

##### Main Programme Student Handbook

**2015 - 2016**

**Welcome to a new Academic Year at Junior Trinity. Please read this guide carefully whether you’re a new student or have been attending Junior Trinity for a while. It contains useful information and guidelines for you and your family which we hope will help you to have a productive and fulfilling year ahead.**

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**What to do when you arrive at Junior Trinity on a Saturday**

**Upon arrival every Saturday you should follow the steps below. This will ensure you have all the up to date information that you will need for the day.**

**CHECK THE NOTICE BOARD**

The notice board is immediately on the right when you walk into the building. You will find all the relevant information you need for the day. Always check this before going to reception.

**CHECK THE ABSENCE BOARD**

The absence board is on the wall to the right of reception and will tell you if any of your teachers are away today.

You’re all set! Enjoy your day!

**What if I still have a question about my day?**

**ASK AT RECEPTION**

Patrarkov, our receptionist, will be happy to answer any queries you might have, or will be able to find a relevant member of staff for any urgent queries. There is a timetable folder at reception for any student who needs to look at timetables. Reception will also normally have spare copies of recent letters sent out to parents.

A folder is available every week at Reception for correspondence to be handed in for the Junior Trinity office staff. All letters and forms will also be available on moodle or the Trinity Laban website.

**What if I still have a question but it is not about today?**

**WRITE IT IN THE RECEPTION BOOK**

Our staff are frequently in rehearsals or observing ensembles, so are very busy throughout the day. If your question is not about this Saturday, please make a note in the reception book and we will aim to get back to you during the following week. For any queries of a confidential matter, please contact the member of staff directly. Don’t know who to email? You can check on page 7. If in doubt email: junior@trinitylaban.ac.uk

**The notice and absence boards are constantly updated throughout the day. If you find yourself with a question throughout the day follow the above steps again. Always check the boards before asking a member of staff, that way you will get the information faster!**

**Who should I talk to?**

At Junior Trinity we encourage student led-learning. If you have a question please feel free to approach the correct staff member. Our friendly team are always happy to help you. You can follow the guides below to work out who you need to ask when you have a question.

**What if I have a question about one of my studies?**

**Individual Teacher**

**The best person to talk to about anything to do with your individual lessons is the teacher. They can discuss your progress with you and resolve most issues. They will speak to the Programme Manager if it is something that needs further attention.**

**What if I have a question about one of my chamber ensembles?**

**Ensemble Leader**

**The best person to talk to about anything to do with your ensembles is the leader/conductor. They can resolve most issues and will speak to the Programme Manager if it is something that needs further attention.**

**What if I have a question about one of my large ensembles?**

**Conductor or JT Staff**

**The best person to talk to about anything to do with the music is the conductor. For anything else there will usually be a member of the management team around either before or after the rehearsal. You can also approach a Saturday Assistant who can locate the appropriate member of staff for you.**

**What if I have a question about my GCSE or A Level course?**

**Class Teacher or A level & GCSE Programme Manager**

**If your query is related to a specific class or tutorial the best person to speak to is the class teacher at the end of a session. For anything else contact the A level & GCSE Programme Manager, Penny Davis. Penny’s contact details can be found on Page 7.**

**Junior Trinity Communications with Parents and Students**

* We schedule regular drop-in sessions on Saturdays until the Autumn half-term break, when students or parents can have an initial conversation with a member of our administration team.
* If you would like to talk to us in person, please contact us during the week and we can arrange an appointment for the following Saturday.
* If you contact us by phone and the relevant person is not available, we will take a message and add you on to a list of calls to be returned. We aim to respond to your query as quickly as possible. Where we are working on large concerts or TCL exams, some of our team will not be based in the office and it may take longer to review your query.
* Weekly concerts, TCL exam information and piano accompanist rehearsal times will be sent by email, available on Moodle and posted on our noticeboard.
* We will aim to send out large concert rehearsal schedules by email before week 2 each term. These will also be available on Moodle. You will require your Trinity Laban log-on and password details to access Moodle.

**Junior Trinity Code of Conduct**

Junior Trinity is very busy with students and staff working extremely hard throughout the day. In order for students to gain as much from their learning on a Saturday as possible we expect the following:

Students will

* Be on time to all lessons, classes and rehearsals;
* Be present every Saturday of the Junior Trinity teaching year (please see absenteeism policy for clarification);
* Be courteous to their teachers;
* Come prepared to learn and participate fully in classes;
* Have practised their music;
* Have turned off mobile phones in classes and rehearsals;
* Not take food or drink into lessons or classes;
* Not chew gum in lessons or rehearsals.

