



Chetham's
School of Music

Chetham's School of Music

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The A-Z of Chetham's

A guide for Students, Parents & Guardians

2022-2023

How to use the A-Z

This is a handbook for both new students and old, also a helpful guide for parents and staff.

You might choose to read the whole thing, or dip into it as and when you have a query. Sometimes there may be too much in-depth information to include in a particular section, in which case we'll refer you to a more detailed policy on our School website, or suggest you speak to a particular member of staff who can give you more information. The A-Z cannot cover every aspect of Chetham's, so if in doubt please just ask!

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| Attached Forms: | Electronic Equipment Form |
| (to be sent later) | Fit to Perform and Recreation Trips 2022 |
| | Sodexo Allergy Policy and Dietary Requirements Form |
| (to be sent later) | Guidelines for Parents and Guardians including Nomination Form |
| | £50 Account Scheme (Years 4-11 Boarders only) |
| (sent separately) | Personal Medical Information 2022-23 including Immunisation Record |

A Warm Welcome

Welcome to the best Music School in the World!

You are joining a group of students and staff who are committed to achieving excellence. We want you to thoroughly enjoy your time at the School and to thrive as a young musician.

Taking care of you will be various members of staff: Domestic, House, Medical, Leadership, Teaching, Tutors, Estates and many more. Our main focus is to help take care of the big things and the little things. If you need anything **just ask**, one of the staff will be able to help.

Wherever you are on your musical journey, you will have the support around you to help you in your future. Be creative, be confident and most of all - Be Chetham's!

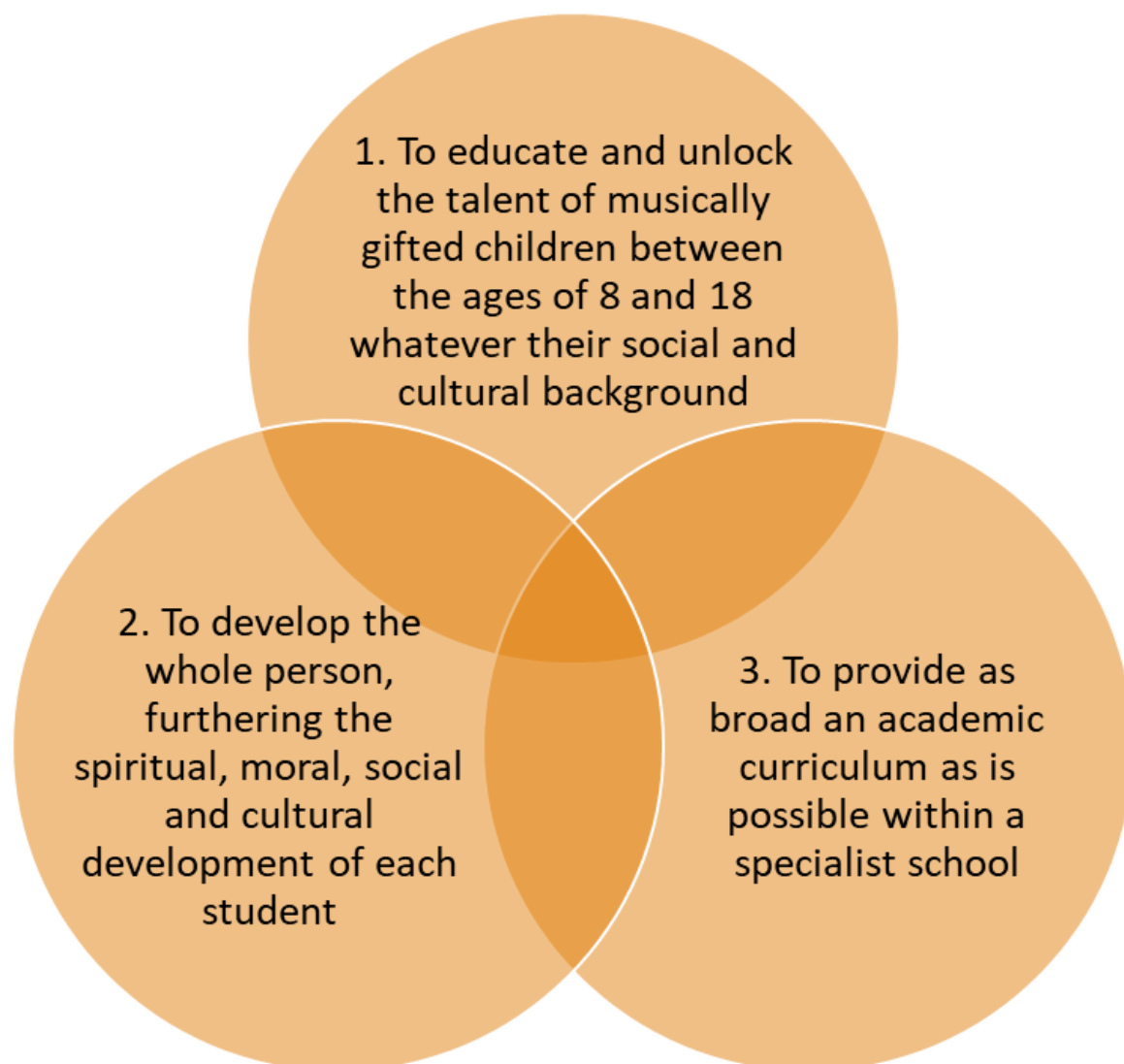
Acceptable Use Of The Internet

The **Acceptable Use Policy (AUP)** for the internet is published in the Good Behaviour Manual and is gone through by Tutors at the start of the year, each year and we all agree to follow it. Our aim at Chetham's is to promote positive and safe experiences on all communication devices (phones, laptops and tablets etc) as well as software, hardware, apps and instant messaging services. Here at Chetham's we aim to encourage students to take advantage of all the advice they are given through assemblies and tutorials. The School takes preventative measures to ensure students are accessing content that is age appropriate and usage of the School computers and Wi-Fi is monitored. Students do require access to the internet however Junior students and Year 7 are not expected or allowed to have phones throughout the School day. If you'd like further specific information, see the School website and the 'Good Behaviour Manual' for detailed AUP.

Activities

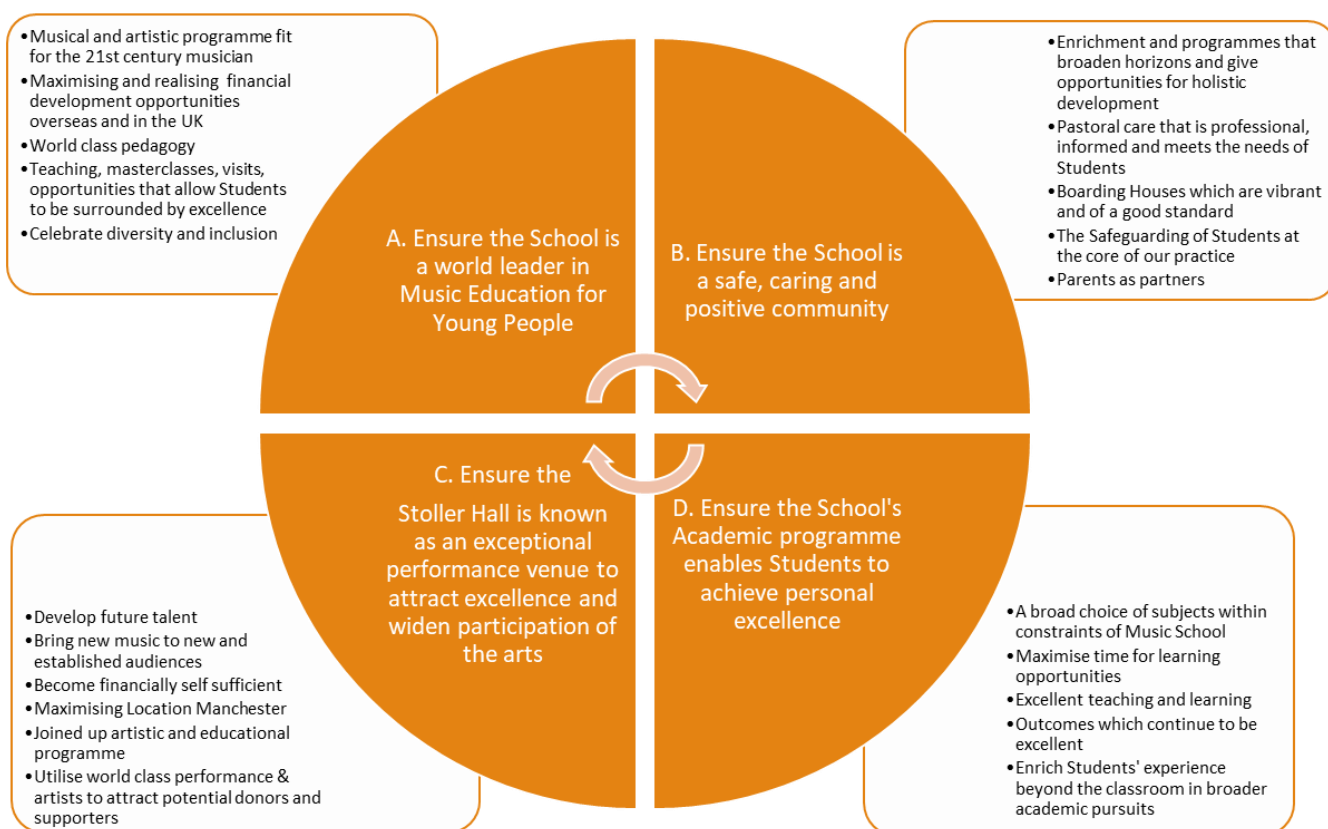
Activities at Chethams are plentiful. They range from trips to the cinema, to chess club, cooking and baking sessions and a book group. The Fit To Perform staff also run weekend activities which have included trips to indoor climbing centres, indoor ski slopes and raft building. There is truly something for everyone and we are always keen to try out new things. We also encourage students to set up their own student led activities such as 'greenfingers' environmental group. Watch out for up-to-date activity information on the House Twitter pages and our newsletter 'Chets Chat'. We strongly encourage everyone to do things other than music, it will make you an even better musician!

Aims and Objectives



In pursuit of excellence and in the setting of high standards, the aim of Chetham's School of Music is to maintain its position at the forefront of specialist music education, both nationally and internationally.

Our overriding concern is to attract, educate and care for talented musicians within the setting of a co-educational school for boarders and day children.



Objectives

1. To encourage and promote excellence in the study and performance of music in both depth and breadth, recognising the integrity of varied media and styles.
2. To link music in performance with the study of music and the disciplines of the classroom in diverse ways, using transferable skills and different methods of learning. To encourage students to acquire knowledge relating to music, arts and the sciences.
3. To encourage and promote excellence in music and in other academic disciplines, valuing highly aesthetic appreciation and discrimination, creativity and sensitivity, together with analytical and interpretative skills.
4. To widen the horizons of students and staff and to promote internationalism.
5. To encourage and develop study skills and social skills including cooperation, tolerance, perseverance, self-confidence, humility, self-awareness and awareness of the need of others.
6. To meet the educational and pastoral needs of all students, day and boarding from a variety of backgrounds, implementing policies of equal opportunity and commitment to our Equality, Diversity and Inclusion aims:
 - Access: Improve accessibility, reduce barriers and challenge perceptions for audiences, visitors, students and staff.
 - People: Promoting a positive and harmonious working and creative environment in which all individuals are treated with respect and are valued for who they are, as they are.

- Culture: Embrace and celebrate the richness of society striving to reflect it. Where inequality exists recognise and reduce it.
7. To ensure, through a system of appraisal and staff development, that teaching and pastoral care are of the highest standard.
 8. To create a fully co-educational community for boarding and day students which is an environment where the study of music and academic work can be enjoyed in a stimulating, effective and safe manner.
 9. To monitor, evaluate and report regularly on the performance and progress of each student, musically and academically.
 10. To foster and encourage a positive attitude towards health, sport and recreation.
 11. To develop communication, both between students and staff and parents and between the school, the local community and the wider world.

Alexander Technique

Alexander Technique tutors offer sessions for all students. These are part of the core music offer and are used to retrain habitual patterns of movement and posture for you as a musician. Your physical fitness is important for playing any musical instrument and you are encouraged to look after yourself by maintaining a healthy lifestyle. Some students find Alexander Technique so beneficial that they take up the option of having further sessions with our tutors at an additional charge.

Boarding

Boarding: an introduction

Boarding at Chetham's can be a truly wonderful experience. You can immerse yourself in music from dawn till dusk if you so wish. Being away from home brings some challenges, but also lots of exciting new experiences. You can make friends for life; you can get involved in activities and experiences you might not otherwise and all while living alongside a truly diverse school population.

What we want for all the students, is what we would want for our own children - nothing but the very best.

We have three Boarding Houses, Victoria House is for our younger students aged between 8 to 13, New College House for students aged between 13 to 18 and Millgate House for students aged between 13 to 18. Each House is led by a Head of House or Joint Heads, Deputy Head of House and House Assistants. We have a mixture of resident and non-resident staff who are all passionate about caring for our young people.

At the start of the year, there is so much information to absorb it is impossible to cover all of it in one place. House meetings are arranged within the first week so that students can find out more about the intricacies of the place. House meetings then happen once every three weeks or so, so that any issues can be addressed as they arise, and activities can be planned in.

Students share dormitory accommodation, which includes bedroom and bathroom (student bed, desk, wardrobe, bedside table, bookshelf and lamp. There is an ongoing programme of refurbishment in all Boarding Houses.

Students will, on occasion, be asked to pack up dorms at holiday periods as we let the rooms for other courses. It is advised therefore not to bring all belongings to School!

Boarding Mission Statement

Safety The role of boarding is to prepare students for an independent, resilient, considerate, and proactive life.

Respect Students are helped to be well-rounded, collaborative, respectful, self-motivated and disciplined world citizens who take music into their respective communities.

Readiness Our students should leave the School as confident, curious, decisive, responsible, and outstandingly successful trailblazers, prepared for the challenges of today and tomorrow.

Guidance

For MDS students, in order to claim a boarding grant from the Department for Education, the student must board at School for at least 4 nights each week, and preferably more. If a student falls below this level, then the parental contribution may have to be re-assessed.

We have common-sense rules based upon the behaviour principles of Safety, Respect and Readiness, and we aim for careful consideration of individual circumstances. We want there to be collaboration between staff and parents, and for children to know that School and home act as a single team. Parents are generally involved when we have concerns about wellbeing, progress or behaviour, and we warmly encourage parents to communicate freely with us about all aspects of our 'in loco parentis' responsibilities.

At the start of each School year, all parents are issued with parent passes, which they are asked to wear on each visit to the School. Parents can also request one or more car parking

stickers which will be needed for vehicular entry at the starts and ends of term. Our Security staff are bound to uphold the rules of entry to the site and we ask parents to follow their guidance regarding admission. Parents of boarders should normally be able park on site at the beginnings and ends of holidays to leave or collect students' belongings, it is unlikely that this will be possible for Free Weekends. Access times will be sent out in Chets Chat before each holiday period. Please note that parking at these times cannot be guaranteed due to a lack of space.

'Trunk rooms' are available in each of the Boarding Houses for the storage of luggage. At the end of each term, everyone is expected to remove completely all personal belongings from bedrooms, and from the trunk rooms at the end of the Summer Term. We have a vibrant programme of Holiday Schools and Music programmes where accommodation and space are needed. International students are allowed to store one suitcase of possessions if returning the next academic year. The trunk room is locked over summer, just speak to a member of House Staff.

