



27<sup>th</sup> February 2019

**Dear Parent/ Guardian/ Student,**

We have had a wonderfully energetic and successful term this far. It is pleasant to see just how much has been achieved in such a short space of time. Kudos! To all our exam students! They made us proud!

### News Letter

#### (a) LESSONS

*A polite reminder, as it will be taken seriously hence forth.*

*Students should adhere to their allocated lesson time. If they come late, kindly NOTE THAT they will be taught for the remaining time but charged for the full duration.*

- *Classes missed without communication or last minute cancellation (canceling a class within the hour of the lesson) will be considered done, and charged. Therefore kindly communicate in advance to the teacher and/or receptionist concerning a student's absence to avoid any charges.*
- *Missed Lessons must be recovered within the term.*
- *Lessons falling on a holiday will be made up, upon arrangement between the parent, student and the teacher.*

**NB:** *Kindly have your child's tutor's number and the front office number.*

### **(b) CHANGES IN LESSON TUTORING AND APPROACH.**

We have realized that over time, most of the lessons have turned into “exam preparation” sessions instead of “learning” sessions.

When a class is transformed into an exam preparation session, the student misses out on the core curriculum targets which are **reading, writing, interpreting and performing** music at an **independent level**.

Classes are to be conducted in such a way that first, the student learns the skills and knowledge to be applied in the different aspects of practical. They are then expected to practice throughout the week. This will ensure a smooth transition of topics/subjects and progressive growth in their playing ability, technique and general musicianship. This way, the classes will be effective and productive.

Based on the above, we would like to focus more on learning as opposed to perpetual exam preparation so as to equip our students to be more musically independent and enjoy performance.

We will seamlessly transit our students to this approach without giving them extra pressure.

### **(c) DIARIES AND PRACTICE**

An average music student takes 1 hour a week, which means they spend most of their time at home or their respective schools. Therefore a child's progress cannot be entirely pegged on the hour spent at the music school.

Practice is the number one key to progressive growth. However, how the practice is done, really counts. We must encourage our students to practice and reward their progress.

In light of this, we have decided to introduce diaries which will;

- i. **Guide the student on how and when to practice.**
- ii. **Provide a link between the teachers and the parents.**
- iii. **Ensure accountability on the child's progress.**

**NOTE THAT:**

- These diaries will be mandatory and offered at cost of Ksh.450, to be renewed once the diary is full.
- The diary must be signed and availed in every session.

Kindly pay for the diary by the end of March, and the diaries will be issued latest, within the 2<sup>nd</sup> week of April.

**(d) MUSIC REPORTS**

Music reports will be given at the end of this term (April). Kindly speak to the respective teachers and know your child's progress.

**(e) LESSON PAYMENT**

Polite reminder, payments are done in advance, LATEST by the 2<sup>nd</sup> lesson of the new set of classes.

We are discouraging cash payments hence forth. Fees are payable via:

- Cheques addressed to Clef School of Music.*
- Bank Transfer*
- Mpesa to pay bill no. 309906, with the account name/number as the student's name.*

**NB:** If you choose to use mpesa, kindly forward the message to **0721-418-676** or **0725-153-123**.

**(f) FEE INCREAMENT (New Rate)**

The lesson fee will go up effective from 1<sup>st</sup> June 2019.

**INDIVIDUAL CLASSES**

CATEGORY	LEVEL	DURATION		
		1hr	45min	30min
BEGINNERS	Prep to Grade 2	Ksh.1,900	Ksh.1,425	Ksh.950
	Grade 3	Ksh.1,900	Ksh.1,425	N/A
INTERMEDIATE	Grade 4-5	Ksh.2,000	Ksh.1,500	N/A

ADVANCED	Grade 6	Ksh.2,000	N/A	N/A
	Grade 7	Ksh. 2,200	N/A	N/A
	Grade 8	Ksh.2,400	N/A	N/A
DIPLOMA	1 <sup>st</sup> -3 <sup>rd</sup> Year	Ksh.3,000	N/A	N/A

**NB: The fee applies to both Practical and Theory.**

Any group classes/ lessons (Bands, Ensembles, Choir, Theory) will be dependent on the number of students and level.

### (g) EXAMS

Exams are an assessment of what the student has been learning over time.

