

**Band Time  
Student Handbook**

**2019 - 2020**

**Welcome to a new academic year at Junior Trinity. Please read this guide carefully whether you're a new student or have been attending Junior Trinity for a while. It contains useful information and guidelines for you and your family which we hope will help you to have a productive and fulfilling year ahead.**

## **Contents**

1. What to do when you arrive at Junior Trinity on a Saturday	Pg.4
2. Junior Trinity Communication with Students and Parents	Pg.6
3. Contact with Staff	Pg.6
4. Junior Trinity Staff	Pg.7
5. Introduction to Band Time	Pg.9
6. Syllabus Overview	Pg.11
7. Student Achievement Guide	Pg.15
8. Concerts	Pg.15
9. TCL Exams	Pg.16
10. Junior Trinity Code of Conduct	Pg.17
11. Absenteeism Policy	Pg.18
12. Health and Safety Policy	Pg.19
13. Disability Information	Pg.21
14. Child Protection Policy	Pg.22
15. Frequently Asked Questions	Pg.23

**Band Time ensembles, choirs and group lessons take place at:**

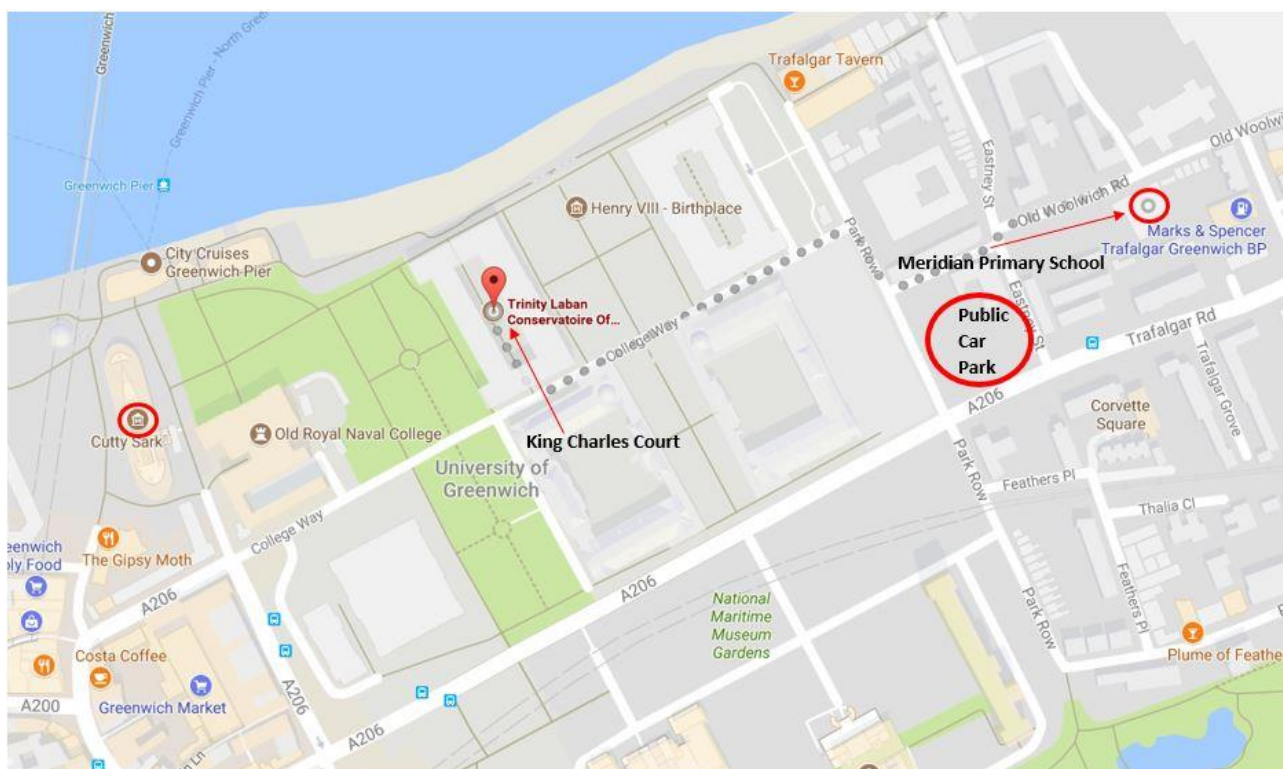
Meridian Primary School  
46 Old Woolwich Road  
Greenwich  
London SE10 9NY

**and**

King Charles Court,  
Old Royal Naval College  
Greenwich  
London SE10 9JF

Reception      020 8305 4444


Meridian School is next to the ORNC. It is five minutes' walk through the grounds from King Charles Court.



## What to do when you arrive at Meridian School on a Saturday


Upon arrival every Saturday you should follow the steps below. This will ensure you have all the up to date information that you will need for the day.

