

Handbook for parents/carers



May 2026

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Guidance for parents/carers of pupils receiving EA Music tuition

Introduction

EA Music is dedicated to delivering high-quality, engaging musical experiences that inspire and stimulate children and young people. Through accessible opportunities for creativity and self-expression, we enrich lives using the transformative power of music to make a lasting impact.

We believe every child should have the opportunity to make music. Our professional team of tutors provides an inclusive, sustainable, and diverse musical education, ensuring each young person can reach their full potential. With a broad range of musical styles, genres, and teaching methods, we tailor our approach to meet the needs of each individual pupil.

Our services include instrumental tuition for individuals and groups, whole-class and large-group tuition, pre-tuition schemes, and projects that expand access to music for pupils with special educational needs. We also promote minority instruments and integrate technology to enhance learning.

To support young musicians, we offer an instrument loan and maintenance service, including an Assisted Instrument Purchase Scheme, and we provide opportunities for children and young people to join orchestras, bands and ensembles, performing in concerts, recitals, festivals and masterclasses throughout the year.

EA Music plays a vital role in supporting school ensembles and curriculum delivery, including preparation for the practical aspects of GCSE, AS, and A2 music examinations. Pupils can also take QCA-accredited graded exams through the Associated Board of the Royal Schools of Music and Trinity College London. We also keep families informed and involved through annual reports and parents' evenings.

We provide access to career opportunities within the music industry and the teaching profession, helping children and young people explore potential pathways in music. Through our EA Music Roadshows, schools experience live music concerts that create lasting and

enjoyable memories for pupils. Additionally, we offer weekend courses and summer concert tours, providing enriching musical experiences beyond the classroom.

Registration and Enrolment

Registration for New Pupils

- All pupils receiving EA Music tuition must be registered using the registration link or QR code, provided by EA Music
- Your child's school will notify the specific year group which are eligible for New Start tuition each year with an expression of interest from EA Music
- Places are limited and will be allocated in order of expression of interest submission
- Instrument family allocation (strings, brass, etc.) will be determined by EA Music tutors using their professional judgement and subject to stock availability.
- EA Music tutors will issue 'New Start' flyers for pupils to register for tuition. If you have more than one child receiving lessons, you will need to register each child separately
- Parents/carers will be contacted directly by EA Music each year to update their child's registration profile
- Initial payments for tuition (including instrument hire if applicable) must be received by EA Music before tuition can commence each academic year
- Pupils who receive tuition are committed to the agreed lesson type for the academic year. Pupils who withdraw during the year will only be entitled to a refund if their place can be allocated to another pupil in a reasonable timeframe

Registration for Existing Pupils

- Reregistration will be required annually and notified through the EA Music parent portal (**Schooble** account)
- EA Privacy Notices | Education Authority Northern Ireland.

Charges and Lesson Delivery

Invoicing and Payment

- EA Music will invoice parents/carers directly for instrumental tuition
- Payments will be made using EA Music's parent portal via a **Schooble** account
- Payment plan options will be available

Primary School Lessons

- Lesson length and group size will vary depending on pupil age, standard and instrument
- EA Music tutors will determine the most appropriate grouping
- Lesson costs are fixed for all pupils at £5.50 per lesson

Post-Primary School Lessons

- EA Music tutors, in partnership with the school's Head of Music along with the pupil's parents/carers, will determine the most effective lesson length and, if applicable, group size
- Lesson costs are calculated depending on group size and length of lesson. Full detail of charges is shared with schools directly and parents are advised of costs prior to each academic year

EA Music Instrument Hire

- An instrument hire fee of £50 is due at the beginning of each academic year

EA Music remissions policy

- Pupils with Free School Meal Entitlement (FSME) are eligible for a remission of 70% on the cost of all EA Music provision (including tuition, instrument hire and OBE membership)
- This remission will be implemented directly by EA Music
- Parents will be asked to confirm eligibility during registration

