

ROYAL COLLEGE OF MUSIC

RCMJD REGULATIONS

Students and their parents/guardians undertake to observe the Regulations of the Junior Department (JD) and the RCM currently in force by signing their Response to Offer form/contract and subsequent re-enrolment forms. Places are held subject to satisfactory progress and to regular, punctual attendance. Infringement of these or other RCM Regulations, or discreditable conduct, renders the student liable to suspension/dismissal from the Department. Copies of these Regulations and all other policy documents can be found on the RCM website www.rcm.ac.uk/junior.

CURRICULUM

Students are expected to participate in all parts of the core JD curriculum (which includes instrumental lesson(s), choir, musicianship, orchestra (or equivalent large ensemble) and chamber music) and for concerts/additional rehearsals as required. These classes normally take place between 9am and 5pm (8am and/or 6pm with prior parent/guardian agreement) on Saturdays and we make every attempt to ensure that all students can follow a full and balanced curriculum. If a student is unable to participate in any part of the curriculum due either to personal circumstances (eg the need for a late start due to school lesson commitments), or other unavoidable timetable constraints, no reduction in fees can be offered.

Students are allocated to teachers at the discretion of the Head of Junior Programmes and may not have individual study lessons other than with their JD teachers (except one-off lessons/masterclasses arranged through or with the permission of the Department). Parents/guardians and teachers are expected to keep in regular contact and teachers' contact details can be requested direct from teachers and/or via the JD office. Requests to change teachers or any other element of the student's programme should be made to the Head of Junior Programmes in the first instance. Changes, which are at the discretion of the Head of Junior Programmes, will usually take place between academic years only and require a minimum of one full term's notice in order to recognise the Department's contractual obligations to its teachers. Only in the most exceptional of circumstances will approval be given for students to receive their first study lessons with a teacher not on the JD teaching staff.

We expect that all lessons will take place at the RCM on Saturdays. Make up lessons (see below) may occasionally be delivered digitally, but only with the full consent of both teacher and parent. Lessons will be conducted via calls to parental email addresses in accordance with RCMJD online safeguarding and code of conduct guidelines.

FEES

Fees are due by or on the first day of each academic year; parents/guardians of students commencing in the Spring or Summer terms will have the annual fee reduced to reflect the student's start date. They are liable to pay course fees by or on the first day of the term in which they commence studies. Late or non-payment of fees may lead to financial penalties, suspension or termination of studies. Further details of payment terms and conditions can be found on the RCM website www.rcm.ac.uk/junior.

STUDENT ABSENCE

All parents/guardians and students must familiarise themselves with RCMJD's full Absence Policy (available from www.rcm.ac.uk/junior).

We are keen to ensure that all students reach their musical potential, so frequent full/partial absences cannot be authorised. If a student regularly misses lessons or ensemble rehearsals their musical progress may be compromised, and a reassessment may be required in accordance with RCMJD Regulations. Regular absence from musical ensemble rehearsals or concerts inhibits the musical progress and quality of learning of all students within that ensemble.

We expect all students to attend RCMJD every term-time Saturday (including on end of term make-up days if required), and to follow their full programme of musical activities. However, we realise that there might be the odd occasion when they cannot attend, eg owing to an essential school commitment or significant family event.

If a student needs to be absent for anything other than illness, their parent/guardian must submit an absence request, stating the reason for the absence, to the JD office in writing (by emailing jd@rcm.ac.uk) at least 4 weeks in advance of the absence. If absence is approved by the JD team, we will notify teachers, though as a courtesy students/parents should remind them a few days beforehand too. Please note that teachers/tutors cannot provide authorisation for absence.

If a student is ill and can't get to RCMJD (including on make up days) their parent/guardian must inform the JD office by email (jd@rcm.ac.uk) or phone (020 7591 4334). They should leave a voicemail explaining the situation if they are unable to speak directly to a member of RCMJD admin staff).

For information regarding partial absences, late arrivals/early departures, and absences for those taking school exams, please see our full Absence Policy (link above).

Whilst teachers will make up lessons (or send in deputies) for any lessons for which they are absent, please note that they are not obliged to make up lessons for which a student is absent; any lessons made up in these circumstances will be at the teacher's discretion.

INTERNAL/EXTERNAL CONCERTS AND COMPETITIONS

Students are expected to be available for College concerts and rehearsals as required, including on occasional Sundays/weekdays; if a student is unable to attend the relevant final rehearsal on the day of a JD concert, for whatever reason, they will not be allowed to perform. Performances in external concerts, competitions (including auditions for television appearances etc), festivals or masterclasses must be discussed and agreed in advance via the process set out above.

Concert Dress is required for all JD concerts. Performers who are unable to adhere to published dress codes may not be allowed on stage.