Students are provided with wardrobes and personal lockers. Parents should provide their children with two padlocks, otherwise these can be purchased from the Domestic Services Manager at a small charge.

You will need to provide hand soap, towel and bath towel. Some students like to bring a single mattress topper to make their beds extra comfy.

If you bring electrical equipment into School at the start of the Autumn term, we need to have each item safety checked by the School prior to use, unless the items are less than one year old (proof of purchase will be required). This will be arranged in the first two weeks of term. If you want to bring items in at other times of the year please ask your Head of House to make the necessary arrangements for safety checking with the Estates Department. Please list details of all such equipment on the Electrical Equipment Form and return it to your Head of House.

For safety reasons, we don't allow electric blankets, chargers that are not branded by the original manufacturer, electrical heaters, fridges or cooking apparatus such as kettles, rice cookers or coffee machines in bedrooms. There are communal facilities available for making drinks and snacks; it is therefore suggested that in the older two Houses, you might want to bring some basic items such as a mug, cutlery, plate and bowl. These are provided in Victoria House.

Irons are also not allowed in bedrooms, but all senior Boarding Houses have fully equipped Laundry Rooms. A Health and Safety inspection of every room is carried out regularly and items will be removed if they are unsafe.

We ask that parents ensure that all of your child's valuables are insured. You may use the Electrical Equipment Form to compile a list of such items. A copy of this form should also be returned to students' Head of House.

Sadly, pets are not allowed but we are always delighted to see photos and have updates from home – feel free to bring photos for pin boards!

We aim to maintain a high standard of decoration in bedrooms, so students should only use the pin boards provided if you wish to personalise your rooms with posters etc. You will need to bring pins!

For safety reasons students are not permitted to suspend wall hangings, fabric drapes, fairy lights or similar items, and these will be removed during any Health and Safety inspection.

The School should be kept clean and tidy at all times; tidiness of bedrooms is the responsibility of the occupants. Cleaners need unimpeded access. Rooms may be checked by House staff and Domestic staff at any time. The golden rule regarding respecting our space is, if you make a mess, clear it up!

We ask that all students show respect to their surroundings, taking care of their rooms and the general School buildings. If any damage occurs and is attributable to students, then parents will be billed for the cost of repair/replacement.

Welcome from Miss Leanne Cody and Miss Beth Nichol Joint Heads of Victoria House

Being in Victoria House is like being part of a great big family, where you can expect lots of fun, laughter and lots of TLC! Coming to a school like Chetham's is really exciting, but we know that school life isn't always smooth sailing. The Victoria House team are here to help to sort any issues, whether big or small.

Miss Cody and Miss Nichol have been part of the School for a long time now, and Miss Cody was a former student herself! Along with our team of House Assistants, we work really hard to make sure that the boarding house feels like a welcoming, inclusive and happy place for everyone to be, whether you're a day student or a boarder, this is a space for you! As Heads of House, we strongly believe in making the House feel positive and fun, but with empathy and understanding at the heart of what we do. We know that everyone has an 'off day', and some might need a little more help than others, but we are with you every step of the way and always with a listening ear.

We get our name from the nearby train station; Victoria House is situated in the old Nicholls Hospital School Building. And one of the biggest questions we always get is about dorms! We are lucky enough to have space for up to 40 junior boarders, with every dorm an en-suite and pinboards so you can make it your own. We want everyone to feel safe, happy and at home at school, but we know it can be hard being away from home sometimes, so keeping in touch with family and home friends is actively encouraged.

Whilst we are sure students will keep parents up-to-date with what's going on, we are also keen to keep everyone posted with all our goings on. So, every week we send out a newsletter telling you all about what we are up to and with lots of ways to join in. You can also keep up-to-date with us by following our Twitter page, @VH_Chethams, where we love to share Victoria House life with the wider community, whether it's the highs, the lows or the down-right silly! Victoria House is full of fun and games and some amazing school trips!

Part of what we do is making sure that everyone can be who they want to be, learn new skills and to become well-rounded, happy students whilst preparing them for moving up the school. This includes respecting the school buildings, themselves and the Chetham's family.

For the last few years, we have been running 1st Chetham's Cubs, Scouts and Explorers which are a great way for us to see other sides to the students and an opportunity to learn new skills and get out of school. We take students on regular Scout camps, hiking and adventure trips and the Scouts programme helps students to develop a great moral compass, confidence and resilience, which we work to instil in all members of Victoria House.

Welcome to Victoria House; welcome to the family!

Welcome from Miss Siobhan Kay Head of New College House

Miss Kay joined Chetham's in February 2022, having worked in a number of reputable boarding schools in the UK and a period abroad working as Head of Boarding in an international school in Shanghai, so she knows exactly what it feels like to live away from home, and in a foreign country! Miss Kay and her puppy, Phoebe, found it easy to make Chet's home, and she's sure you will too.

Miss Kay is supported by Mr O'Brien, the Deputy Head of House. Mr O'Brien started at Chetham's in March 2022 and has joined the New College House team from Millgate House. A Manchester native, Mr O'Brien studied English Literature and Creative Writing in London, before working in residential care and support for a number of years. We both look forward to welcoming you into your new home here at Chet's and are always ready for a chat, coffee, or a book recommendation!

New College House is a warm and safe space, a community built on mutual respect and a genuine desire to help every single person. We strive for an open, inclusive and nurturing atmosphere in which all students are encouraged to be themselves and pursue their dreams. Staff utilise their vast knowledge and experience to provide bespoke pastoral care for each student, what we like to call 'wrap around' pastoral care. You'll find our House office is always buzzing with students drinking tea and bonding with the boarding team. We are always here to listen, help and support. The staff team live in the boarding house, so if you have any problems there is always someone to talk to!

New College House is a large house! We have over 100 beds, six common rooms equipped with kitchens, two laundry rooms with washing machine, dryer and iron and a duty room with computers – everything you need! Our facilities are designed to suit the needs of every student whether you want to work, relax, socialise or do everyday tasks, such as cooking or doing the laundry. We know how hard you work, so we run lots of weekly activities in House and with Millgate House, such as HIIT workouts, bingo and craft nights and pamper and movie nights to help you have balance, this is very important for your mental health and wellbeing. These activities and events are great ways to socialise and make friends. Our fantastic Prefect Team organise fun weekend social events for the whole boarding community – there's no doubt they will be a highlight of your time with us at Chets.

Miss Kay and Mr O'Brien can't wait to welcome you to New College House.

Welcome from Mr Darren Ledson Head of Millgate House

"It's the people that make Millgate House, not the buildings" (MW, senior student). I am a very firm believer in the truth of this statement, and it is heartening when this is reflected in the thoughts of those who live here. When you join Millgate House, you join an international community of like minds who all share one common language, music. Of course, our family is made up of individuals with diverse tastes, widely varying backgrounds, experience, needs and expertise. It can be daunting to know quite where to fit in. But everyone finds their place as they adapt to life at Chet's and come to realise that the House is their base. It is a place to work, rest, enjoy good company and participate in the variety of extracurricular activities provided outside School hours. Adapting can take time and for most people it takes a full term to feel completely at home. However, there is a dedicated pastoral team at your service as well as the House Captain and senior students, your own year group and all the other students who want to help you find your way.

Of course, the buildings are secondary, but they can make a difference to your outlook. You are joining Millgate House at a very exciting time as we progress through a five-year

programme of complete refurbishment. We intend to provide all boarders with modern accommodation which is comfortable, practical and desirable. With new public areas for socialising, cooking and enjoying a variety of games and pastimes, we will have a House ready to support boarders and day students in all your endeavours. One thing that will not change is the Millgate House spirit.

When we refer to Millgate House, we refer to both the building and the people in it. You can be assured of a warm welcome and friendly acceptance for who you are. And, if you are prepared to work with the rest of the community in upholding our values of Safety, Respect and Readiness then you will feel that you truly belong. Then you can succeed in becoming the independent, thoughtful, collaborative musician you always wanted to be.

Millgate House is part of the three strands of your Chet's life. Alongside the Musical and Academic strands, Pastoral care makes up the third part of your MAP on the Chetham's Journey. We are here to help you navigate the best route for you to be outstanding and successful.

Having spent many years in Boarding Schools, I am privileged to be supported by the most able of teams, with Mr Müller as Deputy Head of House. At any point, one of us will be available to help, assist and guide or you may choose to approach your year representative, a member of the Team who will plan lots of activities for your year group as well as contributing to events across the House.

At the end of your time with us, you may go on to seek new adventures, though one thing remains a constant. Once a member of Millgate House, always a member of Millgate House. I very much look forward to meeting you in person.

Behaviour Principles

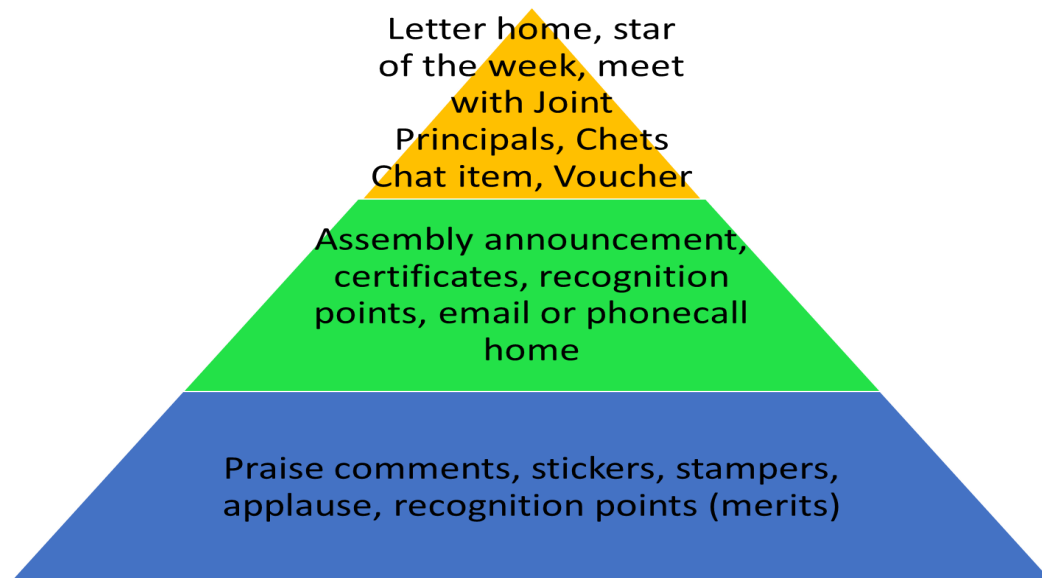
Our behaviour system works on three simple principles rather than a lot of rules:

- **Safe** be safe, be kind to yourself and others
- **Respect** respect yourself, our space, others' views and needs
- **Ready** ready for learning, prepared for the challenges of today and the future

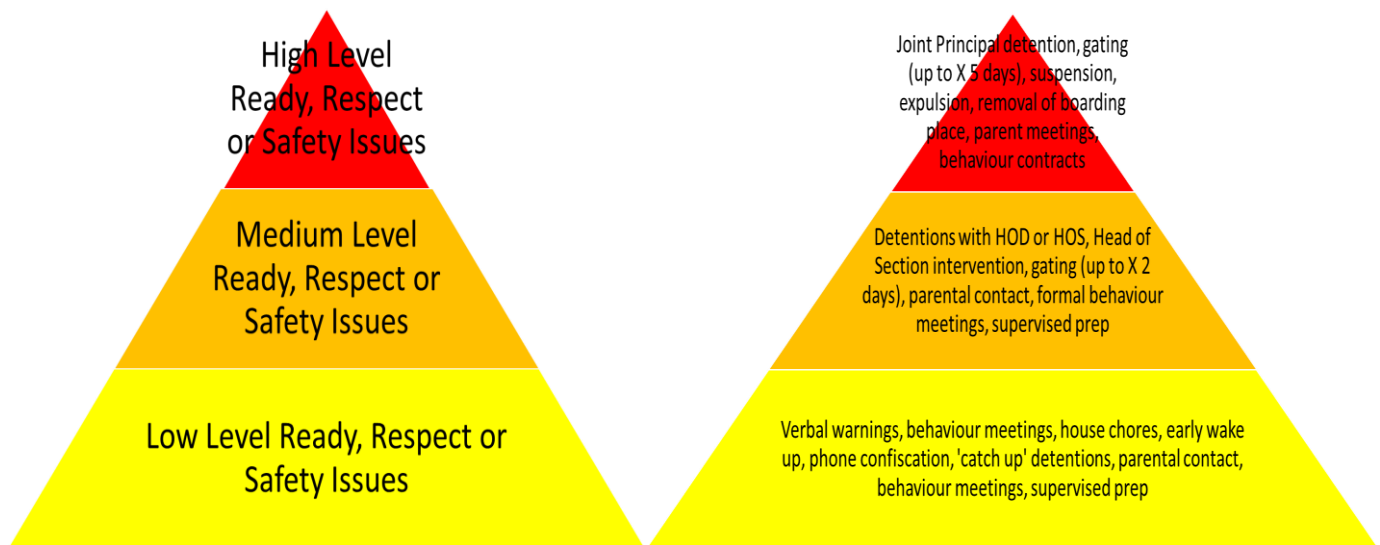
We want a School where it is recognised when student behaviour is persistently safe, respectful or ready and make sure that this is noticed. We want to offer ways to explore, restore and improve student behaviours so they learn to solve problems. Great student behaviour is essential for us all to get on, at Chetham's we expect the very best. We use a restorative approach to discipline and the education element is a major factor in how we deal with issues as they arise.

If you need further specific information, see the School website and the 'Good Behaviour Manual'.

Recognition of Good Behaviour Pyramid



Consequences of Poor Behaviour Pyramid



Bullying

We have a Counter Bullying Policy in our School, which can be found in the Good Behaviour Manual on the School website. If ever a student feels that they are being bullied in any way, they should report this to a member of staff - everyone has the right not to be bullied. Our Counter Bullying Officer is Mrs Owen and students and parents can report issues to her at any point in time. We have a 'Be safe' button on our School intranet where children can report concerns anonymously and physical boxes dotted around the School for anonymous reporting. We really encourage people to speak out, everyone has the right to feel supported and happy whilst at School.

Careers

We know that choosing a career path can be really overwhelming, so we have lots of resources available to you. Mrs Harrison, our Head of Sixth Form and Assistant Principal, and Dr Murphy are great people to talk with about your next steps whether they be toward music colleges (Dr Murphy) or university (Mrs Harrison). Mrs Cox (Head of PRS/PHSE) also provides careers related activities and experiences in the Personal and Religious Studies programme. Chetham's has great links with the careers service as well as lots of higher education establishments. You'll find lots of current prospectuses in our School Library and students and parents might also like to look at the [Prospects website](#) which has a great overview to universities (all subjects) and music colleges.

Car Parking

We regret that, in general, parents are not able to park on the School yard. Vehicles parking on site are closely monitored for students' safety and security. We are also incredibly limited regarding space. If parents are invited to School for a formal meeting with a member of staff, parents should ask that member of staff to make a Parking Request on their behalf. Parents of boarders should normally be able park on site at the beginnings and ends of holidays to leave or collect students' belongings, it is unlikely that this will be possible for Free Weekends. Access times will be sent out in Chets Chat before each holiday period. Please note that parking at these times cannot be guaranteed due to a lack of space.