**SIGN IN** with the Junior Trinity Saturday Assistants as you arrive in the building. Parents of children in Year 4 and under need to remain in the building or nominate another adult to have parental responsibility. All children must also be signed out of the building when leaving.



Wait in the bottom hall until staff call you for your classes. Classes will be called by the name of the groups children are in (i.e. String Starters)

Enjoy your day!



### **What if I still have a question about my day?**

#### **ASK A MEMBER OF STAFF**

Junior Trinity Administrators and Saturday Assistants based at Meridian School will be happy to answer any queries you might have, or will be able to find a relevant member of staff for any urgent queries.

### **What if I have a question other than about my day?**

#### **LEAVE A NOTE IN THE RECEPTION BOX**

Our staff are frequently in rehearsals or observing ensembles, so are very busy throughout the day. If your question is not about this Saturday, please make a note in the reception box and we will aim to get back to you during the following week. For any queries of a confidential matter, please contact the member of staff directly. Don't know who to email? You can check on page 5. If in doubt email: [junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk)

## What to do when you arrive at KCC on a Saturday

Upon arrival every Saturday you should follow the steps below. This will ensure you have all the up to date information that you will need for the day.

### CHECK THE NOTICE BOARD

The notice board at KCC is on the ground floor next to the café. You will find all the relevant information you need for the day. Always check this before going to reception.



### CHECK THE ABSENCE BOARD

Absences are listed on the Notice Board and will tell you if any of your teachers are away today.

You're all set! Enjoy your day!



## What if I still have a question about my day?

### ASK AT RECEPTION

Staff on Reception at Meridian School and King Charles Court will be happy to answer any queries you might have, or will be able to find a relevant member of staff for any urgent queries. There is a timetable folder at KCC reception for any student who needs to look at timetables. Reception will also normally have spare copies of recent letters sent out to parents. A folder is available every week at KCC Reception for correspondence to be delivered to the Junior Trinity office staff.

## What if I still have a question but it is not about today?

### LEAVE A NOTE IN THE RECEPTION BOX

Our staff are frequently in rehearsals or observing ensembles, so are very busy throughout the day. If your question is not about this Saturday, please make a note in the reception box and we will aim to get back to you during the following week. For any queries of a confidential matter, please contact the member of staff directly. Don't know who to email? You can check on page 5. If in doubt email: [junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk)

**The notice and absence boards are constantly updated throughout the day. If you find yourself with a question throughout the day follow the above steps again. Always check the boards before asking a member of staff, that way you will get the information faster!**

## **Communication with Parents and Students**

- If you would like to talk to us in person, please contact us during the week and we can arrange an appointment for the following Saturday.
- If you contact us by phone and the relevant person is not available, we will take a message and add you on to a list of calls to be returned. We aim to respond to your query as quickly as possible. Where we are working on large concerts or TCL exams, some of our team will not be based in the office and it may take longer to review your query.
- Weekly concerts, TCL exam information and piano accompanist rehearsal times will be sent by email and posted on the noticeboard at King Charles Court.
- We will aim to send out large concert rehearsal schedules by email before week two each term.

## **Contact with Staff**

Parents are encouraged to raise any concerns about progress as they arise. Due to the intensive timetable on Saturdays, staff have only a limited amount of time to talk to parents at the end of sessions. Any concerns regarding Band Time should be raised to the Junior Trinity Administrator, who will pass the enquiry to the relevant Band Time teacher. This ensures that each child's learning needs can be fully addressed.

Any queries specific to your child's individual lessons should be discussed with your child's instrumental tutor during their lessons. These staff, who see your child in a one-to-one setting each week, are very well placed to advice on such issues as practice, technique etc.

A folder is available every week at KCC Reception for correspondence to be handed in to the Junior Trinity Office. There is also a reception box for brief notes to be written for the office. Correspondence can also be given to the Junior Trinity Saturday Assistants based at Meridian School. You can contact the office via email during the week at [junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk)

If you post anything to the office, please ensure you write JUNIOR TRINITY on the envelope before the address. This ensures that your mail gets directed straight to the Junior Trinity Office.

## Junior Trinity Staff

### Office opening hours:

**Term Time: Tuesday – Friday (The office is closed on Mondays)**

In school holidays, the office is open from Monday-Friday.

[junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk)

0208 305 4312 (Office)

0208 305 4444 (Reception)

Junior Trinity  
King Charles Court  
Old Royal Naval College  
Greenwich  
London  
SE10 9JF

On Saturdays, please contact the Faculty of Music Reception on: 020 8305 4444.

### Staff

Below is a rough guide to the responsibilities of Junior Trinity staff and who to contact when you have a query. We will be able to deal with your query more efficiently if you email the relevant member of staff and avoid sending emails to multiple staff members. If you have sent an email to the wrong member of staff do not worry we will pass it on to the correct person.