A maximum of one slot for Performers' Platform (weekly informal performance opportunity) may be booked in advance per term. Any student who cancels their slot with less than a week's notice may forfeit any further opportunities to perform again for the remainder of the year.

NOTIFICATION/USE OF STUDENT/PARENT/GUARDIAN DETAILS

A list of the relevant information (contact details, medical requirements, school details etc) that we hold on students is sent to parents/guardians prior to the start of each academic year and it is the responsibility of parents/guardians to keep the JD informed of any changes to these details throughout the year. We also expect that parents/guardians will provide an additional contact person to be used on Saturdays if we are unable to reach parents/guardians in an emergency.

We will pass on student/parent/guardian contact details (home address, telephone numbers and parent/guardian email address) to teachers for them to use to contact students/parents/guardians if necessary. We reserve the right to be in direct contact with schools and external teachers (in order to collaborate/establish suitable joint ways forward in the best interests of students).

For full details of how we manage personal data, please see www.rcm.ac.uk/privacy.

DEADLINES AND RESPONSES TO CORRESPONDENCE

The Junior Department office makes every effort to give notice of deadlines (eg for returning completed forms, availability requests for external and additional internal concerts etc). We cannot accept responsibility for any difficulties that may arise as a result of failure to provide requested information by stated deadlines.

ASSESSMENT

All places in the Junior Department are held subject to satisfactory progress, and students must pass formal assessments (re-auditions) in order to remain at the JD. Formal assessments are led by the Head of Junior Programmes, and take place for all students in year 8 (Spring term) and year 11 (late Autumn term/early Spring term), though your teacher or the Head of Junior Programmes can request an assessment any time if there are areas of concern. Mini-bass students will be assessed/auditioned for entry into the full JD programme either during school year 8, or during their third year of RCMJD study. Full details of the assessment process can be found on the RCM website www.rcm.ac.uk/junior.

It is relatively rare for a student to fail their assessment, as progress is monitored carefully in consultation with parents/guardians and teachers. Students who fail to pass their assessment will usually be offered another assessment opportunity at a later date within the same academic year and detailed guidance will be provided as to the areas of improvement required.

If an assessment is failed a second time, then termination of enrolment from the end of the academic year will normally follow.

Where a student is not making adequate progress, the Head of Junior Programmes (or nominee) will consult relevant teachers and will take into account progress in other contexts, such as in ensemble activities. Parents/guardians will be notified when concerns about progress are raised. Normally the student will be offered an assessment.

Consistent good attendance is necessary not just to ensure a student makes adequate progress, but also to support the musical experience of other students, for example in ensemble activities and classes. Where there has been significant/persistent absence, a student will normally be given two opportunities to improve attendance. An initial request to improve attendance will be made to the student and parents/guardians will be informed in writing. Parents/guardians will be notified when a final (ie second) request to improve attendance is made and they will have the opportunity to present mitigating circumstances. If there are no mitigating circumstances, then termination of enrolment from the end of the academic year will normally follow.

LEAVING THE JUNIOR DEPARTMENT

In signing the student's initial Response to Offer form and completing subsequent years' re-enrolment forms, students and parents/guardians are accepting and agreeing to the following:

- The student/parent/guardian has the right to cancel their agreement in writing at any time within 14 days of the initial acceptance of the Department's Regulations and policies. However this right to cancel will be forfeit if the RCM provides any of the services during the 14-day period.
- Parents/guardians may be liable to pay a full term's fees in lieu of notice if a student is withdrawn from the Department once the 14 day 'cooling off' period has expired.
- Fees in lieu of notice are payable in full by parents/guardians; bursary/scholarship funding (including MDS awards) cannot be used to subsidise/cover fees due in lieu of notice.
- In order to recognise the RCM's contractual obligations to its teachers, notice to leave the Department at the end of a term must be received from parents/guardians no later than the final day of the previous term (ie a minimum of a full term's notice must be given).
- Re-enrolment forms for the following academic year will be issued to parents/guardians of students in curriculum years 12 and below during the course of the year and must be completed and returned by the date stated on the form. If a student does not intend to return in the following academic year, this should be indicated on the form and confirmed separately in writing by parent(s)/guardian(s).

BEHAVIOUR

The College is a community in which students and staff have the right to work, study and use facilities without fear or discrimination. Allegations of misconduct will be regarded as a serious matter and will be dealt with under formal disciplinary procedures. 'Misconduct' includes a failure to obey the Junior Department or RCM's Policies or Regulations, behaviour that upsets or is disrespectful to other students or staff, damage to or taking property that is not your own and behaviour that lowers the reputation of the College.