Parents are asked to support us in maintaining the security of the site. In particular, please be aware that Security Officers have no discretion to allow parents into the site and co-operation with their guidance is much appreciated.

We have an arrangement with Q-Park on Deansgate, providing School visitors and The Stoller Hall audiences with up to 8 hours of parking for £5. Please collect a discount voucher from the School's Reception or the Box Office and use it when you return to your car to claim your discount. The nearest car park is at the AO Arena (the other side of Victoria Station); School is easily accessible from there.

Choristers

Introduction

At Chetham's, we try to make the children's lives as easy as possible. Choristers are members of Victoria House and Lower School which is the home to all the 8 to 13 year old day and boarding students at Chetham's. Mr Christopher Stokes, the Cathedral Organist and Master of the Choristers, has regular contact with Miss Cody, Miss Nichol and Mrs Price. Parents are encouraged to contact any of them or Mr Stokes if they ever have any query or concern, however small, regarding their child's welfare.

Dress

Choristers are expected to wear any combination of black and white, with clean black shoes, (not trainer-types), on days when they are performing in the Cathedral or elsewhere. In addition to choir robes, the Cathedral supplies white stocks for the choristers to wear under cassocks, given the impression of a white shirt. Choristers should follow the Chetham's Dress Code for rehearsals, dress should be appropriate.

A dark blue or maroon hair tie-backs, if needed should be worn, at all services in the Cathedral. Without cramping the need for style, 'conventional' haircuts should be worn. No artificial hair colouring, please, and no make-up. Ear-studs are permitted.

Fees

Choristers receive a fee of £20 for singing at weddings and funerals in the Cathedral. This sum is enhanced by 50% if the service is sound-recorded or 100% if video-recorded. There are other occasional fees which are dealt with individually, as and when.

Parental control occasions

These sometimes occur between two Services in the Cathedral. Choristers under parental control means just that – no Choristers should ever leave the Cathedral without an approved adult and never without the express permission of a member of the Cathedral's music staff.

It is a demanding but very rewarding life being a Chorister at Manchester Cathedral. The Choristers are members of two high-profile institutions and are therefore 'on show' most days. They are expected to maintain high standards of discipline, behaviour and thoughtfulness towards others at all times. Parents should note that a Chorister life is a busy one, especially at Christmas and Easter, and parents will be expected to commit time to transporting their children to and from the Cathedral as appropriate. It is as much a decision for parents as it is for students, therefore, as to whether they wish to make this commitment.

In so far as is possible, Choristers fit in with the regular School day. They attend lessons and most practice sessions with the other students whilst still going over to the Cathedral at set times for rehearsals (described in more detail below). They have timetabled music lessons, as do the other students, and if they do not already play an instrument when they come to Chetham's they will start learning the piano. Whilst the other students have a regular prep session every evening, Choristers in Years 7 and 8 have these built into their daily timetable to enable them to sing Evensong from 5.30-6.15pm on Monday to Thursday. The junior Choristers are allowed to complete their prep at weekends if they do not have time to finish it during the week.

Choristers usually enter Chetham's in Year 4. Beyond Year 8, Choristers are now able to continue their education at Chetham's as members of the Middle School. During Year 8, the Organist and Master of the Choristers will consult with the Head of Vocal and Choral Studies to decide on the most appropriate programme of study for the student. This will be done on an individual basis and will be determined by the student's vocal maturity and, where this applies, their level on any instruments they study.

NB auditions for transfer to become an instrumental student will not take place before Year 8.

Upon entry to Year 9, eligible students will move from the Chorister fee structure to the Music and Dance Scheme. In Year 11, all Chetham's students are subject to an assessment to determine their place at Sixth Form.

All Choristers have continuous assessment on their Choristership (first study) and on their instrument (second study) in line with the normal procedures at Chetham's School of Music. Also, free instrumental advice auditions can take place at any appropriate stage by arrangement, and only after consultation with the Organist and the Master of the Choristers.

Choir robes and music

Each Chorister is responsible for looking after his/her own robes and music, which are provided by the Cathedral. The Cathedral is responsible for maintenance and cleaning of choir robes.

Equipment

All Choristers and Probationers must be equipped with a pencil, an eraser and a comb or brush when in the Cathedral.

Minders

Each Probationary Chorister is assigned to a full Chorister who will ensure that he/she arrives on time with the correct equipment. The Minder will also assist with music reading during full rehearsals.

Rankings within the choir

- Probationer Choristers: new junior entrants into the Choir will normally remain "Probs" for a year or more. They will then be tested to become full Choristers.
- Choristers: students in the Choir remain full Choristers until their final year. They may then become Foundationers or simply remain as 2nd year Choristers.
- Foundationers: the Foundationers at Manchester Cathedral are the senior Choristers and carry responsibilities within the choir.

Duties

Foundation Choristers occupy an important position within the choir. They should have some pastoral concern for all the Choristers and should be seen to be setting a good example to them, in both singing and behaviour. They should give a calm and clear lead and effectively be a rôle model for the younger members of the Choir.

Solos

The Organist and Master of the Choristers decides which Choristers will sing solos both inside and outside the Cathedral. Such decisions are made with care and are based upon knowledge of the stage that any particular Chorister has reached. This may sometimes mean that two people in the same year will have an unequal distribution of solos - it does not mean, however, that anyone is being overlooked. Although some will do more solo work than others, everyone will get their chance to shine!

Choristers are not permitted to take part in any musical or other performance without the permission of the Organist and Master of the Choristers. Vocal tuition takes place within the Cathedral and Choristers are not permitted to take singing lessons outside of the Cathedral unless first agreed with the Organist and Master of the Choristers.

Meeting in Chetham's

All Choristers must meet punctually on the yard for rehearsals during the week. They will be escorted to and from the Cathedral by members of the Cathedral staff. They can be collected from Evensong and brought back to School by a member of the School House staff if this is arranged in advance.

Choristers are collected from School on Sunday mornings at 9:20am.

| | |
|--------|-------------------------|
| Monday | 1.30 – 3.30pm rehearsal |
| | 3.30 – 4.20pm rehearsal |
| | 4.20 – 4.35pm tea |
| | 4.40 – 5.20pm rehearsal |
| | 5.30 – 6.15pm Evensong |

| | |
|---------|---|
| Tuesday | 1.30 – 2.30pm rehearsal for Probationers |
| | 2.30 – 3.30pm rehearsal for Year 7 |
| | 3.30 – 4.10pm rehearsal for Year 8, then back to school for |
| | 4.15 – 4.30pm tea |
| | 4.35pm meet on the yard to walk back to the Cathedral for rehearsal |
| | 5.30 – 6.15pm Evensong |

| | |
|-----------|---|
| Wednesday | 9.30 – 10.30am rehearsal 1.30 – 2.30pm rehearsal Leave lessons at 4.15pm and go to dining hall for tea 4.35pm meet on the yard to walk back to the Cathedral for rehearsal 5.30 – 6.15pm Evensong |
| Thursday | 11am – 12pm rehearsal 1.30 – 2.30pm rehearsal 4.30 – 4.40pm tea at school 4.55 – 5.20pm rehearsal 5.30 – 6.15pm Evensong |
| Friday | Dumb Day (Cathedral terminology for no singing) |
| Saturday | Dumb Day |
| Sunday | 9.30 – 10.20am rehearsal 10.30 – 11.45am Eucharist |

One of the music staff, either the Organist, the Sub-Organist, an Organ Scholar, the Worship and Music Administrator or a member of the School staff will escort the Choristers to and from the Cathedral during the week. All Choristers should arrive individually at the Cathedral for weekend duties.

Post-service debriefing

After services there is a short debriefing on the service just completed and any arrangements for the next day are discussed.

Recognition system

This exists to reward and recognise good singing – perhaps a solo - trying hard, being helpful, showing initiative etc.

Absence

If a Chorister is absent due to illness, it is very important that parents inform the Organist as well as the School. To save you a call, please phone Chetham's (0161 834 9644) and ask for a message to be left at the Security Office for the Organist. Alternatively, please 'phone the Cathedral (0161 833 2220) and leave a message for Chris Stokes.

Choir schedule

This is published each term and sent by post/email to all parents. There are also updates as term progresses. Please telephone either the Organist, in the first instance, or Joint Heads of Victoria House if you are unsure of any arrangements.

Services and concerts

Parents and family and friends are very welcome to come and hear our performances whenever they can.

Special services

Over and above the statutory services outlined above, there are various special services throughout the year at which the Choir is required to sing.

Other engagements

The Choir undertakes various concerts, broadcasts and other miscellaneous engagements. We are careful to ensure that there is minimum conflict with schooling or normal Cathedral duties.

Free Weekends

Chetham's closes every third weekend and all boarders go home for the weekend. Unless there is a special event on, which requires the attendance of the Cathedral Choir, the Choristers will not be needed on Free Weekends.

Communication

Essential between the Organist and parents for smooth running and peace of mind – do not hesitate to telephone, even if you think the issue is a small one.

Choir Parents' Association

This group meets once a term to discuss Choir matters and fundraising. Please support your child by making every effort to attend.

Pocket money

A small sum of money is paid annually by the Cathedral to each Chorister. This is disbursed at the end of the Summer Term.

Voice-care

Choristers are, in effect, first study singers. As we know, the voice is a very delicate instrument: it must be looked after in the same way as any other student in Chets would take care of its instrument. A tired body cannot sing well.

Outings

There is a party for the Choristers around Christmas time at the Cathedral's expense. There is sometimes a Summer Term outing.

Useful numbers and addresses

Please see the 'Who to Contact' Under W.

Competitions

We will support involvement in certain, validated competitions and festivals, but this must always be discussed with your Head of Instrumental Department and your Head of School first, any leave of absence has to be agreed in advance. Competitions are useful only as part of the overall programme of a student's development, and so we consider the timing and level accordingly. In order to achieve the highest standards of entry to competitions we must ensure that students are fully prepared and have time to work in close conjunction with our accompaniment staff.

BBC Young Musician, National and International Competitions

The School supports students with entry to the BBC Young Musician of the Year and other, similar, competitions. It should be noted that charges may be incurred by parents in respect of these competitions for administration where required and accompanists and parents will be notified of the details beforehand. Permission to enter must be sought from the School, in writing, by parents to the Joint Principal, Mr Redmond, before any application is made.

Regional Competitions

The School will consider admission to any other competitions. However, any entry fee and expenses and fees for accompanists will have to be met by the student's parents. Permission

to enter must be sought from the School in writing either by your tutor or your parents before any application is made.

Local Music Festivals

If anyone wishes to enter a local music festival they must first apply by email to the Joint Principal, Mr Redmond, and Head of Instrumental Department, giving full details of the event. Accompanists will not be provided for these festivals.

Auditions for College Entry

It is common practice that all music colleges and university music departments provide their own staff accompanists for candidates at audition as part of the normal audition procedure. Chetham's accompanists are therefore not involved in this process.

Applications to the National Youth Orchestra, National Children's Orchestra or equivalent organisations

Parents who wish their child to audition or re-audition for such organisations are requested to consult their Head of Instrumental Department. In the past, it has been the case that some of the course dates have clashed with our School dates, School priorities will always come first. The School has good dialogue with all of these organisations. Permission for absence must be sought before signing an agreement for your child to become a member of these organisations.

Complaints and Concerns (students)

At Chets your voice is important and we are here to listen and to help. Together we can make the experience of being a student even better. You can make your voice heard in a number of ways:

- a. You can **talk to anyone** about what troubles you.
- b. Use one of the Suggestion boxes.
- c. You can join one of the many student groups and forums such as: **Student Forum, EDI Committee**; talk to your **year reps**, or **prefects**.
- d. You can speak about your ideas in **tutor time**.
- e. Boarders can raise ideas in **House Meetings**.

Sometimes you may feel that your concern is more private, or you want a more formal approach to be taken. If so, then you can follow the procedure below:

Informal Concern

- **Stage One:** If you have a concern or are worried about something, then speak with a member of the **House Team**, or your **tutor**. If they can't resolve the concern or issue, they will pass this on to the **Head or Deputy Head of House** or your **Head of Section** to help resolve it.

Formal Complaint

- **Stage Two:** If your concern hasn't been resolved, or you have a complaint you can take this directly to the **Head of Section**, or **Head or Deputy Head of House** and they will try to help resolve it.

'Stage Three' Complaint

- **Stage Three:** If the **Head of Section, Head or Deputy Head of House** can't resolve the issue and you are still unhappy, you can write an email to, or make an appointment to speak with, **Joint Principal Miss Smith** who will then try to help. She might then ask a senior member of staff to investigate the complaint.

Safeguarding Concern

- If you have a concern, or complaint of a safeguarding nature then we will follow the procedure outlined in the Safeguarding policy.
- Use the Be Safe button on Sharepoint.

Concerts

Attending concerts

Throughout the year, Chetham's hosts around 350 concerts – ranging from free daily Lunchtime Concerts to full scale Symphony Orchestra performances including both professional artists performing in The Stoller Hall and students playing across the UK and overseas.

We strongly encourage parents to check the What's On page on the website each term, to keep in touch with forthcoming events. The School's main concerts will also be included in term dates, which are circulated termly to parents and guardians, and in email news from the School and The Stoller Hall.

We're always delighted to see as many students and parents at concerts as possible, whether they're supporting friends or engaging with the many professional artists who visit the School.

Student tickets

Students are usually welcome to one free or discounted ticket for performances in School. Many of our events are organised by external promoters, which can make it difficult to guarantee that everything is free of charge, but many promoters are happy to offer generous discounts to our students.

Students receive an email every week telling them what concerts are coming up, and what discounts are available. Tickets can be collected up to two weeks before each concert from the Box Office, which is open Monday to Friday from 1.00pm to 2.30pm. Students are strongly encouraged to collect tickets before the day of the performance as concerts may sell out, and they may be asked to move to the back of the queue if paying customers are waiting.

Students in Years 9-13 may attend concerts independently, but should tell House staff that they plan to do so. Students in Years 7-8 may attend concerts independently, but will need to show a note from a parent or staff member when they collect tickets from the Box Office. Junior students must be accompanied to all concerts by a parent or staff member.

Parent tickets

We don't generally offer discounted tickets for parents across all public events in The Stoller Hall and Chetham's. Instead we're doing all we can to keep prices low for all our student concerts.

Parents are invited to join our Parent Membership Scheme which means that you can book tickets in advance, online or by telephone and be automatically eligible for any discounts.

To join the Parent Membership Scheme, you can create an account on our website <https://chethamsschoolofmusic.com/box-office/my-account/> and then email boxoffice@chethams.com, telling us the name of your child and their year group so that we can apply the appropriate tags to your online account.

Joining the scheme will ensure you receive discounts for Chetham's Symphony Orchestra and Big Band concerts sold through The Stoller Hall Box Office (£7 each), and from £2 each for other Chetham's concerts. Up to 2 discounted tickets are available per student for each concert.

Other offers may be available through the year, and wherever we are able to negotiate these with our external promoters, they will be communicated separately by email.

It's very helpful to us if you can book in advance for concerts so that we know how many people to expect and to book staff accordingly.

