



ROYAL COLLEGE OF MUSIC RCMJD REGULATIONS

Students and their parents/guardians undertake to observe the Regulations of the Junior Department

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.

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.

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 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.

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.

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.

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

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

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.

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 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

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.

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