Cases of students who are alleged to have committed misconduct will be addressed via the RCMJD Code of Conduct and Disciplinary Procedure, found on the RCM website www.rcm.ac.uk/junior.

The College also expects the same standards of behaviour by parents/guardians and others associated with a student.

Failure to observe acceptable standards of behaviour can lead to banning or restricting a parent/guardian and/or others associated with a student from access to the RCM. The Head of Junior Programmes has authority to institute a restriction or ban on access. Such bans may be appealed in writing to the Director of Programmes.

In cases where a JD student needs to be accompanied when attending JD, regrettably, this may also result in termination of a student's studies unless other arrangements can be made for a student.

SMOKING, ALCOHOL AND DRUGS

- Smoking/vaping is not permitted in the RCM Junior Department (RCMJD), including on/near the front steps of the building and the courtyard
- Alcoholic drink may not be brought into the RCMJD or consumed in the building
- Alcoholic drink may not be consumed by students at external concerts or events organised by the RCMJD
- Illegal and controlled drugs are strictly forbidden in the RCMJD

For further information, please refer to the RCMJD Code of Conduct and Disciplinary Procedure, found on the RCM website www.rcm.ac.uk/junior.

TERMINATION OF STUDIES

The College may terminate a student's studies in the following circumstances:

- Lack of adequate progress, including failure to pass an assessment or significant/persistent absence;
- Following a disciplinary process;
- As a result of inappropriate behaviour by a parent or guardian.

The Head of Junior Programmes has authority to terminate studies as a result of lack of adequate progress, including failure to pass an assessment or significant/persistent absence. Where a student fails an assessment, they will usually be offered a re-assessment. If an assessment is failed a second time, then termination of studies from the end of the academic year will normally follow.

Where a student is not making adequate progress, the Head of Junior Programmes will consult relevant teachers and will take into account progress in other contexts, such as in ensemble activities. Parents/guardians will be notified when concerns about progress are raised. Normally the student will be offered an assessment (please see above).

Consistent good attendance is necessary not just to ensure a student makes adequate progress, but also to support the musical experience of other students, for example in ensemble activities and classes. Where there has been significant/persistent absence, a student will normally be given two opportunities to improve attendance. An initial request to improve attendance will be made verbally to the student and parents/guardians will be informed in writing. Parents/guardians will be notified when a final (ie second) request to improve attendance is made and they will have the opportunity to present mitigating circumstances. If there are no mitigating circumstances, then termination of studies from the end of the academic year will normally follow.

If parents/guardians wish to appeal a decision to terminate studies, the matter will be referred to the Deputy Director or Director. For further information, see the RCMJD Code of Conduct and Disciplinary Procedure, found on the RCM website www.rcm.ac.uk/junior.

RECORDING/PHOTOGRAPHY

During concerts/competitions/other performances photography, sound or video recordings of Junior Department performances/events (including internal performances) are prohibited without prior written permission from the RCM and the agreement of all performers. For further details, please see the RCM Public Recording Policy at www.rcm.ac.uk.

Occasionally, photography/film recording of students by approved individuals is organised by the Junior Department. Via photo/filming permissions forms issued to parents/guardians of students under 16, and students 16 and over, explicit consent is required for these photographs/films to be used in our publicity (eg prospectus and website). For further information, please refer to the JD's 'Data Retention Policy' and 'Privacy Statement' at www.rcm.ac.uk.

PARENTAL/CARER ACCESS TO CAMPUS

A clear distinction is made between public and private areas of the RCM campus for everyone's safety and security.

Parents are welcome to visit the RCM Café, museum and library, and to attend Performers' Platform (3pm-5.15pm in the Performance Hall). Parents should only use the public toilets in the Britten Theatre Corridor, accessed via the Library atrium – they are clearly signposted from the main foyer.

Children under the age of nine must be accompanied to the RCM, and a parent must remain on campus in public areas during lesson times.

Parents **will not** routinely be given access to secure/private areas of the building, including teaching corridors or teaching rooms, the Concert Hall and other performance spaces, except for public concerts/competitions.

Parents should not attempt to enter or wait in teaching areas unless invited to do so by a JD teacher or member of the JD admin team.

Parents are only able to enter teaching corridors if:

- They are escorting their child (in Years 1-5) to their music lesson (*please enter the secure area with your child, drop your child off and return to wait in the public areas until their next break/end of their day, when they will come and meet you*)
- They are attending a Sparks Juniors Pupil & Parent class
- They are dropping off/picking up a heavy instrument for their child, such as mini-bass or tuba (*please return to the public areas as soon as the instrument has been dropped off or collected*)
- They have been invited to attend a lesson by a JD teacher and are escorted by a JD teacher/Sparks Juniors mentor to and from the teaching room
- Their child has a disability/significant SpLD (*parents of disabled/vulnerable children of any age who require regular access to accompany their children to teaching rooms can apply to access educational spaces on a regular basis if necessary – please contact jd@rcm.ac.uk to request access.*)

We expect **all students to remain in secure areas of the building** and to attend classes as scheduled. Please note that we cannot take responsibility for students if they choose to purchase refreshments or eat their lunch in the RCM Café, which is open to the public, or if students elect to leave the premises during the course of their JD day.