#### **Tabby Estell**

Head of Children & Young People's Programmes (Music)

[t.estell@trinitylaban.ac.uk](mailto:t.estell@trinitylaban.ac.uk)

- Overall strategic planning and management of Junior Trinity
- Curriculum Lead
- Designated Safeguarding Officer

#### **Tim Pottier**

Junior Trinity Programme Manager

[t.pottier@trinitylaban.ac.uk](mailto:t.pottier@trinitylaban.ac.uk)

- Student progress (MP)
- Concerts
- Timetabling
- GCSE & A Level Exams Officer
- Designated Safeguarding Officer

#### **Kate Allott**

String Time Programme Manager

[k.allott@trinitylaban.ac.uk](mailto:k.allott@trinitylaban.ac.uk)

- Student progress (ST)
- String Time concerts/events

#### **Penny Davis**

Academic Programme Manager

[penelopejdavis@hotmail.com](mailto:penelopejdavis@hotmail.com)

- Student progress (Academic programmes)
- A Level and GCSE enquiries

#### **Deanna Greenwood**

Main Programme Administrator

[d.greenwood@trinitylaban.ac.uk](mailto:d.greenwood@trinitylaban.ac.uk)

- JT @ Teatime Concerts
- Concert and rehearsal enquiries
- Accompanist rehearsals
- TCL exams

#### **Ron Warshow**

Junior Trinity Administrator

[r.warshow@trinitylaban.ac.uk](mailto:r.warshow@trinitylaban.ac.uk)

- String Time, Band Time and Academic enquiries
- Public Exams support
- Finance and bursary enquiries

Alexandra Tighe

Graduate Intern

[junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk)

- Absences
- General enquiries

## **Saturday Assistants**

Our wonderful team of Saturday Assistants help the full-time staff with the smooth running of Junior Trinity each Saturday. They set the rooms for large ensembles and provide pastoral care for students. They also organise stage management for lunchtime, chapel and end of term concerts. If you have questions or need assistance please ask them first.

## **Teaching Staff | Band Time**

Nicola Baigent	Group Lesson Tutor	Clarinet
Sarah Beaty	Group Lesson Tutor	Clarinet
Gianni Bruno	Musicianship Tutor	Trumpet
Kate Comberti	Curriculum Consultant	Early Years
Tom Daley	Musicianship Tutor	Percussion
Sue Eversden	Group Lesson Tutor	Bassoon
Olwen Foulkes	Recorder Tutor	Recorder
Janey Miller	Group Lesson Tutor	Oboe
Dennis Mycroft	Ensembles Leader	Conductor/Trombone
Bruce Nockles	Group Lesson Tutor	Trumpet
Hayley Porter	Musicianship	Flute
Charles MacDougall	Choir	Conductor
Giulia Semerano	Accompanist and Musicianship	Piano
Letty Stott	Group Lesson Tutor	French Horn



# Introduction to Band Time

Band Time is a programme for under 11s which builds on our highly successful String Time Programme. Band Time will offer children aged from 3 to 11 the opportunity to take up a wind or brass instrument and benefit from a range of musical activities that will provide excellent access to the musical tuition offered by Trinity Laban, a leading conservatoire of music and dance. Lessons and classes are delivered by experienced Trinity Laban teachers and there are many opportunities for links with the under 11s String Time Programme and Junior Trinity Main Programme for 11-19 year olds. Band Time is also a fantastic way to meet new friends and have fun while learning a new instrument!

## **Wind and Brass instruments offered on the Band Time programme**

Children cannot take up a wind or brass instrument until they reach Year 4 and their adult front teeth have come through. This is because until their adult teeth come through, the shape of their mouths is not settled and this is vital for them to be able to progress on the instruments. Therefore, all children start on the recorder first when they reach Year 2 to build on the basic musical notation skills they have started to develop in Teenies, and to introduce them to a wind/brass instrument, exploring how to create a sound using breath and blowing.

When children reach Year 4 they can choose from the following instruments, whilst continuing with the recorder:

- Oboe
- Clarinet
- Short Reach Bassoon
- French Horn
- Trumpet
- PBone (the starter instrument for the trombone)

## **Continuing with Recorder Ensemble in Year 4**

All children continue with recorder ensemble as they take up a new instrument. This is very important for a number of reasons. The children will have become quite proficient on recorder and we couldn't take this away from them. It is also vital to keep their enjoyment up; they will become beginners again when they start their new wind or brass instrument and having the opportunity to play in recorder ensemble will allow them to be reminded how proficient they already are on an instrument.

