EL ALTILLO INTERNATIONAL SCHOOL | iSP International Schools Partnership

Operating Policy of the School of Music and Dance

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1. Purpose

The School of Music is an integral part of the educational project of El Altillo International School. Its purpose is to nurture the artistic talent of students by developing musical skills that enhance their academic learning, creativity, and values of effort and discipline. All activities take place during school hours and are aligned with the educational philosophy of the School.

2. Governance and Responsibilities

- School Management: Approves the policy and its annual review.
- School of Music Management: Responsible for planning, pedagogical quality, scheduling, coordination of concerts, and assessment.
- Music and Dance Faculty: Implementation of the curriculum, evaluation, group safety, and communication with families via email.
- Medical Office / Health & Safety / Safeguarding (DSL/DDSL): Application of medical and emergency protocols, and safeguarding of students.
- Families: Compliance with enrolment/withdrawal procedures, provision and care of instruments, and acceptance of this policy.

3. Calendar and General Organization

- Academic Period: From mid-September to mid-June. Half a monthly fee will be charged for both September and June. Exact dates are adjusted each year to the School Calendar. There will be no make-up sessions for official school closure days.
- Schedule: Lessons take place during the school day. Transitions between classrooms and Music classes are organized to respect punctuality for all subjects.
- School Evaluations: The School of Music aligns its assessment periods with the general evaluation periods established by the School.

4. Organization of Instrument Classes

- Start and End: Mid-September to mid-June (half monthly fee in both).
- Student Pick-up and Return:
    - Early Years, Year 1 and Year 2: the teacher collects and returns students to their classroom.
    - From Year 3 onwards: students attend and return independently and punctually.
- Personal Instruments (guitar, flute, violin): Students bring their own instruments and are responsible for their care and safekeeping. It is recommended to bring and take them home on the same day of the lesson. The School is not responsible for loss, damage, or misuse.
- Make-up Lessons:
    - Yes: If the teacher is absent, if official School activities make the class impossible, or if there are one-day school trips.
    - No: If the student is absent for personal reasons, multi-day trips (e.g., farm school), or on official school closure days.
- Auditions and Concerts: Organized by the School as part of the learning process and to demonstrate student progress.

5. Organization of Ballet Classes

- Group Opening: Minimum of 8 students. Starts mid-September.
- Logistics: The teacher collects and accompanies the group to the designated space.
- Uniform: Families will be informed about the required clothing/material. Teaching assistants help with changing. Each student must bring an additional, clearly labelled bag (bag and garments).
- Session Development: Lessons are not to be interrupted or observed through windows.
- Punctuality: Strict at the end of class. If someone other than the usual guardian will collect the student, this must be noted in the agenda.
- End-of-Year Showcase: A performance is held at the end of the school year to share learning achievements.

6. Learning, Programming, and Assessment

- Curriculum Plans: Programmes covered during the term will be shared with families at the end of each assessment period.
- Reports: Progress reports will be uploaded to iSAMS at the end of each assessment period.
- Evidence of Learning: Technique checklists, performed repertoire, and participation in School-organized concerts.
- External Examinations: Students are offered the opportunity to sit Trinity College London exams, obtaining valuable European-recognized music qualifications that add to their education.

7. Attendance and Behaviour

- Attendance at the assigned day/time is mandatory; punctuality ensures the proper development of sessions.
- Students must respect spaces, materials, and instruments, and maintain behaviour consistent with School rules.

8. Enrolment and Withdrawals

- Enrolment: Via online form sent before the start of the school year or at any time during the school year through the link provided in the weekly bulletin.
- Fees: Monthly payments are required in full, except September and June (half monthly fee).
- Requirement: To remain enrolled in the School of Music, families must be up to date with School payments.
- Withdrawals: Must be communicated in writing to the School Office or via email at least 10 days before the end of the month.

9. Performances, Concerts, and Outreach

- Auditions and concerts are an essential part of the training pathway. Programming will be communicated in advance. Key events include: St. Cecilia’s Day, Christmas Concert, Spring Concert, Summer Concert, open classes at the start of the year, collaborations with the volunteering programme, and participation in school events.
- Recording/Photography: Subject to the School’s data protection and image policy and the consents provided by families.

10. Health, Safety, and Safeguarding

10.1 If a Student Feels Unwell

- The teacher will accompany the student to the Medical Office and follow the School's protocols.
- The incident will be recorded according to internal procedure.

10.2 In Case of Accident

- Immediate care and first aid will be provided by qualified staff or the Medical Office.

10.3 In Case of Emergency or Fire

- Implementation of the School's Evacuation Plan: interruption of activity, orderly exit via designated route, headcount at the meeting point, and awaiting instructions from the Emergency Team.
- Music/Ballet teachers lead group evacuation and attendance control (maps and signage available in School annexes).

10.4 Safeguarding

- All School of Music activities are governed by the School's Safeguarding Policy (DSL/DDSL) and safe child protection standards.
- Any concern must be immediately reported to the DSL.
- All School of Music staff hold the required Safeguarding training.

11. Data Protection and Image Rights

The processing of personal data and the capturing/usage of images and voice are carried out in accordance with the School's Data Protection and Image Policy. Public performances will comply with the consents signed by families.

12. Quality and Continuous Improvement

The School of Music participates in the Learning Improvement Process (LIP) for the evaluation and enhancement of learning. Indicators such as attendance, technical progress, performance evidence, and participation will be collected to plan annual improvements.

13. Communications and Key Contacts

- School of Music Email: escuelademusica@altillointernational.com
- Direct Phone: +34 671 698 845
- General Information / School Office: +34 956 302 400 / +34 607 548 707 · info@altillointernational.com
- Medical Office / Health & Safety / Safeguarding (DSL): As listed in the internal directory (Agenda/Staff).

14. Policy Review

This policy will be reviewed annually by the School Management and the School of Music Management, or whenever relevant regulatory or organizational changes occur.