CONCERNS REGARDING VISITORS TO PUBLIC AREAS OF THE RCM

Any concerns about parental or visitor behaviour, including concerns about those who may seek contact with a JD student in a public area on campus on Saturdays, should be reported to the Head of Junior Programmes in the first instance. The Head of Junior Programmes will consider the information and evidence provided in consultation with a member of RCM Directorate. A decision on the matter will be made in the best interests of the JD student and their wellbeing. This may involve banning the visitor from the RCM in accordance with the RCM Visitor Policy.

HEALTH AND SAFETY/SAFEGUARDING

All users of the RCM are expected to:

- Exercise due care as they walk around the building, particularly on staircases and when carrying heavy or large instruments, avoiding any area where there may be building/maintenance work or other obstruction(s). Under no circumstances should any student lift or carry heavy instruments (eg percussion) owned by the College without trained supervision. Students should not gather, or instruments be left, where they might block entrances/exits (particularly fire exits) or thoroughfares (eg Concert Hall aisles)
- Behave responsibly and sensibly throughout the day
- Evacuate the building when required (details of evacuation procedures can be found on the RCM website www.rcm.ac.uk/junior)
- Report all accidents occurring on College premises to the JD admin team immediately.

The RCMJD takes safeguarding very seriously (our safeguarding policy can be found on the RCM website www.rcm.ac.uk/junior). All students and their parents are given an RCM-issued security card. Cards should be kept securely and worn on a lanyard at all times.

The RCM's full Health and Safety Policy document is available on request, or from www.rcm.ac.uk.

SECURITY PASSES

JD students/teachers/parents/guardians and anyone else who uses the RCM regularly during the course of a Saturday are required to hold RCM photo ID; this should be shown to security staff when entering the building and used to enter the access-controlled areas of the building as appropriate. Younger siblings of JD students need not have their own passes, but must remain with parents/guardians at all times.

Legitimate users of the building who have forgotten their pass can only be admitted once their identity has been established using the list of JD students/teachers/parents that will be held at the security desk, or via verification from a member of the JD administrative team. They will be required to verify their identity, then sign in and to wear/use visitor pass for the duration of their stay, returning the pass to the main Reception desk before leaving the building.

Whilst JD students/teachers/parents/guardians are in the building/on site, they must be prepared at all times to produce their ID card if asked to do so any member of JD, Facilities or Security staff.

A list of occasional visitors (including deputy teachers) is given to RCM Facilities and Security staff for each Saturday. To request additions to this list (including competition audience visitors) you should email name(s) to jd@rcm.ac.uk by 1pm on the preceding Friday at the latest.

JD Concerts and some other special events are open to the public; passes are not required for specific entry to these, though tickets are often required (see JD performance calendar for details).

The RCM reserves the right to refuse entry to anyone who cannot prove their identity and/or connection to the Department.

FACILITIES

The RCM Café is a self-service facility that is open to the public. At all times, users are expected to dispose of their own rubbish and leave tables clear. Food and drink are not permitted in the Concert Hall, Recording Studios, Room S303 (Multimedia Room), Library or other areas of the building when/where indicated. Any food eaten on the premises that has not been bought from the RCM Café is at your own risk. Use of the lower section of the Senior Common Room (112) is reserved for teachers only, though students with lessons in 112 may walk through this area to reach lessons in the upper section.

Students may use the lifts only if accompanied by a parent/guardian/teacher or under exceptional circumstances where prior permission has been granted by a member of the JD admin team.

Parents/guardians should remain in the communal areas of the RCM buildings at all times. Access to teaching and rehearsal rooms is permitted only in the presence (or with the prior agreement) of a JD teacher or member of the JD admin team.

The RCM library is open 9am–2pm on Saturdays, with counter service until 1.45pm. JD students have access to this facility and may borrow a limited number of items, subject to the terms and conditions issued by the library. Initial failure to adhere to these conditions will incur financial penalties and persistent failure may result in disciplinary action.

Access to RCM computers/ICT facilities anywhere in the building without the explicit permission of a member of JD administrative staff is forbidden.

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jd@rcm.ac.uk

www.rcm.ac.uk/junior

Office contact hours
11am – 3pm Tuesday – Friday
8am – 5pm term-time Saturdays