## Classes and lessons across the Band Time Programme

Band Time is an incremental programme, with more classes added as the children progress through the programme. Below is a list of what classes you can expect in each age group:

### Band Time Programme

Year group	Programme	Classes
Nursery	<b>Teenies 1</b>	45 minute general music class
Reception	<b>Teenies 2</b>	45 minute general music class
Year 1	<b>Foundation (Teenies 3)</b>	45 minute general music class
Year 2	<b>Recorders 1</b>	30 minute group recorder lesson 30 minute group musicianship class
Year 3	<b>Recorders 2</b>	45 minute group recorder lesson 45 minute group musicianship class
Year 4	<b>Wind and Brass 1</b>	45 minute recorder class 45 minute small group wind or brass lesson 45 minute choir 45 minute musicianship 45 minute wind and brass ensemble
Year 5	<b>Wind and Brass 2</b>	45 minute small group wind or brass lesson 45 minute choir 45 minute musicianship 45 minute wind and brass ensemble
Year 6	<b>Wind and Brass 3</b>	45 minute small group wind or brass lesson 45 minute choir 45 minute musicianship 45 minute wind and brass ensemble  30 minute individual lesson (optional and at additional charge)

# Syllabus Overview

“Children are born ready, able and eager to learn. They actively reach out to interact with other people, and in the world around them. Development is not an automatic process, however. It depends on each unique child having opportunities to interact in positive relationships and enabling environments”.

*Development Matters in the Early Years Foundation Stage (EYFS), 2012*

The Band Time curriculum is designed to take children on a journey through musical learning, knowledge and understanding, from basic concepts in Teenies to much more complex and in depth knowledge later in the programme. The following musical elements are covered each year, by each year group:

**Pulse/beat**  
**Rhythm**  
**Pitch**  
**Structure**  
**Dynamics**  
**Timbre**  
**Texture**  
**Tempo**  
**Melodic shape**

Children explore these elements throughout the programme, always linking them to work on their instruments, so that they don't sit in isolation from performing and playing. They use many different percussion instruments during musicianship, as the 'attack' on a percussion instrument strongly resembles the articulation (tonguing) used with wind and brass instruments.

In addition, children are encouraged through all classes to keep creativity at the heart of their learning and the following elements are addressed in each year group, in greater depth incrementally:

**Composing**  
**Improvising**  
**Graphic Score Interpretation**  
**Singing**  
**Ensemble Skills**  
**Performance skills**  
**Playing in parts**

Children are also encouraged to explore a range of 'extended techniques', particularly on recorder. They make sounds in other ways than just blowing notes – blowing across finger holes, using articulation into the instrument without sounding a note, etc.

## **Band Time Teenies 1 and 2**

The Trinity Band Time Teenies programme is drawn from the Early Years Foundation Stage and an understanding of child development that views each child as a unique musical child. Through the provision of a creative and enabling environment in a conservatoire setting, children's musical experiences in classes are supported by exceptional music resources and a strong relationship between teachers, musicians and parents, who value the children's learning and musical contributions.

Observations of musical behaviour are collected over the first two years of the programme and weekly reflected on allowing staff to build on the children's understanding, and provide further sessions through retrospective planning that follows the children's creative and musical interests. Children will be offered opportunities to explore connections between music making, story-telling, art and movement.

The curriculum is based on the pedagogic notion of experiential learning, allowing children opportunities to explore, play and create with the basic elements of music,

Through four areas of learning:

- Hearing and listening
- Vocalising and singing
- Instrumental improvisation and devising.
- Music and movement

There will be some use of recording devices and hand held computers.

## **Teenies 3**

This is a crucial year, developing the skills children have been exploring in Teenies 1 and 2, but also introducing them to the concept of 'ensemble' in order to prepare them for joining Recorders 1 the following year. Teaching maintains many elements from Teenies 1 and 2 but also allows them to explore basic ensemble skills: blending your sound with the group, taking a lead, learning when to follow, how to listen and how to be aware of others around you.

We also bring in instruments that need breath to sound, but that need no detailed technical ability to play, such as Swannee whistles and ocarinas. This is so we can begin to introduce the concept of using breath to make a sound out of an instrument.

By the end of the year children will have explored what it means to be an ensemble, how to begin to interpret a graphic score, basic musical notation and improvisation.

## **Recorders 1**

Children take up the recorder and have a class with our recorder specialist. The children learn how to hold the instrument, how to blow it, how to cover the holes, all while learning to read simple pieces. By the end of the year, children should be able to hold a part in a two-part piece and will have approximately 1 octave of notes.

They also have a separate musicianship class which builds on the work they were doing in Teenies 3. Pulse/beat; Rhythm; Pitch; Structure; Dynamics; Timbre; Texture; Tempo and Melodic shape are all covered in these classes, which link very closely with what the children are doing in their recorder class. Repertoire is often shared so that children can link all these things on a practical level as well.

## **Recorders 2**

A development in progression from Recorders 1, with children having approximately a one and a half chromatic octave by the end of the year. This enables them to play more complex pieces in more than two parts as their musical progression develops. The class is also longer in length as the children are able to focus for longer.

Musicianship class starts to go into musical elements in more detail introducing more complex concepts for the children. Graphic score interpretation becomes more formalised with the introduction of a key for symbols, and children will compose and improvise as well as continuing to explore musical notation.