Data

Your data is very important to us, and we do need to retain information that is legitimate and in the interest of the School and students. This includes things like address, contact information and medical needs. We offer an opt out system for things such as photographs. Parents can opt out on behalf of their child, however if a child aged 13+ asks not to be included in photos, we would respect that request without asking for parental confirmation. The Data Protection Officer is Mr Jon Runswick-Cole.

Day Students

Day students at Chetham's are members of the Boarding House appropriate to their age and gender, and should feel free to discuss any concerns or problems that they may have with their Head of School or Head of House. Day students have access to the Houses in accordance with the guidelines below.

Looking after a large number of young people is a great responsibility and we have some procedures which need to be followed so that everyone is looked after properly.

Weekdays

- The arrival time for day students is from 7.30am, all day students must register as soon as they arrive in School, this is either in the Dining Room or House dependent upon time of arrival. After 8.30am a student will be considered 'late'.
- If a day student is going to be late for any reason parents should contact the House mobile or email.
- All day students must also register at 2.15pm with their House team in the New School Building foyer.
- Day students in Victoria House must leave school by 5pm unless they have School commitments or have made special arrangements directly with their Head of House, such as attending Victoria House evening activities.

- If an older student wishes to stay beyond their musical commitments in the evening, they must attend all registrations as a boarder would. Day students should not be on site after 8pm and need to sign out with House before they leave for the day.

Weekends

- If a day student wishes to stay/be in School out of normal working hours at the weekends (i.e. after 1pm on Saturday onwards) they should seek permission from their Head of House. It is not possible for us to take proper responsibility for a day student if we do not know that they are here.
- If a day student is in School during the weekend, then they must ensure they attend the appropriate registrations as the boarders do and need to sign out with House before they leave for the day.
- As Victoria House organise trips on Saturday afternoons, all students must be off site by 1.30pm unless they are attending the trip. If a student has a School commitment after this, please let the Head of House know with as much notice as possible.

Facilities

The following facilities are available to day students:

Victoria House: There is a common room, pool room and a small Year 8 common room on the ground floor. All facilities in the common room are provided for the use of boarders and day students alike.

Millgate House: Day students in Millgate House are welcome to use the common rooms and all the other facilities in the House.

New College House: All facilities in the common rooms are provided for the use of boarders and day students alike.

Day students should ensure that they keep the facilities provided for their use clean and tidy.

Staying Over

Lots of activities take place in the evening and weekend which we would love day students to also have access to. For this reason, we will always do our best to accommodate our day students overnight, when there is a need.

We have a high demand at times for beds so please make sure that a space is requested as soon as you know you will need it. The usual charge for this is £30 per night unless an overnight stay is essential due to a School commitment. Usually this means you would get home later than 9pm but may be earlier for younger students - please contact Heads of House with any questions.

Dress Code

Chetham's does not have a standard uniform for students or for most staff. There are some staff roles that require a uniform such as Medical Centre, Domestic Staff, Catering, Security, Maintenance and The Stoller Hall. The dress code is based on common sense principles of respect for others, ready and appropriate for the tasks we undertake throughout the working day and safety in our environment at School or work.

Appropriate dress and personal appearance at School and work, and at related activities shall not include any clothing, attire or accessory that by its appearance, arrangement, trademark, fit, or any other attribute, is unsafe; ethnically, racially or sexually degrading; libellous or slanderous; exposing undergarments; advocating unlawful behaviour or illegal substances; or suggesting or promoting unlawful acts.

Examples of inappropriate dress include but are not limited to the following clothing, attire, apparel and accessories:

- Slippers/sliders– out of boarding accommodation
- Slogans/imagery/logos advocating unlawful acts, controlled substances or negative statements targeting others
- Clothing considered undergarments worn as outer garments
- Clothing exposing undergarments
- Clothing that exposes, or may expose in tasks undertaken during the day, any private areas of the body, midriff, chest, upper thigh or lower back.

Concert Dress

Every student must have smart black concert dress, which may include:

CONCERT DRESS – Sinfonia/Ensembles:

Year 8 and below: concert black trousers or skirt, black shirt or blouse, black socks or tights (black trousers for cello/bass/bassoon/harp/bass clarinet) and smart black concert shoes

Year 9 and above: Dinner Jacket and black trousers or black skirt or dress, black shirt or blouse, black socks or tights (black trousers for cello/bass/bassoon/harp/bass clarinet) and smart black concert shoes

CONCERT DRESS - CSO & Chorus:

Dinner Jacket and black trousers or black skirt or dress, black shirt or blouse, black socks or tights (black trousers for cello/bass/bassoon/harp/bass clarinet) and smart black concert shoes

Smart Casual

Occasionally you will be invited to represent the School at public events where concert dress is not worn. You should bring one 'smart-casual' outfit – tailored trousers or skirt, a shirt, blouse or dress – for these occasions. Formal jackets and ties are not generally required unless you wish to wear them.

Fit To Perform

You should bring clothing that is suitable for physical activities. Trainers, exercise leggings or track suit - whatever you feel comfortable in to work out. However, you must change out of your everyday clothes for hygiene purposes.

On special occasions, such as at Founder's Day, you may be invited to wear Tudor 'bluecoat' uniforms loaned by the School.

Equipment

You and your parents are responsible for the provision of your musical instruments, music and accessories. Text books, exercise books and materials for normal instruction that are provided by the School, remain the School's property. Charges may be imposed for loss or improper care. Musical scores for personal use (but not orchestral or choral scores) are the responsibility of the parent and student.

Students are responsible for their instrumental maintenance, whether the instrument is their own property or that of the School. Parents will be required to undertake responsibility for instruments loaned to students.

Students will need the following items at some stage of their School careers:

- Pens, pencils and eraser
- Metronome
- Twelve-inch ruler in inches and centimetres
- Coloured pencils and felt-tip pens
- Pair of compasses, protractor and set square
- Scientific calculator
- Headphones
- Tuner (not pianists)

Boarders

Boarders should also bring:

- Night clothes (at least two sets)
- Dressing gown and slippers
- Duvet (single)
- Duvet covers (2)
- Pillow/s
- Pillow cases and protectors – 2 for each pillow
(Sheets are provided by the School)
- Bath towels and hand towels for own use
- Wash bag and contents
- Pins for pin board
- Own crockery and cutlery if using House facilities, Victoria House is provided

Faith

Many students who come to our School follow a faith. There are a number of places to worship in Manchester for all faiths and denominations. In School we have an active Christian Union which meets weekly. Please make the School aware if there are any faith-led dietary or other special requirements.

Financial Matters

Please read this section alongside the School's Terms and Conditions document, which is available from Mrs Haslam, the Joint Principal, Ms Smith's, PA.

Fees, termly accounts and cash advance

Fees are reviewed annually by the Department for Education and the School Governors, with any increases being effected from the start of an academic year. Fees are invoiced on a termly basis around the start of each term. The invoice can be paid either by internet, by the Bank Giro system, delivery or by posting a cheque to the School with the tear-off remittance slip. A receipt will be provided if requested. Cash amounts of above £50 will not be accepted. Termly invoices include tuition and boarding fees (where applicable) in advance, and incidental charges in arrears, less the DfE Aided Pupil Grant and Uniform and Travel Grants for those who qualify.

Fees for students who are classed as overseas will be invoiced twice a year rather than termly. Invoices will be issued in September for the fees for the Autumn term and the first half of the Spring term, and in January for the fees for the second half of the Spring term and the Summer term. Extras will be invoiced in arrears on a termly basis.

Boarding students often require cash advances at short notice for travel or other sundry expenses. We have a scheme for boarding students up to and including Year 11; parents may pay an initial deposit of £50 when the student joins the School, and payments are then issued to their child up to that amount. At the end of the term, parents are charged on their account for the amount spent, thereby topping up the deposit for the following term. Any unspent balance will be refunded on entering the Sixth Form or leaving Chetham's. We do not operate a cash advance system for Sixth Form students and parents should ensure their child has access to emergency cash.

Notice of withdrawal

If parents decide to withdraw a student from Chetham's, they MUST give a FULL term's notice in writing to the Joint Principal, Ms Smith. If this is not given, the School is entitled to charge a full term's fees in lieu of notice. Please note that neither the DfE grant nor any other bursary would be available to reduce the fees in lieu.

A FULL term's written notice must be given by parents before a student changes from boarding to day. The reason for this rule is to ensure, as far as possible, the stability of the School community. Failure to provide this notice means that parents will be charged the difference between the boarding and the day fee in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. The boarding element of the Aided Pupil grant will be terminated with effect from the date that the child changes from boarding to day. The fees in lieu will not be reduced by any Aided Pupil grant, nor any bursary.

Charges to parents for vocational music exams

Whilst the School administers entries for vocational music exams which are undertaken at the School site on behalf of students and their tutors (ABRSM, DipABRSM, LRSM and FRSM

including theory and performance exams), the School does not support the exams financially. Parents will be informed as to exam fees in due course, and any exam fees applicable are added to students' bills after the end of a complete term.

If a student wishes to undertake vocational music exams at either a public centre, or at a sitting outside of the School's standard exam timetable, then the School will request the individual student to administrate the process themselves. All students self-administrating exams, should **always** seek authorisation from their Head of Instrumental Department and Head of School before any exam entry is submitted. The availability of a staff accompanist is not guaranteed and would be subject to a potential additional charge.

Please note that some of the higher grade exams, and in particular diploma exams, are not insubstantial in their cost. This should be taken into account before students submit any entry forms and students are reminded to discuss their exam submissions fully with their Heads of Instrumental Departments, Tutors and parents before submitting. Exam fees are set by the appropriate board and should be considered before any request to sit an exam.

Fit To Perform

At Chetham's there is no such thing as PE! Instead, we have **Fit To Perform**. Our programme in the younger years is built around making movement and health fun. There will be games and exercise tailored to the age and ability of students, but often the more 'traditional' sports are not covered. We have a state of the art gym with professional standard equipment, this is currently undergoing a refurbishment and will be due to be re-opened in January 2023. The staff in charge are professional coaches, highly skilled and qualified in their own fields. They offer weights, fitness regimes, class activities, mindfulness, yoga, football, cricket, gymnastics, circuit training - the list is endless!

Food

The School catering service is operated by our partners Sodexo.

We aim to provide a varied, interesting and nutritionally sound diet for both meat-eaters, vegetarians and vegans. Please let us know (using the attached form) if your child is a vegetarian or has any special dietary needs. It is essential that we have any medical diagnostic information returned with the dietary request form which is enclosed with this pack.

Food is an essential element of the life of students at the School so we have our own student 'Food Committee' which meets regularly with one of our Joint Principals, Ms Smith, Head Chef and Catering Manager to give feedback.

The Sodexo School Meals Allergy Procedure is also attached to this document and if there is an allergy or intolerance to any food, you must inform the School so we can take care of your child.

Mealtimes:

Weekdays

Breakfast: 7.15am Victoria House, 7.30-8am Middle School and Sixth Form

Lunch: 12.30pm Juniors & Sixth Form not in lessons

12.50pm Years 7 & 8

1-1.30pm rest of School

Tea: 5.45-6.15pm (Victoria House), 6.15-7pm Middle School and Sixth Form

Saturdays

Breakfast: 8.15am (Victoria House), 8.30-9am Middle School and Sixth Form

Lunch: 12.30-1.15pm

Tea: 6-6.30pm

Sundays

Brunch: 9am-12noon

Tea: 5.30-6pm

Students can also purchase food from the local Co-op, who operate a student/parent card and, on special occasions, may want to eat out in Manchester. Please liaise with House if this is something you want. There is no need for students to eat out as all meals are catered for by the School and there is plenty of choice for all palates.

Going Out

Free Time Arrangements

We want all young people to grow up making the most of what Manchester has to offer and enjoying our vibrant city centre home. We also need to ensure that they are safe, and that freedoms are appropriate for their maturity. Students must always go out in pairs or groups, must swipe out using the swipe system, and must always take their mobile phones with them. Each year we have a 'street smart' assembly educating our students on how to stay safe in Manchester. Occasionally we may have to change the curfew times based upon advice by our community safety partners. If you prefer your child not to go out, you must inform the House staff.

Juniors, Year 7 and Year 8 (Y8 until the summer term) are allowed out only with permission from House staff and in the company of a Sixth Form student, usually their 'guardian angel'. The guardian angel is a responsible and mature older student who will care for the young ones whilst they go out to the shops. In the Summer Term, Year 8 students are allowed out in a minimum group of three, with permission from House staff. Students are permitted only into pre-agreed areas of the city centre, within easy walking distance of the School according to age: maps are provided in this A-Z under 'Out of Bounds'.

Years 9, 10 and 11

Weekdays: 10.30-11am; 1-2.30pm; 4.30-5.30pm

Saturday: in the morning if practice is completed, then 1-6pm

Sunday: 9am-5.30pm (back from a weekend away 9pm return the latest)

Year 12

Weekdays: 10.30-11am, 1-2.30pm

From start of academic year to the end of May Half Term

Tuesday & Thursday from 4.30-9pm (registration at 6.30pm)

Saturday: if free all day until 9pm

Sunday: 9am-9pm (back from a weekend away 9pm return the latest)

From May Half Term

Each Weekday from 4.30-9 pm (registration at 6.30pm)

Saturday: if free all day until 10.00pm

Sunday: 9am-9pm (back from a weekend away 9pm return the latest)

Year 13

Weekdays: 10.30-11am, 1-2.30pm

From start of academic year to the end of Easter Holidays

Each Weekday from 3.30-9pm (registration at 6.30pm)

Saturday: if free all day until 9pm

Sunday: 9am-9pm (back from a weekend away 9pm return the latest)

From end of Easter Holidays

Each Weekday from 3.30-10pm (registration at 6.30pm)