#### (i) Exam Sections

Exams entail 4 Or more of the below sections, which is dependent on the examination board a student chooses/prefers:

- Technical exercises (Knowledge of Scales and arpeggios)
- Performance (pieces)
- Sight reading
- Aurals
- Specialism (improvisation)
- Viva voce (answering questions based on theory)
- Discussion (answering questions based on performance/technique)

#### (ii) Accreditation

##### Practical

A.B.R.S.M	MARKS	L.C.M	MARKS
Distinction	130 - 150 marks	Distinction	85-100 marks
Merit	120-129 marks	Merit	75-84 marks
Pass	100-119 marks	Pass	65 -74 marks
Unsuccessful	0 to 99 marks	Unsuccessful	0-64 marks

## Theory

A.B.R.S.M	MARKS	L.C.M	MARKS
Distinction	90% - 99%	Distinction	85% - 100%
Merit	80% - 89%	Merit	75% - 84%
Pass	66% - 79%	Pass	65% - 74%
Unsuccessful	65% and below	Unsuccessful	64% and below

### (iii) Unpleasant/ Unsuccessful Results

Some of the contributing factors of unpleasant results are;

- Skipping of grades.
- Perpetual exam entries of unprepared students.
- Exam entries based on perceived student's potential.
- Late preparation.
- Poor class attendance.
- Lack of consistent practice.
- Lack of interest in the instrument.

### (iv) Exams Pre qualifiers

We have introduced an exam pre-qualifier. These are elements or requirements that will determine the student's eligibility for any exam entry at any level.

- i. A student can enter any grade, provided they have gone through the syllabus, completed it in time and grasped the content of the skipped grades.
- ii. A student must complete at least half of the syllabus before registration.
- iii. All students taking exams must sit for mock exams 1 month to/ before the final exam.

We urge parents to trust the judgement of the teacher concerning a child's ability to sit for an exam, considering they tutor and interact with the child on the subject hence know their ability and potential. We also encourage you to allow the students to pick an instrument they are passionate about or prefer.

*NB: Students who register for exams and are highly inconsistent in class attendance will most likely arrange for crash courses as a last minute attempt to catch up. In such a case, extra charges will be applied.*

*(v) Exam rates, dates and deadlines*

*For exams being taken in Feb/March and May/June/ July 2019, registration is already closed. Details for the upcoming exams in October/November and January 2020 will be communicated.*

*(vi) Accompaniment*

*For students doing instruments that require piano/ guitar accompaniment i.e. Voice, violin, wood winds and brass, will pay an extra fee for the accompaniment during practice sessions, and on the exam day.*

*Accompaniment fee is subject to change based on the accompanist.*

*The standard fee is as follows:*

<i>GRADE/ LEVEL</i>	<i>L.C.M &amp; A.B.R.S.M</i>
<i>BEGINNERS LEVEL (Prep test – Grade 3)</i>	<i>Ksh.3,500</i>
<i>INTERMEDIATE LEVEL (Grade 4-5)</i>	<i>Ksh. 4,500</i>
<i>ADVANCED LEVEL (Grade 6-8)</i>	<i>Ksh. 5,500</i>

*NOTE: The fee is inclusive of at least one practice session. Extra practice will be charged.*

*(h) CONCERT*

*Our annual concert will be held in November this year. Details concerning the venue, time etc will be communicated by mid-September.*

*During the preparation period (mainly October to the day of the concert), our practice sessions might be intense. We request that you allow your children to come for those practices, during and/or besides their usual class sessions.*

All students are required to pay an annual concert fee of **ksh.2,000**. Kindly note that this fee is non-refundable. Kindly pay the fee by the end of **May 2019**. Sponsors and Donors are welcome. We are honored to say that one of the parents sponsored drinks for this year's concert. As Clef School of Music, we truly appreciate your contribution. Thank you!

**Note that:**

Only students who have been practicing and have been consistent in attending their classes and band practices will perform. This is to discourage mediocrity, last minute effort and poor performance; and encourage and develop quality and excellent performances in practical musicianship that is effective and satisfactory to both the students, parents and teachers.

**NB: Please be involved, follow up and encourage your children at home.**

**Bands and Ensembles**

We have set band and ensembles in three categories; beginners, intermediate and advanced levels. Most students if not all, based on what they have covered and playing ability will join one of the above categories.

We are using this as a platform to allow the students to interact and challenge one another even as they learn to be team players and work together in a group, as they develop their musical skills and abilities.

Currently, most students are learning or have already begun learning their parts in their individual classes. Practice schedules for combined practices will be sent to you by the end of March.

<b>SUPERVISED BAND PRACTISE</b>	Level 1	ksh.400-600	A minimum of 1 hour
	Level 2	Per child/per	
	Level 3	session	

**(i)PERFORMING OPPORTUNITIES**

There are many performing opportunities; however the students must meet the required standards.

We are currently planning for a trip to the USA for all interested students who will meet the expected requirements. Basic paper work is in progress. Once it's done, we will communicate the details fully.

We appreciate your consistent support throughout the years. We value your criticism and feedback. In case of any complains feel free to reach us via [edward@clefschool.com](mailto:edward@clefschool.com) .

*Best Wishes!*

Edward N. Gutu

DIRECTOR