## **Wind and Brass 1**

Children will have had their try-out session during the previous summer term and will have chosen their new instrument. The wind and brass ensemble will be split initially into two; those instruments in Bb and those in F and C. This is because the first few notes learnt on instruments will be in different keys.

Small group lessons with Main Programme teaching staff will enable the children to progress as quickly as possible and support the learning they are doing in the wind and brass ensemble. The musicianship class further develops the children's skills and, to create a more formal structure for singing, they join choir. They also continue with recorder ensemble.

## **Wind and Brass 2 and 3**

These two years are a continuation of what the children have learnt in Wind and Brass 1, on all levels. The children in Wind and Brass 3 will, during the Spring term of that year, have the opportunity to audition for Junior Trinity Main Programme, for entry the following September. Places on the Main Programme cannot be guaranteed and all children must audition as everyone else does. However, the audition fee is waived for children on the Band Time programme.

### **Every week all students should bring:**

- Their instruments - including spike holder/shoulder rest etc.
- Any music or theory book requested
- A soft pencil with a good rubber
- A pencil sharpener
- A ruler
- A folder or clip board
- A manuscript book

## **Junior Trinity Music Medals**

Junior Trinity Music Medals are pre-Grade 1 assessments devised and developed by the institution. Children will be entered for a medal when the teacher feels they are ready. Children are assessed not on what they get right or wrong, but on creativity and personal musical development.

Parents are not permitted to sit in on any classes or lessons anywhere else in the programme.

## **Instrument try-out session, and where to source instruments**

We hold a try out session for children in Recorders 2 during the summer term so that we can assess them for their interest in, and suitability for, particular instruments. Advice on which instruments children should play will be based on physical suitability of students to be able to manage certain instruments. If a child is physically not well suited for a particular instrument, they are likely to struggle to progress, can become disheartened and may not enjoy learning.

We can recommend instrument suppliers who can hire or sell recorders, wind and brass instruments to students. We also have a small selection of instruments available for families to borrow for whom financial barriers may be an issue. Details of how to apply will be provided once children have chosen their instrument.

## **Policy for parental supervision at Meridian School**

### **TEENIES:**

Parents / Carers with children in Trinity Teenies must remain on site at all times.

### **CHILDREN YEARS 1 – 4:**

Children in Year 4 and below must be supervised by their Parents/ Carers at all times except when they are in lessons or being escorted to their lessons.

### **CHILDREN YEARS 5 - 6**

Parents/ Carers with children in Years 5 and 6 are permitted to leave their children unaccompanied in the ground floor Hall of Meridian School.

### **ANY CHILDREN ON SITE:**

Children wishing to exercise in the playground (including those in Years 5 and 6) must be supervised by parents/ carers (not necessarily their own – you are welcome to establish a supervision rota). We regret that Junior Trinity cannot provide staffing levels to oversee outdoor activities without impacting on course fees.

**Please note, it is the responsibility of parents to accompany children if they have to move between Meridian School and King Charles Court for classes.**

## **Observing Classes**

Because there is an element within the work which nurtures confidence-building through expressive use of movement, children often find it hard to focus if they are being watched in the class. Therefore parents are asked to allow their child to participate in the class without them – a chance for you to get to know other parents.

At or near the end of most terms you will be able to come and watch a class to see how your child is developing. Do bear in mind though, that developments are often subtle and may take time. We try to make the environment as open and informative as possible and provide the opportunity for questions. Some children have a delightful tendency to behave differently when they are being watched by parents, especially in a class involving full body movement!

Please note, the exception to this policy is that we ask parents to sit in with their children in the Teenies 1 class. This is important as at such a young age the children really benefit from their parents being with them. It also helps on a practical level, should a child need to go to the toilet or become distressed or upset.

## Student Achievement Guide

### **Practice**

Regular, consistent and concentrated practice is essential for good progress to be made.

Instrumental teachers will provide precise guidelines for the duration and content of practice routines, depending on the learning style of the individual student. Parents of elementary stage students are requested to discuss practice routines with teachers, and to assist wherever possible in ensuring that practice is effective.

Reports will be forwarded to parents and a copy will be kept in the student's file. Tutors will ensure that serious concerns are raised with the child's parent/guardian as soon as possible. Any concerns will also be reported to the Head of Children and Young Person's Programmes (Music). These systems are intended to supplement regular and informal contact between teachers and parents

### Concerts

Most Band Time groups will hold open workshops at different points during the year. These aim to showcase the work of particular groups to parents, and also to other groups within Band Time. Parents will be notified by staff when these will be. At the end of the Autumn and Spring terms we usually hold solo concerts for all children from Recorders 1 upward. All children in the relevant groups are expected to perform in one of these concerts each year. Students will be given details of their scheduled performance.