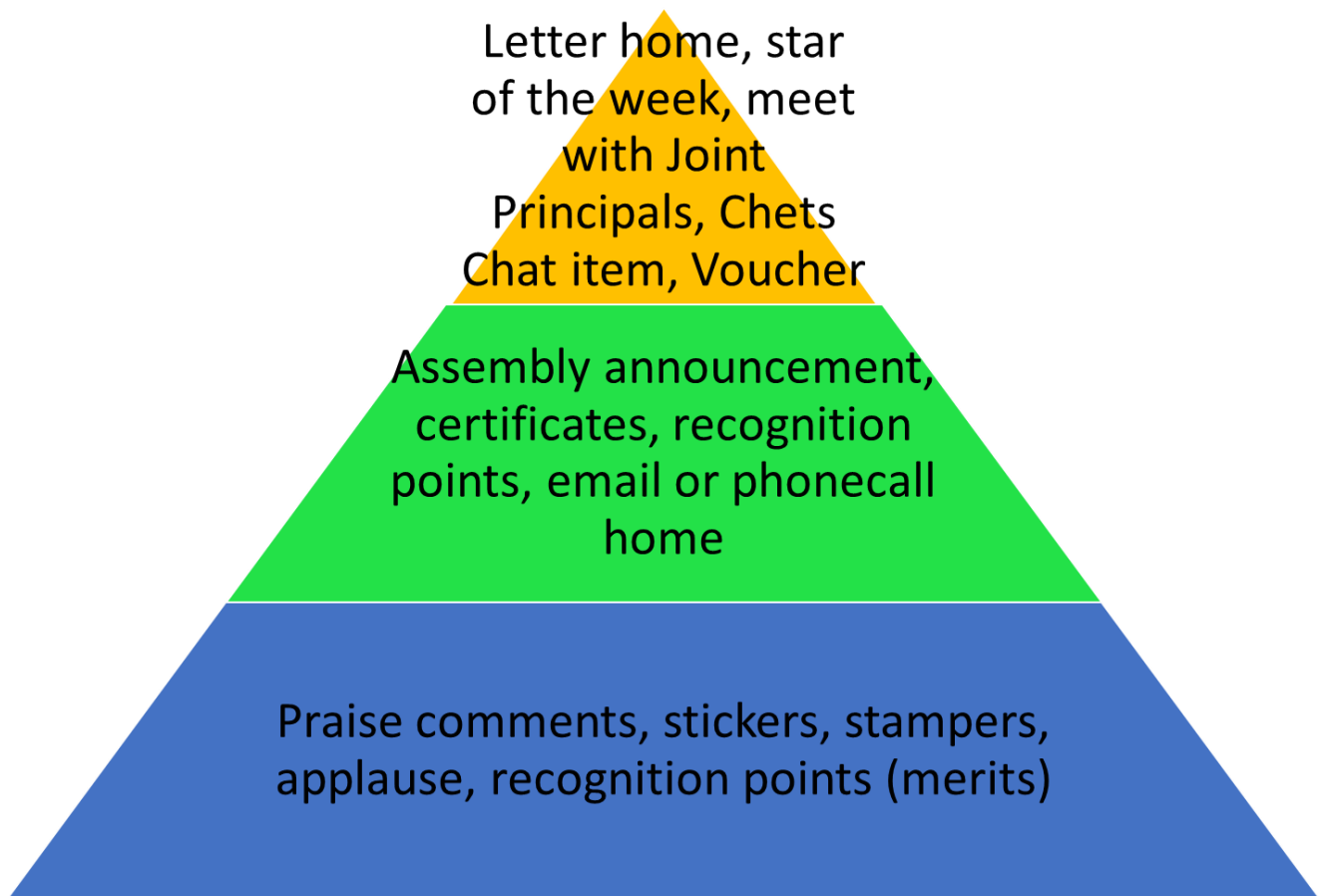
Saturday: if free all day until 10pm

Sunday: 9am-9pm (back from a weekend away 9pm return the latest)

Good Behaviour

Good behaviour is regularly celebrated at Chetham's. We ask of all of our students to be Safe, Ready to learn, and Respectful in all they do. We have a recognition system to reward academic and personal achievements and collecting a number of these merit points (10 for students in Y4-11, and 5 for Y12-13 students), results in gift vouchers for the local shopping centre or Amazon. We have built our recognition scheme on a "Star of the Week" programme. Students will receive a certificate, and parents will receive a letter to celebrate the student's achievement. There are lots of opportunities outlined in our 'Recognition Pyramid' below for students to be praised for their efforts.

Recognition of Good Behaviour Pyramid



Hearing Protection

We take our hearing very seriously at Chetham's and we have our own hearing nurse who sees students over the year. All students are supplied with universal fit ear plugs for use during rehearsal or performance times which may demand hearing protection. All parents and students should be aware of the existence of the Noise at Work Committee who work to reduce any risk of noise related hearing damage occurring in staff or students.

There are annual hearing tests for all students (costs are recharged to parents) and the School provides information and education on maintaining healthy hearing. We want our young musicians' hearing to be looked after to reduce the risk of hearing loss as they mature.

Instruments

Purchasing instruments

If you are considering purchasing a new instrument then please seek advice and guidance from your tutor and Head of Instrumental Department. Do not 'borrow' or 'try out' any instruments unless you have your Head of Instrumental Department's or tutor's approval.

Instrument loans

Some instruments are available on loan. Applications for the loan of these instruments should be made in writing to the Head of the Instrumental Department concerned. It is expected that parents will be responsible for the maintenance of these instruments (for example, the replacement of strings, reeds etc), and also for any damage caused whilst in their child's possession. If any damage occurs then the School must be informed in the first instance. All repairs have to be carried out by repairers approved by the School and charges will be made for any 'non accidental' damage. Instruments must never be left in any vehicle.

Instrument fund

A small fund exists to assist towards the cost of purchase of instruments. Requests for finance should be made to the Joint Principal, Mr Redmond, in writing by the end of the Autumn Half Term each year.

Insurance

Chetham's School of Music takes pride in its care of students and their belongings. Nevertheless, accidents and losses can occur in even the best-run organisations, and parents should consider carefully the question of appropriate insurance. The School itself does not have insurance cover for any students' personal belongings, including instruments, computers, mobile telephones and clothing.

International Students

Introduction

Joining a new school can always be a bit scary. Joining a specialist school in a different country may seem even more difficult. You may well feel nervous – what will life be like? How will you make new friends? Will your English be good enough?

Before you arrive our Overseas Mentor, Miss Dackombe will be in touch to introduce herself, and also to get to know you a little. She is there for you for your time at Chets.

We want to say to you: please try not to worry. We all know how difficult your first days can be, and we all want to help and look after you to make sure that your life is as easy as it can possibly be. Remember that everyone is bound to feel a bit anxious and a bit homesick – you will not be the only one – but you will soon settle in and feel as though you have been here forever. The students at Chetham's are used to welcoming students from overseas into their midst and, even if you feel that your English is not very fluent, remember that all the students here have one overwhelming language in common: the language of music, through which you'll quickly make friends.

Pastoral Care

When you arrive at Chetham's you will also meet your new Head of House, who will look after you while you are in School. If you have any upsets, worries or problems while you are at

School this is the person you should see to sort things out. Your Head of House will show you your new room and introduce you to your new roommates. Wherever possible we will try to introduce you to someone who speaks your language so that you don't feel too homesick. You will also have a Personal Tutor who you will see every week in a small group of about 9 or 10 students. This Personal Tutor is another person for you to talk to and ask for help whenever necessary.

English as an Additional Language (EAL)

You may be offered 1:1 language lessons with the EAL Department. Don't hesitate to ask your teacher any question or confide any worries that you might have. They are there to help you as well.

Guardians

Every student whose parents live or work outside the United Kingdom **must** have a guardian in the UK within a two-hour drive to the School. The choice of guardian by the parents is a crucial one; it is best if you know they will take a genuine care and interest in your child. The role of the guardian is one that is essential. The guardian makes sure your child is collected and taken to and from the airport, they provide a 'home from home' at Free Weekends and holidays and will be contacted to attend School if there are emergency situations. This includes travel to and from the home country, reception and arrival in the UK and travel to and from School. The guardians are responsible for the care of sick and poorly students if they are deemed too poorly to remain at the School. The School would prefer you to use a Guardianship agency and one that is accredited. You will find more information about this on the AEGIS website, the Association for the Education and Guardianship of International Students (www.aegisuk.net) or on the BSA site ([The Boarding Schools' Association \(BSA\)](http://The Boarding Schools' Association (BSA))).

The School will send guardians a copy of the Term Dates and, if parents consent, guardians will also be able to access the School's Parents' Gateway to view School reports and other information (eg contact information, School Policies and information relating to the student's curriculum). We find that the relationship works best when guardians are fully involved; parents and guardians should take a decision before term starts. If at any point the School is concerned that the Guardian placement is inappropriate we will insist on a change.

Please read the enclosed document 'Guidelines for Parents and Guardians' and then complete and return the attached form. Students can only be admitted to the School after the appropriate forms have been completed and signed by both parent and guardian and we are satisfied that the guardian has been officially appointed by those with parental responsibility.

Notes for Parents

We do appreciate how difficult it is for parents to let their child fly off overseas and not see them for many weeks. We strongly urge you to keep in touch with your child's Head of House either by email or telephone. If you do not feel that your English will allow this then encourage your child's guardian to keep in touch and report back to you.

If you are aware that your child is experiencing any difficulties at all with their new life here, please don't hesitate to contact the Head of House. Students arriving from abroad sometimes take some time to get used to the food, the culture, the language and the different way of life. As long as we are aware of this we will do all we can to help them feel at home and comfortable.

Please also ensure that we are aware of any religious or other dietary restrictions so that we can make the catering staff aware. Our caterers are extraordinarily flexible and will cater for any diet as long as they are forewarned.

We are sure that your child will settle in very quickly in the welcoming and friendly environment that is Chetham's, and we will do our best to make sure that they are happy and thriving. We encourage you to keep in touch and to attend as many concerts as you can, and we look forward to a long and happy partnership with you and your child.

Plan Ahead

Check term dates before making travel bookings. Chetham's is a very busy School and we would like all our students to fulfil their complete programme here. For that reason, please ensure that you do not make travel arrangements that require the student to leave before the end of term or return after the start of term. Permission cannot be granted for such absence.

Where flights etc do not coincide with term dates, the student is expected to stay with his/her guardian until they can return home/to school. We would be extremely grateful if you could check term dates carefully before making any travel arrangements/booking flight tickets etc. Term dates are always published on our website www.chethams.com. If you are not sure about anything then please check first with your child's Head of House or Head of School.

Joining In

There's lots on offer at Chetham's outside of academic and instrumental commitments. The 1st Chetham's Cubs, Scouts and Explorers all meet once a week in the evenings and both boarders and day students can join these groups at any point. Students in Year 9 and above may take part in the Duke of Edinburgh Scheme.

Onsite facilities include a School Library, practice rooms and the Fit To Perform suite. Activities are also run on a nightly basis in the Boarding Houses. At weekends there are trips and activities for younger students through Victoria House, and everyone is able to take part in the Fit To Perform weekend trips.

You can see the sorts of things that we get up to by following the fun via Twitter:

Victoria House @VH_Chethams

New College House @NCH_Chethams

Millgate House @MH_Chethams

1st Chetham's Scout Group @1stChethams

Fit To Perform @FTPChethams

Nicola Smith @NicolaChethams

Tom Redmond @redmond_tom

Keeping in Touch

Keeping in touch with home is important for all our students and there are plenty of ways of doing this.

Students receive their own computer login, username and password when they arrive at School. This allows them to access the School Wi-Fi, email system and StREAM (Student Rehearsal, Events and Absence Management System), and allows parents to contact them via the internet.

Parents can also use their own Parent Portal login to see students' timetable and StREAM, which shows when events like instrumental lessons, tests or lunchtime concerts are coming up.

You should also receive a weekly/fortnightly newsletter from your child's House and a weekly Chets Chat.

We do find - believe it or not! - that students occasionally "forget" to check in with home. You are very welcome to call or text the Boarding House mobiles so that we can give them a gentle reminder.

If ever you have a concern about any aspect of School or boarding life you can contact your Head of House or Head of School as a first point of contact. Then we can work together to solve any problems that might have cropped up.

Laundry

The School has its own on-site Laundry where staff will wash and iron boarders' clothing. All items must be suitable for both machine washing and tumble drying - the Laundry is unable to accept responsibility for damage caused to unsuitable clothing.

The Laundry has no facility for dry cleaning but does use a local company. This is a chargeable service. Clothing sent for dry cleaning is the responsibility of its owner and the School does not accept liability for any loss or damage incurred by the dry cleaning service.

It is essential that parents of all students send their child to School with all clothing, including Fit To Perform workout gear and towels, clearly named. We recommend using printed woven name tapes rather than the iron-on variety. The Laundry keeps spare name tapes for all boarders, the cost of which is £8 (including VAT) for 36 labels. Students may then ask the School Seamstress to sew these into any new garments they acquire. This is a free service as are any minor clothing repairs that students may need.

To avoid damage to small and delicate items of clothing, the Laundry also provides all boarding students with two large net laundry bags at a cost of £14 (including VAT).

The costs of woven name tapes and net laundry bags will be charged to all new boarders on their first bill and thereafter as required. Charges for dry cleaning will be debited to parents' accounts in arrears.

An explanation of how the laundry system works will be given at House Meetings at the start of each year.

Bed Linen

Personal bed linen can be sent to the Laundry for washing but must be labelled. We also recommend labelling duvets, pillows and any other personal bedding.

Students travelling from overseas are expected to provide their own duvet, pillow and covers when they arrive. However, in exceptional circumstances, the School will loan these items for a maximum period of one week until they can be purchased.

Please make any request in advance to the Domestic Office on stevechambers@chethams.com.

Leave of Absence

If there are times when you will need to request absence for your child at the School, this has to be approved by the Head of School and Head of Instrumental Department before permission is given. All of this is administered via an online link which will be sent to you after you join. You must give at least two weeks' notice for absence requests.

Lessons

All students attend lessons in the Academic Department and Music Department each day. There are times when students miss their timetabled lesson, to go to a musical activity. If a student misses their academic lesson, they must catch up by speaking to their peers, asking for the

class resources or seeking support from their teacher. We cannot offer replacement lesson or online recording as an alternative.

Lost Property

All lost property, excluding instruments and music, is collected and held by the Domestic Services Department.

Due to restrictions on space, they cannot keep unclaimed clothing and items of limited value for more than a term. Any belongings not claimed within one week of the start of the Spring and Summer terms will be donated to one of our local charities. Lost Property left at the end of the academic year, in July, will be kept for one month and then donated on.

Items of value will be recorded by the Domestic Services Department and kept for a period of six months. Every effort will be made to locate the owners but if belongings are not claimed by the end of this period they will be disposed of as appropriate.

Students may be asked to pay a charge in order to reclaim their belongings, this serves as a good deterrent to not leave items around the School! This will amount to 50p per item for Years 4-8 and £1 per item for students in Year 9 and above.

Any items left in The Stoller Hall, or at public events in the Carole Nash Hall or Atrium, may be collected by our Front of House team alongside items forgotten by members of the public. If you think you may have lost something in these areas, please check with the Box Office as well as the Domestic Services Department.

Medical Care

Medical Centre: 0161 838 7217, medical@chethams.com

Health care professionals within School.

Chetham's has a Medical Centre that is staffed by a small team of qualified nurses, and overnight carers, managed by the Lead Nurse, Kate Scott. The Nurses provide care for students during the day with care provided at night by our carers. The Medical Centre has a treatment room, surgery, and two bedrooms, where students who are taken ill at School can be cared for.

The Nurses' role is varied and involves all aspects of health care, including the provision of first aid, routine health checks on all new students, mental health support, referrals and liaison with external professionals, vaccination programs, provision of health-related advice and monitoring students with on-going healthcare needs. Nurses make and manage appointments and prescriptions on behalf of the students.

There is liaison with parents, House and School teams as appropriate. However registered nurses are bound by the NMC code of professional conduct and provide confidentiality for the students in their care. Disclosure without the student's permission may only be made where:

- it can be justified in the public interest;
- it is required by law or by order of a court;
- or where there is an issue of child protection.

The Medical Centre aims to provide an open but confidential environment, a place where students can come and talk freely and seek help, advice and support. We aim to encourage health promotion ideas and create healthy attitudes and behaviours throughout the School.

Boarders ill at night?

If you feel ill at night you should ring the House duty mobile or knock on a staff flat door.

School Doctor (boarding students)

All boarding students are automatically registered with the School Doctor on admission to School in September as we feel that this is in the best interest of your child. If you choose to opt out of this service you will need to inform the Nursing Team in writing by 1 August prior to your child starting School.

Our School Doctor holds a surgery in the Medical Centre once a week. Students can make appointments via any of the School Nurses. Nurses generally act as a chaperone for the students but students can see the Doctor privately if they wish. Our School Doctor will always talk to parents where they have concerns.

If a student needs to be seen by the Doctor on a day when the Doctor isn't visiting School, arrangements can be made for him/her to be taken to Urban Village Medical Practice where a member of the Practice Team will see your child.

