



*Gisela Lange*  
*Musikzentrum*

DEUTSCHE  
INTERNATIONALE  
SCHULE  
KAPSTADT



BILINGUALE SCHULE MIT SÜDAFRIKANISCHER UND EUROPÄISCHER HOCHSCHULREIFE  
BILINGUAL SCHOOL WITH SOUTH AFRICAN AND EUROPEAN UNIVERSITY ENTRANCE QUALIFICATION

## **Gisela Lange Musikzentrum (GLMZ)**

### **Information & Guidelines for Parents & Pupils**

(Jan 2019)

#### **Enrolment**

Enrolment forms may be downloaded from the GLMZ website and should be submitted to the GLMZ office or handed in at the school's reception desk. Lessons are allocated on a 'first come, first served' base. Preference for a certain teacher may be stated and will be considered duly, especially if siblings wish to study with the same teacher.

Parents are advised to enrol learners at the beginning of an academic year to make the best use of the music centre's services. However, provided that teachers have open slots, lessons may commence at any time of the school year. Parents are also welcome to enrol for instrumental tuition themselves.

#### **Practical music lessons**

Lessons may be 60, 45 or 30 minutes long, depending on the teacher's assessment of the individual learner's requirements. Group lessons may be arranged for pedagogical or financial reasons but should not consist of more than three to four students. Pupils may consider the option of two half-hour sessions on different days of the week.

#### **Attendance**

Regular and punctual attendance of lessons is expected and is considered the responsibility of parents and learners. If necessary, lesson times may be changed by timely agreement with the teacher.

#### **Missed lessons**

- 1 Lessons missed by the lecturer have to be made up or refunded. Lessons missed by a pupil without prior notification are forfeited. If timely advance notice is given (if possible 24h), missed lessons should be made up at no additional cost at a time agreed to by learner, parents and teacher.

#### **Termination of lessons**

As lessons times are allocated per quarter, notice of terminating lessons must be given a quarter in advance as well – in writing to the teacher and the GLMZ office. Non-compliance with this stipulation results liability for a quarter's tuition fees, as lesson times are allocated on a quarterly base.

#### **Fees**

For 2019 the GLMZ recommends a fee of R 340 per 60 min lesson / R 255 per 45 min / R 170 per 30 minutes lesson. However, fees may be negotiated between each lecturer and parent individually and might therefore differ from case to case. Fees are due in advance per quarter and are payable directly to the teacher (not to the school) on receipt of an invoice.

#### **Bursaries**

Costs should not debar any interested student from learning an instrument. For that reason the GLMZ and the DSK maintain funds from which bursaries can be made available to needful learners, at the discretion of the DSK bursar. These bursaries typically cover up to 50% of tuition fees. They are granted for a semester at a time but may be extended upon the teacher's assessment of the student's commitment and progress. For more information and applications contact the GLMZ office.

#### **Monitoring progress**

The GLMZ provides lesson notebooks (little orange notebooks at R10 per copy) that may be used by pupils and lecturers to document important aspects of the lessons and note homework. Half-year short reports may also be entered here. End-of-year reports will be issued on an official GLMZ report form. Moreover teachers should inform parents about their learner's progress or any challenges at least once a term.



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### Music, study books, instrument accessories

Parents are to obtain required study material and accessories (strings, reeds, shoulder rests, etc.) as indicated by the teachers. On request the GLMZ may assist with ordering such books or items. The GLMZ has a long-standing relationship with Jenny Coote from *Vivo Music*, who has been providing excellent service and delivers ordered goods to the school once a week (Tel: 021-712 5335 / 082-924 5573 / coote@mweb.co.za).

### Instruments

Learning an instrument requires practice and therefore children should have access to a suitable instrument. The GLMZ has a selection of rental instruments (violins, violas, cellos, flutes, saxophones), which can be hired at R 400 per quarter. Piano students may use a keyboard initially to assess the child's aptitude, but should get access to a piano as soon as possible.

### Music theory and aural training

Theory and aural training classes are not compulsory, but highly recommended, especially in the case of pupils who have only one lesson a week. By the time a child is at an instrumental Grade II level, it is advisable to take up music theory and aural training lessons to complement the practical skills.

### DSK School Ensemble

Instrumental learners at the GLMZ are required to take part in the school ensemble when they have reached an appropriate level of playing.

### External examinations

Trinity-Guildhall, ABRSM and UNISA Music exams can be facilitated by the centre, but should only be attempted after thorough consultation with the lecturers. Please obtain all relevant information (regarding entrance fee, dates, venues, accompanying musician, prerequisite theory exams, etc.) before enrolling your child. Note that instrumental accompaniments for exams and performances will be on the parent's own account.

2

### Visitors / disturbances during lessons

It goes without saying that only the child whose parents have paid for the lesson may be taught and may be present during lessons. Visitors may sit in at the discretion of the teacher, provided that the lesson is not disturbed in any way. Parents are politely requested not to interrupt any lessons (e.g. for enquiries). Instead they are encouraged to use the teachers' consulting hours (if available) or contact them by phone or email. Please contact the office, should you not be able to reach a teacher.

### Communication

We encourage parents, learners and teachers to communicate any concerns, questions or suggestions transparently and frankly. Important matters should be submitted in writing to facilitate a proper follow-up.

### Opening hours of the GLMZ:

Individual tuition: Mon - Fri: 12:30 - 16:30

Office hours: Mon - Thu: 12:45 - 16:00 or by appointment (glmz@dsk.co.za)

### Parking & Driving

Parking on the school grounds is permitted only in designated parking bays. Cars parked elsewhere may be clamped by school security. Always drive especially carefully – pedestrians have right of way.

*I have read and understand the Information & Guidelines for Parents & Pupils and agree to adhere to all stipulations spelled out therein.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_