Wind and Brass 2 and 3 may be asked to participate in some of the Junior Trinity Public Concerts during the year, please check the Academic Calendar for the dates. Parents will be notified of concert participation and sent full details of the concert days. All students will be expected to take part as these concerts provide an important performance and learning experience for the older Band Time students. They are a great opportunity for Junior Trinity to showcase the work of the Band Time programme.

Parents should ensure that any students with clashes with external activities and Junior Trinity concerts discuss this with the Junior Trinity Administrator **a term in advance**. Permission will not normally be given for students to miss Junior Trinity concerts. Students will be sent a schedule for end of term concerts and Chapel concerts, which will include details of rehearsal time, dress and any other information they may need to know. These will also be displayed on the noticeboard on Saturdays and on the Trinity Laban website.

All end of term concert days are non-teaching days and no lessons take place, except in the case of Chapel concerts.

Junior Trinity would also encourage Band Time students to attend one of the main End of Term Concerts during the year. This will give students the opportunity to hear the older students perform in ensembles, such as Symphony Orchestra, Four-Part Choir and Wind Orchestra. It often inspires students to see what they will be able to do when they're older and therefore helps with their musical development.

### **Participation in External Activities**

Participation in orchestral/choral/ensemble activities outside of Junior Trinity is highly beneficial and encouraged. However, students are asked to try to avoid participation in activities which conflict directly with their commitment to Junior Trinity, if this happens you must seek permission in writing by emailing [junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk) ideally **a term in advance**.

## TCL Exams

### **Practical exams**

Junior Trinity operates as a centre for Trinity College London Exams, which are run by the Main Programme Administrator. There is one exam day each term, which is always on a Sunday. Students are required to submit entry forms to reception by the closing date. Dates are always advertised on the academic calendar. Exam and accompanist fees are paid via the online shop, you can find the link to this on the entry form. Forms are available from reception at King Charles Court and the front desk at Meridian Primary School each Saturday.

Rehearsals are usually scheduled on the two Saturdays prior to the exam day. It is the student's responsibility to provide piano parts for the accompanist. Please make sure that you take these to lessons in the run up to your exam.

Please note that if you enter for a TCL exam at an external centre (not through Junior Trinity), we cannot take responsibility for arranging your accompanist. If you take an instrumental exam externally please send a copy of your results to Junior Trinity to be kept on file.

### **Accompanists**

Accompanists are provided for internal concerts and for Trinity College London exams (please see above). It is important to bear in mind that this resource is a valuable and limited one, and that students who miss rehearsals without good reason cannot expect replacement sessions to be arranged. Students should remember to bring the relevant piano parts to the rehearsals. An Accompanist Schedule is available to staff and students at reception each Saturday at King Charles Court.

As a guideline, one rehearsal will be allowed for players of Grades 1-6 standard, and 2 rehearsals for Grades 7-8, Performer's Certificate and ATCL exams.



## Junior Trinity Code of Conduct

Junior Trinity believes that the three-way relationship between staff, students and parents is the best way to support children and young people to reach their full potential, and we aim to work together to provide the best support possible for each individual student.

Our teaching staff pledge to treat all students and parents with dignity and respect, to show kindness and support to everyone within the String Time Programme, and to work with parents to support the needs of their children to enable them to develop fully as young musicians.

We expect students to:

- Be on time to all lessons, classes and rehearsals;
- Be present every Saturday of the Junior Trinity teaching year (please see absenteeism policy for clarification);
- Be respectful to their teachers
- Come prepared to learn and participate fully in classes;
- Have practised their music;
- Have turned off mobile phones in classes and rehearsals;
- Not engage in behaviour that is disruptive to the other students in the class
- Take responsibility for their own learning and behaviour
- Be kind to, and respectful of, the other children in their class
- Not take food or drink into lessons or classes

### **Highlighting Concerns**

If there are concerns about the behaviour of younger students (Reception – Year 2), these are dealt with on an individual basis by the teaching staff with parents and it is expected that parents will work with staff to encourage their child to understand why certain behavior may not be helpful to their learning or the learning of others.

By the time children are entering Year 3 at school, we aim to encourage them to begin to take more responsibility for their actions, words and behaviour. When the behaviour of a student in Year 3 and above becomes a concern is when it falls below what is expected by teachers, is disruptive to fellow students' learning, and over a prolonged period of time. If there is an indication of a pattern of behavior that we want to discourage and address, parents will be asked to come and meet with a member of the administration team, to discuss ways that potentially disruptive behavior can be managed effectively on a Saturday and supported from home.

If a child continues to disrupt the learning of other students on a regular basis, and once all procedures above have been carried out, we reserve the right to remove the child from the programme.

### **Leaving the Department**

If you are considering leaving the department we would encourage you to arrange an appointment with a member of our admin/management team so that we can work to resolve any issues. Please note that if you do decide to leave we require that **written** notice is given on or prior to the Saturday before the half-term break of that term. Failure to comply with this rule will result in a half term's fees being due in lieu of notice. You can only leave at the end of a term.