Our School Doctor is Dr Daniel Hedwat, MBBS (Newc 2003), DFFP and he is based at:
Urban Village Medical Practice
Ancoats Primary Care Centre
Old Mill Street
Manchester
M4 6EE

Tel: 0161 272 5656

We also have Dr Jennifer Greenlaw MBChB (Glasgow 2000) BSc (Hons) MRCGP DRCOG DFFP when Dr Hedwat is not available or if students would prefer to see a female GP.

The Practice can be contacted via their website during the holidays: <https://www.uvmp.co.uk/> Telephone or video consultations, repeat prescriptions, etc, can also be requested.

School Doctor (day students)

Day students should ensure that they remain registered with their own local GP. It is not possible for the School Doctor to see students who are not registered with him except in an absolute emergency.

Physiotherapy

At the Medical Centre we run a muscular-skeletal clinic each week. Our physiotherapist offers treatment of injuries and also a sports massage service. This is open to any student; however, it does incur a charge. NHS and Private Physiotherapy referrals should be made via the Doctor your child is registered with.

Counsellors

We have a superb counselling service with the ability to see about 20 students a week. We have a range of counsellors with skills such as talking therapy, CBT and psychotherapy. There are also counselling services available locally from a variety of health care providers and can be organised as necessary when they are required. Appointments are made via the Lead Nurse.

Other services available out of school

Should a student need emergency treatment, arrangements will be made for them to be transferred to one of our local hospitals accompanied by a member of staff. Parents will be informed of this at the earliest opportunity. For some types of hospital treatment, it is necessary for the escorting member of staff to sign a consent form; we therefore require parents to sign the authorisation form included in the Personal Medical Information please. It is not possible for a member of staff to stay with the student if long periods of hospitalisation are required. Parents would be expected to come and take over, and the student could then be taken directly home following discharge for a spell of recuperation at home.

Sending students home

The Medical Centre can only accommodate short-term illness. Students may be discharged back into the care of the House, or will return home or to their guardian. If a student needs a more prolonged period of recuperation, then home is the best place for them. It is the School Nurses' responsibility to decide if a student should be sent home from School for health reasons. This decision will be made by talking with the student, parents and boarding staff.

Appointment Chaperone

Transport to healthcare appointments is usually by taxi or public transport, which is paid for by parents on account, although some services are within walking distance. Students will usually have our Medical Chaperones to escort them to appointments out of School. If parents wish to attend appointments, please let the School Nurse know as soon as possible so this can be arranged.

Dental and Eye Care

It is recommended that students visit a dentist every six months and have their eyes examined regularly. These routine dental and eye examinations are the responsibility of parents, and if possible appointments should be carried out in the holiday period. Under special circumstances it may be possible to arrange dental care at our local dentist and eye care from a local opticians.

Immunisations

Immunisation sessions are organised in accordance with national schedules. Consent forms will be sent out for parents to sign when immunisations are due. It is essential that consent forms are returned by return of post as your child may not be vaccinated without your consent. Information about the vaccinations can be obtained from the Medical Centre.

General enquiries

If you require any information or have any worries about your child whilst they are at Chetham's, please don't hesitate to ring one of the Nursing team. Please note the School Nurses and the School Doctor will endeavour to keep you informed of any health problems or concerns they have regarding your child.

On a yearly basis we will ask for a health update form for your child. However, we also encourage you to contact us at the first opportunity to update us with any information of medical treatment/health care given outside School. This will ensure continuity and enable us to provide the best quality of health care for your child.

Over the Counter medications used in the Medical Centre

Ibuprofen mild pain, fever

Paracetamol mild pain, fever

Cinnarizine travel sickness

Cetirizine allergic reactions, hay fever

Gaviscon cool indigestion, gastric upset

Piriton allergic reactions, hay fever

After sun lotion sun burn

Anthisan cream allergic reactions, bites and stings

Bonjela teething problems and mouth ulcers

E45 dry, chapped skin

Sun lotion sun burn protection

Olive oil ears blocked with wax

Strepsils sore throats

Olbas oil nasal congestion

Clove oil for dental pain

Sudocrem skin irritation

On rare occasions, when there is a supply problem, a similar product substitute may be made.

Music

Music notes for new students

“The discipline of music is an education for life”

Music is at the core of life at Chetham’s. By participating in musical activities, through both individual and group work, students will develop:

- delight in a sense of individual and collective achievement
- aesthetic appreciation and discrimination
- listening skills
- imagination, inventiveness and improvisation
- intellectual and artistic skills
- ability to analyse and solve problems
- study skills, including attention to detail, accuracy, memorising and the interpretation of sounds and symbols
- communication skills (verbal and non-verbal)
- social skills, such as co-operation, resourcefulness, perseverance, tolerance and self-confidence
- self-motivation, self-discipline, self-analysis and self-evaluation
- awareness of a wide range of cultural traditions

Studying music has been proven to develop learning skills including concentration, analysis, problem-solving, citizenship, memory and reasoning. These skills help all of our students to succeed in different areas of the school curriculum and were praised in our most recent ISI inspection.

The Music Programme

As you study music at Chetham’s, we hope you’ll be filled with optimism about what you can achieve here – but we expect you’ll have a few thoughts and questions, too! The only silly question is the one that isn’t asked – if you’re worried about anything speak to your Head of Instrumental Department, your instrumental tutor, anyone! We’re all here to help you develop into a well-rounded, curious, creative musician.

Be inquisitive. Music will happen around you every day. Feed your enthusiasm, and support your friends, by attending concerts regularly – both those given by your fellow students, and those by professional visiting artists. Wind and brass players can learn as much about breathing from a string quartet as a pianist can learn about phrasing from a song recital. Like food, you have to try everything to find out if you like it (except tripe)!

Attending concerts will help you get to know more repertoire, learn which types of music speak to you, and enjoy hearing some of the finest performers in the musical world. There are so many aspects to musical life at Chetham’s that they may appear daunting when you read

through them all at once, but staff across the music and pastoral teams will be on hand to help you get to grips with all aspects of the School.

Chetham's is about helping you to become an excellent musician and individual. Just as importantly, it's about developing musical curiosity, and making the most of this opportunity to learn about aural, theory, history, composition and choral work.

In School, you'll be offered a huge range of experiences and opportunities. Progress and development will be monitored by means of ongoing, formative assessment with regular feedback from instrumental tutors, Heads of Instrumental Department, visiting tutors, chamber coaches, practice assistants and accompanists. You'll perform a recital-like program to your Head of Instrumental Department in Year 7, 9 and 11 and you should take advantage of as many performance opportunities as you can in-between! By doing so you'll be ready for the demands and opportunities of the professional music world.

Year 12 students will have a mock audition in the Summer Term to help prepare for conservatoire auditions the following term.

When you join Chetham's, your musical programme will have been designed for you based on your interests and auditions. Occasionally, certain aspects of the programme will be 'put on hold' for the first few months so you can concentrate on developing core strengths and abilities.

Throughout the School year, you will be expected to show and maintain a natural ability and enthusiasm to:

Warm Ups

Absolutely essential for all musicians! Make sure you warm up before you begin to practice - be a musical athlete. Physical warm ups will be discussed in performance classes early in the academic year and knowledge of them will form part of your annual technical assessment.

Time Keeping

Students are expected to be warmed up, seated and ready to play (with music) at least 10 minutes before any large ensemble rehearsal. A good rule of thumb for musicians - if you're on time, you're late!

Individual lessons

Your Instrumental Tutors are probably the people you will get to know first. Your lesson times will appear on StREAM, but if you have any concerns about them then you can contact the Music Department Timetabler, Music Department Assistant or your Head of Instrumental Department.

Repairs

If your instrument is in need of repair, please speak with your Instrumental Tutor, your Head of Instrumental Department or come directly to the Music Office.

Ensembles

All students take part in regular chamber music classes and larger ensemble rehearsals. There is a strong emphasis on chamber music in all departments, and groups perform regularly in and out of School, as well as preparing for assessments by staff and visiting experts. Ensemble playing is also an important part of both GCSE and A Level syllabuses. Ensembles are formed from students of as similar a standard as possible, and pianists are encouraged to accompany other students. Rehearsing and performing with fellow musicians is an important social and learning activity, and informal music-making is also encouraged (with agreement from your Head of Instrumental Department).

Orchestras

In October, February and July we organise a week-long Music Course for either Chamber Orchestra or Symphony Orchestra and Chorus, and other large ensembles. Throughout the term, Saturday mornings are used for sectionals and other preparatory rehearsals. Selection for these ensembles is decided by Heads of Instrumental Departments in consultation with the Joint Principal, Mr Redmond, and positions will be rotated throughout each year.

Senior orchestras visit numerous UK and overseas venues as well as making radio broadcasts and CD recordings. Covering a wide repertoire, the Symphony Orchestra works regularly with distinguished visiting conductors and guest artists. Repertoire sessions and orchestras for special events are also organised during the year.

Younger ensembles meet every week and also perform major concerts in Music Courses, usually in The Stoller Hall. Chamber music concerts take place in School and at external venues throughout the year. There are also regular 'Music Block' activities every Wednesday which can include performance classes, ensemble work and sessions focussing on relevant musical topics. There are regular sessions for string orchestras, wind band, big bands and chamber choir, which again, often involve concerts, tours and other events.

Choirs

All first study vocal students are expected to be part of the Chamber Choir. Instrumentalists are also invited to join the Chamber Choir, which is nationally known as a performing and broadcasting ensemble. All other students take part in compulsory choir sessions each week and combine to form the Chetham's Chorus which generally performs as part of the end of year concerts. In the Lower School all students form a choir which meets twice a week and regularly performs in the end-of-term concerts.

Individual performance

You will have regular opportunities to perform in a solo capacity. Your Instrumental Tutor/Vocal Tutor will agree with you when you are ready and put your name forward for a Lunchtime Concert in the School. There are also regular public concerts outside School, for which students will be selected by Heads of Instrumental Department. There are also regular 'Music Block' activities every Wednesday which can include performance classes for solo repertoire, ensemble work and other sessions focusing on relevant musical topics. Your Instrumental Tutor/Vocal Tutor will agree with you when you are ready for a concert.

Welcome sessions

Each September all new students who play orchestral instruments are heard by a panel consisting of the Joint Principals, Head of Instrumental Department and Head of Accompaniment. From these informal welcome sessions, students are assigned to staff accompanists with whom they will work on a regular basis throughout their time at Chetham's. This enhances the feel of duo playing as well as helping enormously with preparation for national competitions and performances.

Concerto Auditions

Each year students audition to perform as soloists with the School's main orchestras or ensembles. Lower School auditions take place early in Summer, and Middle School and Sixth Form auditions in Spring. In Sixth Form, only students in Year 12 and below are eligible to audition, as the performances will be given in the following academic year. Students may apply to audition after consultation with their Instrumental Tutor and Head of Instrumental Department.

Lunchtime Concerts

Concerts take place almost every lunchtime in term time. All students should attend at least once each week. Lower School students up to Year 8 will all attend, with staff supervision, each Monday, students in Year 9 and above may attend on a day of their choice.

Students are encouraged to manage their time in order to attend concerts.

Attendance at concerts and masterclasses by visiting artists is expected of all students. A weekly email will remind students of all concerts taking place across the School.

Links with your home area

We are happy for you to retain your musical connection with any ensemble from your home area, provided dates do not clash with your Chetham's programme. Permission for absences during term time must be sought from your Head of School and Head of Instrumental Department via the online link request form.

You are encouraged to attend courses during vacations, especially chamber music and youth orchestras (including all National Youth ensembles). Some students from the Greater Manchester area are able to attend local activities in term time. Again, this must be discussed with your Head of Instrumental Department beforehand. Permission for absences during term time must be sought from your Head of School and Head of Instrumental Department via the online link request form.

Public concerts

The School undertakes a large number of outside concerts across the country and often abroad. Students are selected for these by Heads of Instrumental Departments provided that they have already performed in internal lunchtime concerts and/or performance classes.

Second study

Most students play a second instrument and receive 30 minutes' tuition per week in that instrument. If you don't already play a second instrument you will usually learn the piano, since keyboard ability is extremely beneficial to your overall musical ability and understanding.

Class Music

Your musical ear is the most valuable instrument you have. Learn to use it wisely, critically and attentively in all your musical activities, especially practice. Class music lessons will help you to do this and will broaden your experience in many forms of music. Aural training is at the centre of the music programme, and our system is based on the principles of the Hungarian composer and tutor, Zoltan Kodály. Improvisation lessons will also be given. These lessons are extremely important and inseparable from your instrumental and ensemble work, helping to develop the complete musician.

External performances

Public performance outside the School programme must not be undertaken without School approval. If you wish to take part in any outside public performance, whether it be solo or ensemble (music festivals, competitions, concerts etc) then please contact your Head of Instrumental Department with details asking for permission before a commitment is made. Permission for absences during term time must be sought from your Head of School and Head of Instrumental Department via the online link request form.

External tuition

Lessons with musicians other than Chetham's staff are not permitted.

News and Media

In being offered a place at Chetham's School of Music, your child has joined a community of over 300 of the most talented young musicians studying in the UK. We would like to help you share this exciting news, and to inspire other young players through your child's achievement. The press, especially the local press in your area, will be very keen to print the details of your child's success.

It is of great importance to the School to build links with local communities, to raise awareness of the School among young musicians of all backgrounds and to maintain a diverse intake of students. By sharing news within their own communities, new parents can make a real difference – both in maintaining this vibrant school community, and in inspiring other young musicians in your own area.

We can provide a sample press release to adapt and share with press in your area. To request a copy, or to keep us up to date with students' success outside school, throughout their time with us, please contact Alex Knight, Marketing and Communications Manager, on 0161 838 7228 or alexknight@chethams.com. If you are successful in contacting your local paper or other media at any stage of your child's Chetham's career, we'd also be grateful if you would send Alex a copy of any relevant features.

Open Days

Students are expected to attend School on Open Days to help escort visitors or to play in one of various open rehearsals. There are two main Open Days each year, in October and January, as well as smaller Summer Open Days and New Students' Day where we meet other musicians and celebrate all that makes Chetham's unique.

Out of Bounds

Trying to get the balance between age-appropriate freedom and independence, with appropriate levels of supervision, is a matter we take seriously. Being at the heart of the city centre is both a blessing and a curse! Therefore, for the safety and security of all of our students we have some areas of the School, and some areas of Manchester, that we deem as 'out of bounds'. We have a Risky Areas Policy which is reviewed each year to determine where there are hazards, and how we manage them.

The Health and Safety Committee has identified the risky areas **in School** as:

- **Roof areas:** All roof tops and roof areas are out of bounds and access doors are kept locked at all times. Where doors giving access on to roof areas are fire doors they are secured with a push bar.
- **Millgate House Balcony:** The balconies on either side of the 3rd floor dormitories are out of bounds at all times.
- **Swimming pool:** Disused and locked. The old swimming pool area is out of bounds and the access door is kept locked at all times.
- **Gym Y12 & 13:** students are allowed to use the gym in pairs with Fit to Perform staff supervising remotely. Younger students are not allowed to use the gym without a member of staff being present.
- **Maintenance workshop:** The workshop and steps leading down to the workshop are out of bounds. The workshop is always locked outside of normal working hours.
- **Chemical store:** This is kept locked at all times.
- **Science labs, Science prep room and Science store room:** These are kept locked unless a member of staff is present.
- **The old science labs below the new Victoria House:** Out of bounds and kept locked at all times.
- **Central Kitchen and Baronial Hall Kitchen:** The kitchens are out of bounds and kept locked when not in use.
- **Laundry:** The laundry is out of bounds and is kept locked when not in use.
- **Stoller Hall and backstage area, including dressing rooms:** No access to students unless with a member of staff present.

