lessons will continue term-on-term and year-on-year until appropriate written notice of withdrawal is received. **Parents/guardians must also provide a full half term's written notice, by e-mail, to musicdept@barneyschool.org.uk.**

Pupils must continue to attend lessons during the notice period unless the music department has received written confirmation from parents/guardians that they are happy for them not to. At the end of the notice period, we ask that all hired instruments are returned to a member of staff within the music department.