## Absenteeism Policy

Students hold their places at Junior Trinity on the condition that they attend every week as listed in the Academic Calendar. This is so that they can gain the maximum benefit from the opportunities Junior Trinity has to offer. Consequently any absences hinder the individual's progress, and affect chamber ensembles, orchestras, choirs and musicianship classes. These groups are a team effort and cannot function effectively with students missing.

**Absence requests should normally be made a term in advance to the Junior Trinity Administrator (r.warshow@trinitylaban.ac.uk).**

**It is not necessary to make absence requests via instrumental or class teachers, though it is expected that students will inform them of any absence when it has been granted.**

Requests will usually be granted for:

- Secondary School Music Scholarship Auditions/Entrance Tests
- County / national music events.
- Religious festivals

Requests will **NOT** be granted for:

- Social events
- Holidays

Permission to miss any Junior Trinity Concert Days will not normally be given. Parents should ensure that clashes with external activities and concerts are discussed with the Programme Manager **a term in advance**.

Please ensure that the student's school is aware of the fact he/she will not be available for extra-curricular activities on Saturdays during term time, unless there are special circumstances agreed with the school and the String Time Programme Manager.

### **In the event of illness**

**In advance:** Please contact the Junior Trinity office at junior@trinitylaban.ac.uk

**On Saturdays:** Please contact Reception between 08.00 and 08.30 (or as soon as possible) on 020 8305 4444. **All absences must be followed up by a letter / email from parents explaining the reason for the absence.**

Please note that lessons missed by a student for whatever reason cannot be 'made up', although a teacher who is unavoidably absent will either send a deputy approved by Junior Trinity or make up the lesson at some point during the academic year. All permanent and deputy teachers are DBS checked. Please ask your teacher if you are due a make-up lesson.

## **Health and Safety Policy**

Students are not permitted to leave Meridian School on a Saturday unless accompanied by a parent or guardian. There is a sign in and sign out sheet at Reception at Meridian School which parents must complete so that Junior Trinity is aware of who is in the building at any time. There is no sign in or out sheet at KCC and parents must be aware that they are responsible for their children at all times while at KCC. Please note that Trinity Laban cannot be held liable for any loss or injury that may occur whilst a student is outside the Trinity Laban site.

All students must be in possession of a resource card and display it at all times when on site at KCC. Each card contains the Trinity Laban logo, name of the individual, photograph and personal security grouping.

Smoking is prohibited in all buildings and the courtyard.

### **Conduct of Children and Adults on Site**

Staff will take responsibility for children during scheduled classes/lessons. At all other times parents are responsible for both their children's welfare and their conduct. Children will be dismissed from their classes at the end of the session. It is the responsibility of parents to meet their children outside these classes in KCC. Children will be brought to the waiting area by staff at Meridian School. Staff cannot look after children beyond the timetabled end of each session as they frequently have to move to other rooms and begin teaching the next group.

We require all parents to remain at Meridian School with their children, or, if they choose to leave, to nominate another adult to take act in loco parentis. Should parents/guardians need to leave the building whilst their children are in classes it is crucial that we have up to date contact details in case an emergency should arise.

Parents are welcome to sit in the café when at KCC and to accompany their children to and from individual lessons. We do ask that parents and siblings of students do not use corridors and stairways as seating or play areas for safety reasons. Food should only be consumed in the café.

Please be aware that noise in the corridors at KCC interrupts the work going on in the surrounding rooms and is unfair on both the student and teachers.

### **Health and Safety Policy Statement**

Trinity Laban recognises and accepts in full its responsibilities, under the Health and Safety at Work Act 1974, to provide a healthy and safe place of work and learning for all its employees, students and other persons who may be affected by work activities, and shall endeavour to meet its managerial responsibilities.

In meeting these responsibilities, Trinity Laban requires the support of all its employees and students and shall make efforts to ensure that any vehicle necessary for effective consultation with staff on health and safety matters is provided.

## **First Aid**

There are several First Aid and Pediatric First Aid trained personnel situated in both Meridian School and KCC. Contact House Services or Receptionists if a First Aid trained member of staff is required.

As well as taking the appropriate action with regard to your ailment or injury, the First Aider will make appropriate arrangements for completing accident report forms.

## **Fire procedures**

In the event of a fire the building will be evacuated in accordance with the regulations displayed in the various parts of the building. You should make yourself familiar with the location of the fire escapes in all parts of the building. In any such emergency the lifts must not be used. Fire drills are carried out regularly under the direction of the Facilities Staff, when the standard evacuation procedures must be followed.

## **Personal Property**

Please note Trinity Laban cannot accept liability for loss or damage to property. Students should be encouraged to take care of their instruments and bags during the day, and should never leave valuables unattended.