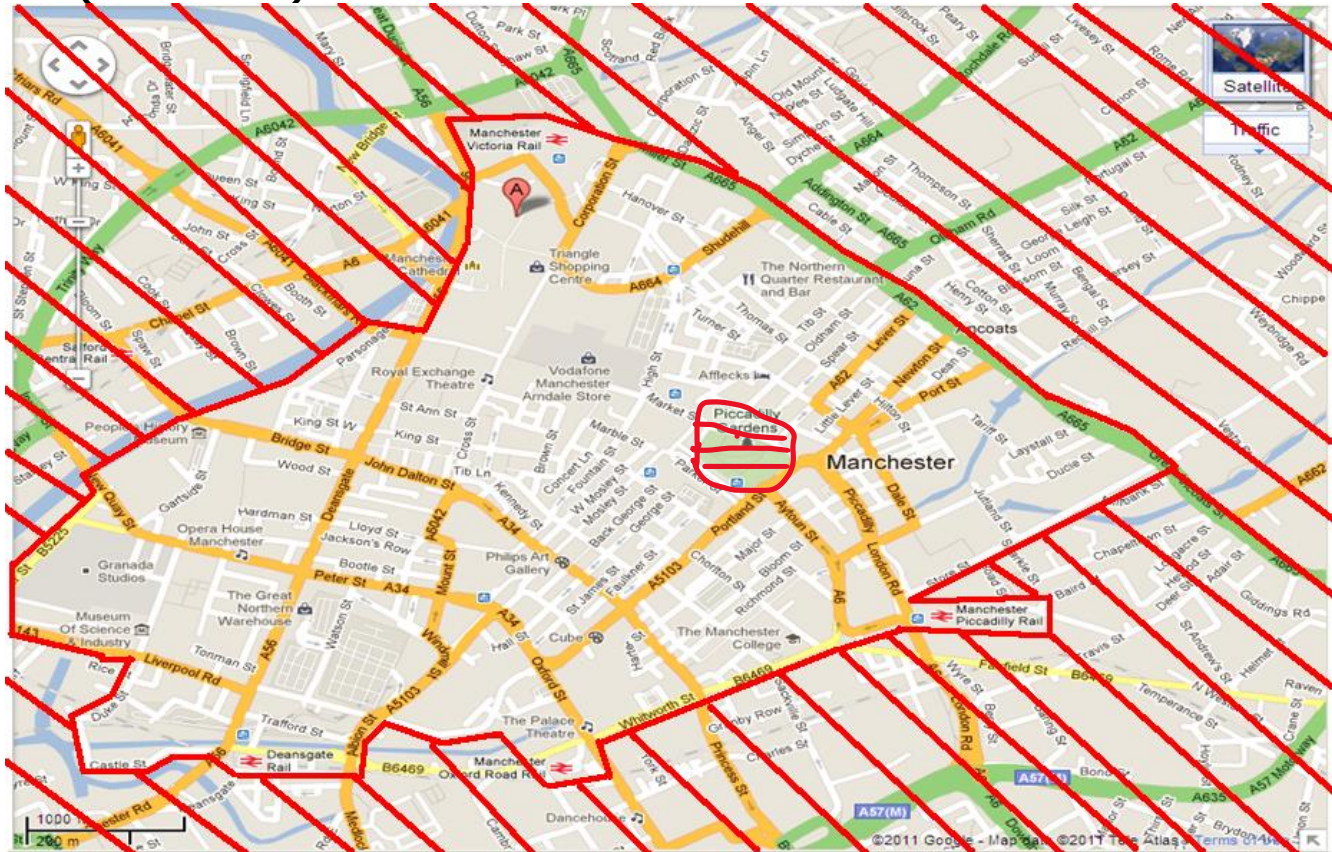
- **Stoller Hall Technical Ceiling, Sub-stage area, Control Room and Technical Stores:** These areas are out of bounds and kept locked when not in use.
- **Plant rooms in the New School Building (including the whole of Levels 5 and 6):** Out of bounds and locked when not in use. Appropriate signage is in place warning of dangers.
- **Medical Centre Treatment Room and Consulting Room:** Locked at all times when unattended.
- **Walkers Croft (including access to tunnel under Victoria Station):** Out of bounds to students except during fire alarm activation times.
- **Fish Court:** Out of bounds to staff, students and visitors. The door open during working hours as it is a fire exit and is locked and unlocked by Chetham's Library staff.
- **Waterhouse Building:** The caged area to the rear of the Waterhouse Building is permanently locked at all times.
- **School Yard:** The caged area adjacent to the Laundry is out of bounds.
- **Palatine site:** The fenced footprint and Palatine tower is out of bounds to staff, students and visitors and is kept permanently locked at all times.
- **Staff accommodation:** No student is allowed in staff accommodation unless in exceptional circumstances & with two members of staff present

Outside School

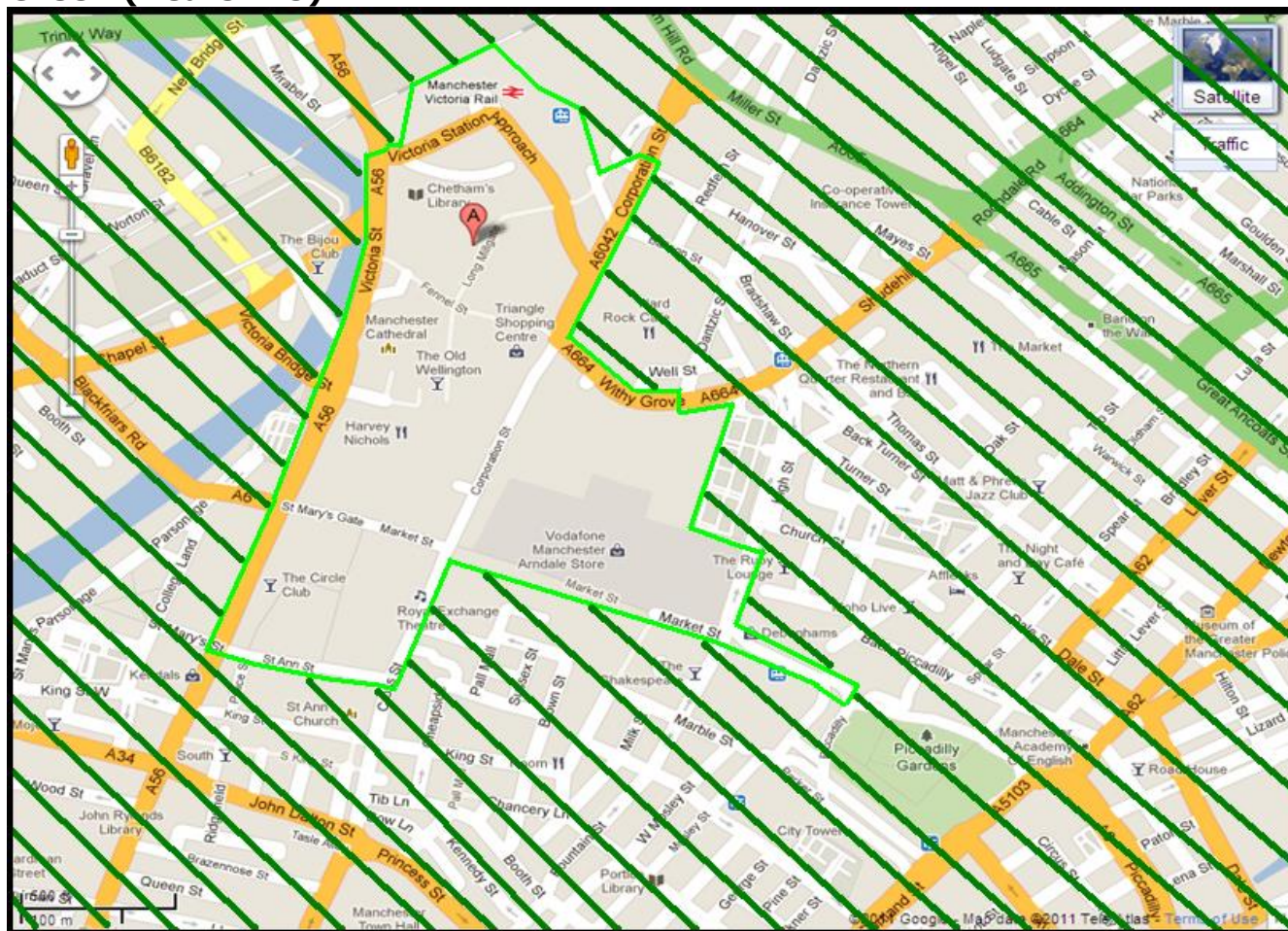
Students are allowed out of School into the area shown on the map below, outlined in red for Years 9 upwards and in green for Years 8 downwards.

Everywhere else is out of bounds. Specific permission must be sought from the Head of House to go out of Manchester city centre and permission must be given by parents too.

Red (Years 9-13)



Green (Years 4-8)



Staff Accommodation

Students are not allowed in staff accommodation. The only exception to this rule is if there is a special School event or meeting being held in the Joint Principal, Ms Smith's flat in the public areas of the accommodation. This is always with a **minimum** of two members of staff present e.g Student Forum Celebration lunch or Prefect Celebration.

Students may visit each other's Houses, but need to stay in the communal areas, not dorm rooms. Permitted areas will be shown to you when you arrive. Any students venturing beyond these boundaries will be banned from the other House for a suitable period.

Personal Possessions

Students are responsible for their own belongings. Valuables should be kept in the safe provided in each boarders' wardrobe, and rooms should be locked when empty. Day students should make good use of their lockers in the New School Building. Please provide your Head of House with the spare key (with your name on it) for safekeeping. Items may also be left with House staff for safekeeping - but please make sure you're insured!

If you borrow an item from a friend, you must have their permission to do so. Music in rooms should not be heard beyond the door of dorm rooms, therefore a pair of headphones is compulsory for prep and listening after 10pm.

Pocket Money

For boarders in the Junior and Middle School the Bursar will send out details of the '£50 Account' (form attached). Parents lodge £50 with the School and students draw money from this account by obtaining a chit from the House staff – the date, amount and purpose are recorded. Parents then 'top up' the £50 account on a termly basis. The Sixth Form are expected to have their own bank account. Do not keep more than £10-£20 cash at any time.

Practice

Practice is a vital part of your musical activity here and in many ways, it is the most important. However, practice is about quality, not quantity. It takes time to learn how to get the most out of your practice sessions. The Practice Department will work with you during this process; students up to Year 11 will see a Practice Assistant every week. Practice Assistants are there to help you build good practice habits and manage your time efficiently, and to support you as you become independent learners. Year 12 and Year 13 students are also very welcome to draw upon the resources of the Practice Department at any time.

Each student has a personal online Music Journal, which is accessible via StREAM. This is where Tutors, Practice Assistants, Accompanists, and others can share notes and advice on students' lessons and musical activities. You can also contribute your own responses; the Music Journal is a space for active reflection on your musical learning and progress. You will need this resource to keep you on track with your practice goals.

Expectations for Practice

We are on time for practice sessions.

We go to our allocated floor.

We tell the Practice Administrator if we are going to be absent.

We bring our music, metronome, watch, pencil, practice notebook, water bottle, and instrument.

We stay in our room throughout our practice period. If we need to leave our room for any reason, we ask a Practice Assistant or Administrator.

We pack away our equipment and leave in time for our next lesson.

We walk sensibly in the practice areas – we don't want to damage a valuable instrument or injure anyone.

Chamber music is permitted within timetabled practice time when written permission has been given by an Instrumental or Vocal Tutor or Head of Instrumental/Vocal Department. Tutors will guide you and contact the Practice Team.

Sixth Form students are responsible for organising their own practice time. However, they are also welcome to ask for additional advice and support from the Practice Department by speaking with or emailing Mrs Meagher or Dr Healy.

Prefects

Each year we hold a vote to nominate our two School Captains, who are ably assisted by two Vice School Captains and a team of Prefects. It is a prestigious position to hold and one of great responsibility. The team organise events and represent the student body at functions and in feedback. The School Captains also run the Student Forum alongside the Joint Principals. Prefects have breakfast each week with the Staff Leadership Group to plan events and to discuss matters that have arisen over the week.

Questions

Chetham's is a very friendly community. Everyone is pleased to be able to help. Tutors, Heads of School, Heads of House, Heads of Instrumental Departments, Teachers, Prefects, Counsellors and Nurses can all help you to solve your problems. If we don't know the answer, we will help you find someone who does!

Quidditch

Despite what you hear, Chetham's is not Hogwarts, but we do play games. We just don't need broomsticks. See 'Fit To Perform' for how we tend to get moving.

Registration

Whether you are a day student or a boarder there are certain times every day when you need to register with House staff. This is to make sure that you are safe, up and on time. It is a useful moment to talk to staff about any problems or to catch up with the latest news. The timings of each registration are on the House noticeboards. It's a good idea when you first start to take a photo of sign in times so you don't forget.

Safeguarding

All staff at Chetham's have annual safeguarding training to make sure that all students are properly taken care of. If you have worries about a student, or if they would like to raise a concern, they can talk to any member of staff who will then consult with the Safeguarding Leads. Parents can also contact any of the staff below if there are any concerns, no matter how big or small.

These are:

Designated Safeguarding Lead: Mrs Barbara Owen

Deputy Designated Safeguarding Lead: Ms Nicola Smith

Deputy Designated Safeguarding Lead: Mr Ian Mayer

Designated Mental Health Leads: Mrs Julia Harrison and Ms Nicola Smith

Safety

Drills

We have three special drills that we all need to know. We will go through these at your first House meeting and in Tutor Time within the first few days at School.

Fire or evacuation

The School fire alarm system is used to alert you when you need to leave a building, in the case of fire or some other emergency. You will need to walk quickly and quietly to your muster point. Your Head of House will show you where to line up.

Stay put procedure

A different alarm tells us we must gather together in groups in certain safe havens around the School buildings.

Run, hide, tell

In certain circumstances we may need to be ready either to run away or hide from a threat close to School.

You'll have regular drills and information to learn to recognise each alarm, and know how you should respond.

Swiping in and out

You will be given proximity card which allows you access around School and in and out of the School gates. If you lose it there is a charge for replacement. Just as you would tell your parents when/where you are going when you go out, the proximity card system is the means by which you do the same for your House staff. Proximity cards must not be 'borrowed', lent or swapped.

Security Staff

The Security Lodge at the entrance to the School is staffed 24 hours a day, 365 days a year by our own Security Officers. Their job is to keep us all safe during our time at School.

School Day

The School day formally begins at 8.30am (8.15am for Juniors). We have six lessons in a day each lasting an hour, one morning break and a long lunchtime which is used for rehearsals, concerts, practice and prep. The usual teaching day finishes at 4.30pm however, for many students, this is then the start of their rehearsals and practice.