Lesson Schedule

- EA Music provides a comprehensive package of instrumental lessons and supporting activities throughout the teaching year
- EA Music's calendar and tutor timetables are shared with schools in July
- Tutors deliver lessons across the academic year, with 38 school contact weeks allocated for teaching and service delivery related activities.
- Pupils will receive a minimum of 33 lessons per year
- No additional charge applies if more than 33 lessons are offered
- Refunds will be issued if fewer than 33 lessons are delivered
- Pupils who withdraw from tuition during the year will only be entitled to a refund if their place can be allocated to another pupil in a reasonable timeframe
- If it is not possible to deliver 33 lessons within an academic year when a pupil commences tuition, the cost will be calculated on a pro rata basis

EA Music - instruments

- If a pupil is using an EA Music instrument, an annual hire fee of £50 is due

- EA Music instruments can only be used by pupils who receive tuition from EA Music tutors, or who are members of our Orchestras, Bands and Ensembles programme
- If a pupil withdraws from all EA Music activities, the instrument and all listed accessories must be returned to EA Music, and no refund will be issued. If an instrument is damaged, or incomplete, full restitution will be required before the hire agreement can be cancelled
- EA Music pupils who wish to buy their own instrument can take advantage of the EA Music Assisted Instrument Purchase Scheme

Instrumental Tuition Terms and Conditions

Pupils selected for tuition are expected to:

- Attend weekly lessons provided by EA Music tutors regularly and punctually
- Show evidence of sufficient practice and carry out instructions regarding work set by the tutor
- Maintain a rate of progress acceptable to the tutor and school music staff
- Provide necessary method books, examination music, and accessories as advised by the tutor

Withdrawal of Tuition

EA Music reserves the right to withdraw tuition:

- If the above requirements are not met
- For non-payment of fees

Pupils are also strongly encouraged to:

- Attend rehearsals of the school orchestra, band, or ensemble if selected as a member
- Attend rehearsals of an EA Music orchestra, band or ensemble if recommended by an EA Music tutor

Lessons

- Instrumental tutors visit schools on a weekly basis and, wherever possible, lessons are organised on a rota system (post-primary) to prevent pupils from missing the same school periods every week
- Although the amount of provision required and delivery model will be discussed and agreed with the school/Head of Music, the contract will be between EA Music and parent/carer
- Primary school lessons will be delivered in small groups as arranged by EA Music tutors

- Post-primary school lessons will be delivered as individual or shared lessons as agreed in partnership with EA Music tutor, parent/carer and school
- EA Music recommends that pupils receive tuition from a single instrumental tutor to ensure consistency in teaching style, avoid conflicting guidance, and allow the tutor to track the pupil's progress effectively over time
- Pupils who receive tuition are committed for the academic year. Pupils who withdraw during the year will only be entitled to a refund if their place can be allocated to another pupil in a reasonable timeframe
- Pupils should only receive lessons with one EA Music tutor on one instrument. This helps ensure that tuition opportunities are allocated fairly and are not limited for other pupils who may otherwise wish to access provision. Any exceptions must be discussed with EA Music management via the instrumental tutor

Exams

- Pupils will be prepared and encouraged to enter for practical examinations through the Associated Board of the Royal Schools of Music or Trinity College London when deemed ready for external assessment
- Aural and accompaniment provision will be provided by either EA Music or supported by a child's school
- Pupils will only be entered for examination with approval from their tutor
- Parents are advised to adhere to application deadlines. Late entries cannot be accepted

Safeguarding Policy

For more information see our [EA Music safeguarding policy](#).

Contact Details

Office	Email address	Telephone Number
Antrim Office	musicservice.antrim@eani.org.uk	028 9448 2212
Belfast Office	musicservice.belfast@eani.org.uk	028 9047 0044
Dundonald Office	musicservice.dundonald@eani.org.uk	028 9047 0218
Omagh Office	musicservice.omagh@eani.org.uk	028 9047 0033
Portadown Office	musicservice.portadown@eani.org.uk	028 9047 0100