## Disability Information

### Disability Equality Scheme

Trinity Laban's full Disability Equality Scheme can be found on the website and in the Library. The extract below summarises our commitment to supporting applicants and students who have disabilities:

- Trinity Laban welcomes applications from candidates with disability who meet the musical and academic criteria for their proposed course, as stated in the prospectus.
- At audition, Trinity Laban will need to be satisfied that the nature of the disability is such as will not preclude the candidate from completing their chosen course, nor from achieving his or her musical vocation.
- In accepting a student with disability, Trinity Laban undertakes to provide all support within its means to ensure the quality of student experience and achievement of true potential are reached.

### Provision for students with disabilities

Trinity Laban's provision for disabled students has increased considerably as a result of a HEFCE funded project, which has enabled us to provide the necessary equipment and support staff. A summary of our current provision can be found on the Trinity Laban website. Any student wanting further details, or to discuss disability issues, should contact Junior Trinity.

### Disability Support Staff

The Trinity Laban Disability Project Officer is **James Hitchins** (020 8305 4418), who is based in the Student Services area of the main administrative office in King Charles Court. In the first instance, please direct your enquiry to Junior Trinity who will then liaise with James as appropriate.

### Resource Card Code of Conduct (Students)

**It is imperative that the following rules are complied with at all times. There is no obligation on Security / House Services Staff to allow non-compliant students entry to the site at any time.**

1. I will wear my Resource Card displayed on my person at all times whilst in King Charles Court and at concert venues where Junior Trinity is performing, as a means of identification, and will not allow any other person to use my card.
2. I will present my card, on request, to the security staff at the East or West gate entrances to the Old Royal Naval College as a means of identification to enable me to gain access to the site outside the public access hours of 8.00 am to 6.00 pm daily and whenever requested by the Security Staff.

3. I understand that I am responsible for the safekeeping of the card at all times and that I will immediately report the loss of the card to Reception and obtain a replacement from the IT Department at the earliest opportunity. I understand that Trinity Laban reserves the right to charge a replacement cost (currently £10) for second and subsequent replacements.
4. I will ensure that any person without a Resource Card and whom I do not recognise does not follow me into the building and that all doors are closed behind me to prevent unauthorised access to Trinity Laban.
5. I will observe copyright law when photocopying or printing from a PC or the Internet.
6. I agree that the Trinity Laban will not accept liability for any misuse of the Resource Card or the privileges afforded by it and failure to comply with any of the above will place me in breach of my agreement with Trinity Laban as a result of which disciplinary action may be taken.

## **POLICY AND CODE OF PRACTICE FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

**2019 -20**

Junior Trinity has a Child Protection Policy to ensure the safety of all children and young people we come into contact with. This policy and its codes and conditions can be seen at any time at your request. The Junior Trinity Designated Safeguarding Officers for child protection issues are Tabby Estell and Tim Pottier, based at KCC.

## **FREQUENTLY ASKED QUESTIONS**

### **How do I apply for TCL exams?**

You can apply for TCL exams by collecting a form from the form box which is located next to the notice board in reception. You must get your teacher to sign the form as well as a parent/guardian.

### **How many absences can I have per term?**

We expect Junior Trinity to be your priority on a Saturday, however we understand that sometimes you may need to request an absence for other music commitments. Any more than two absences a term will cause concern about your progress at Junior Trinity.

### **Why are we strict on absences?**

So that you can gain the maximum benefit from the opportunities Junior Trinity has to offer. Any absences hinder your progress, and affect chamber ensembles, orchestras, choirs and musicianship classes. These groups cannot function effectively with students missing.

### **Can I change instrumental teacher?**

A request for change of instrumental teacher will only be accepted at the end of an academic year so that it can be actioned for the next academic year. Changes of teacher will only be granted in agreement with the Head of Children and Young People's Programmes and the String Time Programme Manager. A change of teacher is also subject to availability of the desired teacher.

### **Why can't I perform in the concert if I've missed the penultimate rehearsal?**

Any student missing rehearsals in the approach to a concert has an impact on the quality of that rehearsal and the work of the rest of the ensemble. If too many students from an ensemble miss the penultimate or dress rehearsal it is impossible to rehearse at all. Therefore as a matter of courtesy to the ensemble leader and the other students, we have a strict policy that no student can miss these rehearsals and still take part in the concert.

### **Can I change my timetable?**

We will review your feedback on timetables carefully, however due to the complex nature of timetabling for a wide range of ensembles and students we cannot guarantee to meet all requests.

If you have a major concern about your child's timetable or development please email:

[junior@trinitylaban.ac.uk](mailto:junior@trinitylaban.ac.uk)

### **How much notice do I have to give to leave the Band Time Programmes?**

If you wish to leave the Band Time Programme at the end of a term you are required to notify us in writing on, or before, the Saturday of week five of that term, otherwise you will be charged a term's notice fee.

**Thank you for taking the time to read  
this Handbook.**

**We hope that you will enjoy the year  
ahead.**

Follow us on Twitter for Junior Trinity news and updates!

