Dear Students and Parents / Guardians,

I trust that you are having a relaxing summer break. I hope you are all looking forward to this coming year as much as I am.

Enclosed you will find several pieces of information regarding the forthcoming year. Please read them carefully and contact us if you have any queries.

**RESTRUCTURE OF JUNIOR TRINITY**

As the result of a restructure of Trinity Laban's Learning and Participation department earlier this year, my role changed on 01 August 2015. My new title is Head of Children and Young People's Programmes and I am now responsible for overseeing all the institutions work with children, alongside Junior Trinity. This is a very exciting step for Junior Trinity as it will allow the department to forge closer links not only to the senior Faculty for Music, but also with the rich and varied work led by the Learning and Participation team. Trinity Laban can lead the way in identifying and supporting progression routes for people from 3-103, through the work in schools, to Animate Orchestra, to gifted and talented students at Junior Trinity, to study in a higher Education, to our Retired Not Tired programmes.

In order to ensure the continued smooth running of the department, we are proposing a restructure of Junior Trinity and will announce the details of this during the autumn term.

###### 2015 -2016 ACADEMIC YEAR

Please note the term dates for the forthcoming year. Please be aware that each term consists of:

1. **Teaching weeks** - Autumn (11), Spring (9) and Summer (10). These are the Saturdays when normal teaching takes place as per your timetable.
2. **End of term concert days** - No teaching takes place on end of term concert days. However, all students involved in the concert must make themselves available for rehearsals on the day of the concert. Students may also be asked to perform in the Chapel concerts on **06 February and 28 May 2015** - these take place at the end of a normal teaching day. Please note that Junior Trinity Prizegiving Concert is on **SUNDAY 26 June 2016**
3. **Masterclass / Make-up day** – Any lessons missed during the term by the teacher can be made up on this day. Students are expected to attend all make-up lessons as well as Masterclasses and other activities. Please note we are unable to make up lessons missed by a student during the term.

#### TIMETABLE

Your timetable for next year is enclosed. All students take part in the core activities of Main Programme and this is reflected in your timetable. Where specific requests for additional studies have been made, the Junior Trinity staff have incorporated these where possible.

**ENROLMENT FORM**

Please return your Enrolment Form to Junior Trinity by post or at reception by **Saturday 12 September.** **All students and parents/guardians must complete and sign an Enrolment Form as a statutory requirement.**

**FINANCE**

Please note that a member of the finance department will be available in room bookings on Saturday 12 September for any finance related queries.

**STUDENT HANDBOOK**

Please ensure that you do read through the Student Handbook which has changed from last years. This contains our policies and Student Achievement Guide as well as general information you need to know about Junior Trinity. It also includes our Child Protection Policy as well as the Codes of Conduct that you agree to when signing your Enrolment Form.

**STUDENT REVIEWS**

From this year the review process is changing. Students will be reviewed at the end of their first year at Junior Trinity (usually at the start of Year 8) and in Year 11 as they prepare to move into 6th form. If a student joins us in Year 9 they will be reviewed at the start of Year 10 and again in Year 11.

These reviews will be conducted by the Head of Children and Young People’s Programmes and a Junior Trinity teacher. Each student will continue to receive an end of year report from their teachers which highlights the students’ progress and identifies any areas of concern that need to be addressed, so that the Junior Trinity team and the teaching body can ensure the needs of each individual student are met.

**PARENT CHOIR**

14.00 – 14.40, Stuart Room, with Mark Griffiths

We are fully aware of the musical interests and expertise of the parents and carers, many of whom are on site for a long time on a Saturday with their children. We are therefore starting a new parent choir, directed by the wonderful Mark Griffiths, open to all parents. The choir is an opportunity for you all to have fun, take part in a musical activity and sing with one of the best choral directors.

The Parent Choir is a pilot project and depends on demand from parents. We very much hope that there is enough interest from parents for the choir to continue after this year, with performance opportunities devised for the future.

There is no need for registration, just come to the Stuart Room ready to sing!

**CONCERTANTE / SINFONIA CHANGE**

In order to provide as many ensemble opportunities for our wind players, Concertante will now become a chamber orchestra and has been renamed Sinfonia. This will allow our grade 6 and 7 wind players to benefit from large ensemble learning, prior to joining Symphony Orchestra. As with Symphony Orchestra, students have been recommended for Sinfonia by their teachers and were auditioned at the end of last year.

**CONTACT WITH ADMINISTRATIVE STAFF**

If you have any queries about the new academic year, please contact the Junior Trinity office during the week on: 020 8405 4312 / junior@trinitylaban.ac.uk. Please note that during term time the office is open Tuesday-Friday only (closed on Mondays).

We will also be running drop in sessions on a Saturday until Autumn half-term, where we will be available to speak to you in person about any queries you may have. Times for these sessions will be posted every Saturday on the noticeboard. For any non-urgent queries, please make a note in the book at reception, and we will aim to get back to you during the following week. A folder is available every week at Reception for correspondence to be handed in for the Junior Trinity Office staff.

**STAFF CHANGES**

We are pleased to welcome the following new members of teaching staff to the Department:

Martin Fogel Guitar teacher / ensemble coach

Calum Huggan Percussion teacher / ensemble coach

Christopher Guild Piano & Musicianship teacher

Kit Massey Maternity cover for Victoria Greenwood

Sarah Forbes Maternity cover for Zoe Challenor

Edward Henderson Sabbatical cover for Darren Bloom

Sam Bullard Interim cover for saxophone / jazz / improvisation

Charlotte Webber Interim cover for clarinet

Leo Geyer Interim cover for Wind Orchestra / Musicianship

Emily Hall Interim cover for composition

**ADMINISTRATION CHANGES**

We are pleased to welcome Madeleine Newman-Suttle as our new Graduate Intern.

If you have any queries, please do email the Junior Trinity Office, junior@trinitylaban.ac.uk.

I look forward to seeing new students on 05 September, and all returning students on 12 September for the start of term.

Best wishes,



**Tabby Estell**

**Head of Children and Young People’s Programmes**