There is no 'typical' day at Chets, the day will look different if you are a Junior to a Sixth Former, singer to strings. We have a regular pattern to the day (below), but timetables are scheduled weekly for individual children.

| | |
|----------------|---|
| 7.15 – 8.30am | Breakfast and voluntary Practice |
| 8.30 – 9.30am | Lesson 1 |
| 9.30 – 10.30am | Lesson 2 |
| 10.30 – 11am | Break |
| 11 – 12 noon | Lesson 3 |
| 12 – 1pm | Lesson 4 (Juniors start lunch at 12.30pm) |
| 1 – 2.20pm | Lunch, Practice, Prep, Concerts |
| 2.30 – 3.30pm | Lesson 5 |
| 3.30 – 4.30pm | Lesson 6 |
| 4.30 – 5pm | Break |

Each student then has either rehearsals or practice in the evening before or after Tea. There is one hour reserved for prep, one for practice and House activities if the student is a Boarder.

Saturdays tend to be mainly in the morning and start from 9am-1pm. Each department has a different schedule which is on StREAM.

Storage and Lockers

You need to have your name on all your possessions in case they get lost or muddled up with other students' belongings. Your instruments should have a lockable case and should be kept in the departmental storage areas and lockers.

You will have a locker allocated to you to help you keep your stuff safe. This will be issued to you in the first week of starting at the School, any issues at all just go to the Music Office and the team will help. Boarders also have lockable rooms and wardrobes in their dormitories.

Student Forums

Each year students put themselves forward to represent their peers at the Student Forum. They then are voted in as Year Representatives. The Forum is the chance to ask questions, moan a little and to celebrate some of things that are going well. The Forum is held online or in the Joint Principal's Flat with the Joint Principals and at least another member of staff, it is usually a great event where we have lively debate and discussion.

We also have a Food Committee, Christian Union, Equality and Diversity Committee and Eco Committee where representatives are able to make a positive difference in the life of the School.

Supper Tray Duties

Living in a community requires certain responsibilities to the whole Boarding House. An obvious example of this is the supper tray rota. Every day two Middle School students and two Sixth Form students are responsible for cleaning and tidying the public areas. On Mondays, Wednesdays and Fridays they are also responsible for collecting provisions from the kitchen. It is an important duty which, if missed, results in lack of snacks and irritation amongst your peers! If done well, everyone is happy and you may earn a recognition!

Timetable

We use a unique timetabling system called StREAM (Student Rehearsal, Event and Activity Management). You and your parents will be given login details to StREAM, which can be easily viewed on any computer or mobile device. If your schedule is becoming unmanageable, (eg too many concerts, not enough time), don't bottle it up or pretend it will go away. Come and talk to us and we will do all that we can to help solve the issue.

Tutor

Each student is assigned their own Personal Tutor. The tutor meets with their students once a week as a minimum and checks through their timetable, talks about their progress and deals with any queries that there may be. They also attend meetings about your progress and effort, they look at our tutor cards and get feedback from all of your teachers. The tutor is also a key contact for parents as they can solve many of the problems or answer parental questions easily.

Unacceptable Items

The following items **are not allowed in School under any circumstances:**

knives (excluding cutlery)
weapons (including toy or imitation weapons)
alcohol (including imitation alcohol/alcohol free versions)
illegal drugs
tobacco, cigarettes and cigars
cigarette lighters and associated paraphernalia
e-cigarettes, vapes
cigarette papers
fireworks
pornographic images/videos or those of a sexual or violent nature
any article that a member of staff reasonably suspects has been, or is likely to be used:
 (a) to commit an offence; or
 (b) to cause personal injury to, or damage to the property of, any person (including the student);
and any item banned by the School Rules that are identified as being items which may be searched for.

The School has banned items that are reasonably believed to be likely to cause harm, be unsafe or cause disruption. You must not have these items in your possession on School premises or at any time when you are looked after by the School (for example on a School trip). Any suspicion of the items mentioned above may result in a searching and confiscation – see 'Good Behaviour Manual' for further information.

For reasons of public safety, there are additional items which may not be permitted into performance spaces. You should leave large bags and instrument cases in your locker before attending performances and avoid carrying any items which you won't need during the event.

Boarders who are 18 years old may on occasion wish to have one glass of alcohol with a meal, the key is moderation and good communication with House. Secret drinking or lying has no place in a School environment. All students need to be mindful of the following rules regardless of age.

Students must NOT

- bring alcohol onto School premises or be in unsupervised possession of alcohol or obtain or supplying alcohol to another, or being impaired by alcohol while on School premises or in the care of the School;
- bring the School into disrepute for any reason associated with alcohol or drugs and substances, whether or not the student is in the care of the School at the time. Action will be taken when the welfare of any member of the School community or the reputation of the School is affected.

VIP

This means you (and everybody around you!)

Everyone at Chetham's is a very important person worthy of your respect, co-operation, help and generosity.

Weekends

On most Saturdays there are scheduled rehearsals and/or practice in the morning. The rest of the weekend is free time (unless you have special rehearsals scheduled or concerts). You are encouraged to go home to see your family at the weekend if you have no School commitments. If going home, you should inform your Head of House and should arrange for your parents/guardians to email House staff to give their approval. Or ask your parents to fill in the weekend absence form so that you can sign out without the need for a separate email each weekend.

If you are going to another student's house, then their parents must phone House staff also. Both sets of parents should have been in contact with each other to discuss arrangements. You will not be allowed to leave before both sets of parents have contacted the House.

If going away to anywhere other than your home, you should arrange for your parents/guardians to write or email their approval so that we can transfer our duty of care to them. Please try to make arrangements at least 24 hours in advance.

If you wish to go to a party or event at the weekend, you will need to go home and be under the supervision of your parents/guardian. The School does not take responsibility for you at such times.

Victoria House arrange trips on both weekend days to exciting places such as Raft Building, Manley Mere Adventure Trail and Chill Factore sledging. If you are staying at school over the weekend, we expect that you will want to join us for these! The cost of the trips will go onto your School bill at the end of the term. If you will not be joining us on the trips, please make sure that you have left school by 1.30pm on Saturday and do not return until 4pm on Sunday, unless you have a School commitment to ensure that we have adequate staffing.

Wellbeing

We are passionate about your welfare. Our prime concern is the health, safety and welfare of every member of the School. We look after each other and we send for help in times of need. If you feel ill at night you should ring the House duty mobile or knock on a staff flat door.

If you find a friend who is ill, or upset in any way, or suffering from the effects of drink or drug abuse, is in distress, don't try to keep it quiet: let an adult know immediately. A quick response is essential so that no one is hurt or left suffering.

We are here to help and to ensure that no-one comes to harm. If you hide the problem, things could become much worse.

The lead people for wellbeing at the School is Assistant Principal, Mrs Harrison and Lead Nurse, Kate Scott. Any issues, just ask.

See 'Mental Health and Wellbeing Policy' for further information.

Whom do I contact?

As a student you will be a member of Millgate House, New College House, or Victoria House.

The Heads of House in charge of each House have responsibility for the overview of your welfare in the evenings and weekends as well as some of the care during the School day.

The Heads of School have the overview of your academic and School day welfare. They are the first people to contact with any question. You will also have a Personal Tutor who will meet with you at least once a week to talk about your academic, musical studies and progress.

The Heads of Academic Departments are responsible for the overall programme of academic course content and delivery in those areas. They have a team of teachers who work with them and deliver the lessons. All teachers can be contacted via the general School telephone number or via their emails for queries, questions and clarification.

Your Head of Instrumental Department is directly responsible for all aspects of your first and second study. They will plan and approve your solo and ensemble performances, participation in masterclasses and special events, as well as regular assessments and general support and guidance. Parents are free to contact Heads of Instrumental Department at any time, as well as having the opportunity to meet them at the regular Parent-Teacher Meetings. We also encourage parents to contact the School via the Departmental Secretaries, particularly if you wish to make direct contact with an individual Tutor. Instrumental Tutors do not work full-time, and, due to the nature of their schedules, are unable to attend Parent-Teacher meetings; but they will return calls whilst they are in School and arrange individual meetings where necessary.

The Joint Principals are responsible for the whole School and lead all aspects of life at Chetham's. The Joint Principal, Mr Redmond, leads the Musical aspects of School life and Joint Principal, Ms Smith, leads the School aspects of life at Chetham's.

Correspondence

Postal letters should be addressed to you by name *and* House.

You will be given a School email address and access to the School intranet through which you will be able to have protected access to the wider internet.

You are expected to have a mobile phone with voicemail facility so that you can be contacted by staff. You should have this switched on when out and about.

Pay phones are provided in each Boarding House should you not be able to use your mobile phone:

| | |
|--------------------|---------------|
| Victoria House: | 0161 838 7236 |
| Millgate House: | 0161 838 7248 |
| New College House: | 0161 838 7238 |
| | 0161 838 7251 |
| | 0161 838 7252 |

Parent Contacts

We welcome contact from parents at any time, to discuss students' progress in any aspect of School life. If the situation is not an emergency, you should expect a response within two working days. You are welcome to contact any staff member with relevant matters but using the following routes will ensure your queries can be dealt with promptly.

General Enquiries

School Switchboard: 0161 834 9644
School Fax No: 0161 839 3609
School Email: hello@chethams.com
Twitter: @Chethams
Facebook: ChethamsSchoolOfMusic
Instagram: Chethams_School

Joint Principal NS:

Contact: Ms Nicola Smith
Lesley Haslam, Joint Principal, Ms Smith's PA
Email: lesleyhaslam@chethams.com
Land Line: 0161 838 7214

Joint Principal TR:

Contact: Mr Tom Redmond
Julie Scott, Joint Principal, Mr Redmond's PA
Email: juliescott@chethams.com
Land Line: 0161 838 7229

Bursar:

Contact: Mrs Sarah Newman
Joan Grimes, Bursar's PA
Email: joangrimes@chethams.com
Land Line: 0161 838 7211

Lower School

Head of School: Mrs Andrea Price
Email: andreaprice@chethams.com

Middle School

Head of School: Mr Ambrose Henderson
Email: ambrosehenderson@chethams.com

Sixth Form

Assistant Principal & Head of School:
Mrs Julia Harrison
Email: juliaharrison@chethams.com

Victoria House

Joint Heads of House: Miss Leanne Cody and Miss Beth Nichol
Email: VH@chethams.com
Victoria House Mobile: 07918 904362
Victoria House Land Line: 0161 838 7215

Millgate House

Head of House: Mr Darren Ledson
Deputy Head of House: Mr Christian Muller
Email: MH@chethams.com
Millgate House Mobile: 07963 628877
Millgate House Land Line: 0161 838 7235

New College House

Head of House: Miss Siobhan Kay
Deputy Head of House: Mr Joshua O'Brien
Email: NCH@chethams.com
New College House Mobile: 07918 904360
New College House Land Line: 0161 838 7223

Choristers

Cathedral phone: 0161 833 2220
Cathedral fax: 0161 839 6218
Master of the Choristers and Organist:
Christopher Stokes
Mobile: 07816 849455
Email: christopher.stokes@manchestercathedral.org
Sub-Organist: Geoffrey Woollatt
Email: geoffrey.woollatt@manchestercathedral.org

Data Protection Officer

Jonathan Runswick-Cole
Phone: 0161 838 7122
Email: dpo@chethams.com

Medical Centre

Lead Nurse: Kate Scott
Email: medical@chethams.com
Land Line: 0161 838 7217
Emergencies: 07917 142760

Counsellors

Appointments can be made via the Medical Centre.

Independent Listener:

Jane Leary 07745 034890

National Helplines

| | |
|--|---|
| BEAT (Eating disorders helpline) | 0808 801 0677 www.beateatingdisorders.org.uk |
| CHILDLINE (Help and advice, including bullying) | 0800 1111 www.childline.org.uk |
| CHILDREN'S COMMISSIONER (free support, advice, and information) | 0800 528 0731 www.childrenscommissioner.gov.uk/help-at-hand/ |
| FRANK (Drugs helpline) | 0300 1236600 text 82111 www.talktofrank.com |
| 42 nd Street (Support for wellbeing and mental health) | 0161 228 7321 www.42ndstreet.org.uk |
| KIDSCAPE (Know someone being bullied?) | 0800 1111 www.kidscape.org.uk |
| NSPCC (Charity to end child cruelty) | 0808 800 5000 www.nspcc.org.uk |
| PAPYRUS (suicide prevention) | 08000 684 141 www.papyrus-uk.org |

SAMARITANS
(support for people in distress)

116 123 (freephone)
www.samaritans.org.

SMOKING
Smokefree (NHS)

smokefree.gov
www.nhs.uk/better-health/quit-smoking/

You can contact members of the Music Department as follows:

All Heads of Instrumental Department should be contacted by telephoning the Music Department admin team, or may be contacted directly by email

Music Department Secretary: 0161 838 7256

Assistant Principal - Music & Head of Brass, Percussion and Jazz:

Mr David Chatterton

Email: davidchatterton@chethams.com

Land Line: 0161 834 9644

Head of Composition: Dr Jeremy Pike

Email: jeremypike@chethams.com

Land Line: 0161 834 9644

Head of Keyboard: Dr Murray McLachlan

Email: murraymclachlan@chethams.com

Land Line: 0161 834 9644

Head of Music in the Curriculum:

Dr Sam King

Email: samking@chethams.com

Land Line: 0161 834 9644

Head of Strings: Mr Nicholas Jones

Email: nicholasjones@chethams.com

Land Line: 0161 834 9644

Assistant Head of Strings: Dr Owen Cox

Email: owencox@chethams.com

Land Line: 0161 834 9644

Head of Vocal and Choral: Mr Marcus Farnsworth

Email: marcusfarnsworth@chethams.com

Land Line: 0161 834 9644

Head of Woodwind: Ms Belinda Gough

Email: belindagough@chethams.com

Land Line: 0161 834 9644

Xylophones

These are for percussionists!

Yes

The usual answer to a sensible request. You just have to ask politely.

Zzzzzz

You need plenty of sleep to function properly. Boarders' bedtime routines are designed to ensure that everyone can settle down and get the right amount of sleep. The pace of life at Chetham's is fast and can be overwhelming if you don't get to sleep on time. You should put your mobile devices down at least an hour before you go to bed. The School WI-FI will be switched off at a suitable time before your bedtime to help you maintain this routine.

You should not sleep in past registration time, nor should you sleep during the day time as this affects your body's ability to regulate itself.

Bedtimes vary according to year group, and there is a 15-minute gap between bedtime and lights-out in which to settle down. All washing, showering and other ablutions should be performed before bedtime. We expect all the common rooms to be empty by 10.45 pm.

Bedtime and Lights-Out

| Year group | In room by | Lights-out and quiet by |
|------------|------------|-------------------------|
| 4,5,6 | 8.15pm | 8.30pm |
| 7 | 8.30pm | 8.45pm |
| 8 | 8.45pm | 9pm |
| 9 | 9.45pm | 10pm |
| 10 | 10pm | 10.15pm |
| 11 | 10.15pm | 10.30pm |
| 12,13 | 10.45pm | 11pm |

On Saturday evenings, Bedtimes and Lights-out are extended by half an hour (not for Victoria House).

Sixth Form students may read quietly after 11pm, but noise should be kept to an absolute minimum. Sixth Form students who have a single dorm may work in their rooms up until midnight with permission as long as they do not disturb others. Work after midnight is counter-productive given the full and arduous daily routine.

You are not allowed to visit anyone after your or their lights-out time and must stay in your own area. This way everyone can get to sleep when they want.