

MUSIC COACHING PROGRAMME

TERMS & CONDITIONS 2026–2027

The Music Coaching Programme (MCP) provides weekly individual and small-group vocal and instrumental lessons delivered by specialist music educators and industry professionals. In partnership with leading music examination boards, the programme supports students’ musical development and enriches the wider school experience.

1. LESSONS OFFERED

Piano	Pop, Classical, Jazz
Vocal	Classical, Pop, Musical Theatre
Strings	Violin, Viola, Cello, Harp
Guitar	Rock, Classical, Acoustic, Bass, Ukulele
Wind	Flute, Saxophone, Clarinet
Percussion	Drum Kit (individual)
Music Theory	Grade 1 and above, including support for IGCSE Music

2. TIMETABLE

- Lessons are 40 minutes and are scheduled during the school day on a rotating timetable to minimise students missing the same academic lesson each week.
- Depending on timetable requirements, lessons may occasionally rotate to another day or take place during lunch, break or after school. Priority for lunch/after-school slots is given to KS3/KS4 students.
- Example of rotating timetable:

Lesson	Lesson Time	Tues 6th / Sept	Wed 14th / Sept	Tues 20th / Sept	Tues 27th / Sept
P1	08:20 - 09:00	-	-	-	-
P2	09:20 - 10:00	Student A	H	F	E
P3	10:10 - 10:50	B	Student A	H	F
P4	10:50 - 11:30	C		Student A	H
P5	11:40 - 12:20	D	C	B	Student A

3. INSTRUMENTS & PRACTICE

Students are expected to have access to their own instrument to support regular practice at home. Our music teachers can advise families on suitable instruments and purchasing options. School practice rooms may also be available during lunch and after school, subject to availability.

Please contact **Ms Ann Peter** at ann.peter@srikdu.edu.my to request a practice room.

4. FEES & PAYMENT

Lesson Type	Fee
Individual lesson	RM80 per 40-minute lesson
Shared lesson	RM55 per 40-minute lesson

If a shared lesson cannot be paired, the student may be placed on a waiting list or offered an individual lesson. Fees are invoiced termly by the Finance Department according to the number of scheduled lessons.

All fees will be paid through Vircle, Finance team will be sending you the invoice directly once total number of lessons per term is confirmed by the teachers according to the timetable.

5. ATTENDANCE & PUNCTUALITY

- Primary students will be collected from and returned to their classroom by the music instructor.
- Secondary students must share their MCP timetable with their subject teachers and attend lessons on time.
- Students and parents are responsible for checking the timetable and attending scheduled lessons.

6. RENEWAL & WITHDRAWAL

- MCP enrolment is for **one academic year**, with registration automatically renewed each term. Existing students do not need to re-register.
- If you wish to withdraw from the programme, kindly provide **written notice to Ms Ann Peter at ann.peter@srikdu.edu.my at least 4 lessons in advance**.
- We kindly ask parents to observe the notice period, as lesson fees are committed to our external music instructors. Withdrawals without the required notice will incur a **penalty equivalent to four lesson fees**. Unfortunately, refund appeals for short-notice withdrawals cannot be accommodated.

7. COMMUNICATION

Parents are encouraged to communicate directly with instructors using their official school/MCP email addresses. Please do not use personal contact numbers for MCP matters. Parents may arrange an appointment with an instructor if they wish to discuss their child's progress. For concerns regarding the MCP programme or an instructor, please contact **Ms Ann Peter** at ann.peter@srikdu.edu.my. Regular progress updates will be shared with parents.

8. CANCELLATION & REPLACEMENT POLICY

- **24 hours' notice** is required to cancel or request a replacement lesson. Replacement lessons are subject to the instructor's availability.
- We kindly ask parents to inform the instructor as early as possible if a student is unable to attend. For illness or absence from school, please email the instructor **the night before, or by 7.30am on the day of the lesson at the latest.**
- Lessons missed without sufficient notice, including forgotten lessons or unplanned absence from school, will be charged and may be forfeited.
- If a lesson is cancelled due to a school event, or if an instructor is absent due to illness or an emergency, a replacement lesson will be arranged where possible.
- As our external instructors are committed and scheduled for these lessons, **missed lessons cannot be automatically refunded.** We appreciate your understanding and cooperation in helping us manage the programme fairly for everyone.

9. CONTRIBUTING TO SCHOOL LIFE

Students are warmly encouraged to share their musical talents through school performances, Music Soirées, Coffee Mornings, productions and other school events. These opportunities allow students to build confidence, celebrate their progress and experience the joy of performing for others. Participation is an important and rewarding part of the MCP experience.

10. MUSIC EXAMINATION

Graded music examinations are optional and are undertaken based on the teacher's recommendation and with parental approval. Teachers will communicate directly with parents regarding preparation, repertoire, examination fees and entry arrangements. SISJ works in partnership with the following recognised examination boards for face-to-face and online examinations:

- ABRSM - Associated Board of the Royal Schools of Music
- Trinity College London
- Rockschoo / RSL