**Contact with Staff**

**Office opening hours:**

**Term Time: Tuesday – Friday (The office is closed on Mondays)**

In school holidays, the office is open from Monday-Friday.

junior@trinitylaban.ac.uk

0208 305 4312 (Office)

0208 305 4444 (reception)

Junior Trinity

King Charles Court

Old Royal Naval College

Greenwich

London

SE10 9JF

On Saturdays, please contact the Faculty of Music Reception on: 020 8305 4444.

##### Staff

Below is a rough guide to the responsibilities of Junior Trinity staff and who to contact when you have a query. We will be able to deal with your query more efficiently if you email the relevant member of staff and avoid sending emails to multiple staff members. If you have sent an email to the wrong member of staff do not worry we will pass it on to the correct person.

**Tabby Estell**

Head of Children and Young People’s Programmes

t.estell@trinitylaban.ac.uk

* Overall strategic planning and management of Junior Trinity
* Designated Safeguarding Officer

**Stephen Ryan**

Junior Trinity Programme Manager

S.Ryan@trinitylaban.ac.uk

* Student progress (Main Programme)
* Concerts
* Timetabling
* A Level & GCSE Exams Officer
* Designated Safeguarding Officer

**Kate Allott**

String Time Programme Manager

k.allott@trinitylaban.ac.uk

* String Time concerts/events
* Student Progress (String Time)

**Penny Davis**

A-level and GCSE Programme Manager

penelopejdavis@hotmail.com

* A-level and GCSE enquiries
* Student Progress (Academic Programmes)

**Naomi Watson**

Administrator
n.watson@trinitylaban.ac.uk

* JT @ Teatime Concerts
* Concert & rehearsal enquiries
* Accompanist reherasals
* TCL Exams

**Lydia Davidson**

Concerts & Administration Assistant
l.davidson@trinitylaban.ac.uk

* Bursary Enquiries
* Concert and rehearsal enquiries

**Madeleine Newman-Suttle**

Graduate Intern
junior@trinitylaban.ac.uk

* Absences
* General Enquiries
* Auditions
* Reviews
* Open Days

###### Saturday Assistants

Saturday Assistants help the full-time staff with the smooth running of Junior Trinity each Saturday They also organise stage management for lunchtime, chapel and end of term concerts. If you have questions or need assistance please ask them first. A handy tip: They wear black T-Shirts with CREW written on the back.

**Student Achievement Guide**

Practice

Regular, consistent and concentrated practice is essential for good progress to be made.

The following are guidelines for daily practice and apply to principal studies:

Elementary stage (up to 11 yrs) 45min – 1.5 hrs

Intermediate stage (12-14 yrs) 1.5 - 2 hrs

Advanced stage (15-19 yrs) 2-3 hrs

Wind, brass, percussion players and singers are likely to be at the lower end of these timescales, with pianists and string players at the top. Those students in the advanced stages who intend to apply to music colleges should be practising at the top end of the given range. (A standard requirement for first year undergraduates is 4 hours practice a day).

Instrumental teachers will provide precise guidelines for the duration and content of practice routines. Parents of elementary stage students are requested to discuss practice routines with teachers, and to assist wherever possible in ensuring that practice is effective.

Participation in External Activities

Participation in orchestral/choral/ensemble activities outside of Junior Trinity is highly beneficial and encouraged. However, students are asked to try to avoid participation in activities which conflict directly with their commitment to Junior Trinity, if this happens you must seek permission in writing by emailing junior@trinitylaban.ac.uk ideally half a term in advance and a minimum of 2 weeks before the event.

**Reviews**

Students will be reviewed after 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 receives 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.

N.B. Bursary holders may be required to take additional assessments. Renewal of bursaries will depend upon satisfactory commitment, progress and achievement

**Review Requirements**

a) **Two contrasting pieces/songs** (or one piece and a study) at the level of difficulty achieved by the students. Students are encouraged to perform from memory where appropriate.

b) A **sight-reading** test will also be conducted, and there will be a brief discussion about progress, targets and aspirations for the future.

Review Outcomes

Please note that reports of reviews are not issued directly to students and their parents. Teachers may discuss reviews with the Head of Children and Young Person’s Programmes and pass on comments to students.

**Reports**

Reports will be completed at the end of the academic year and cover the following areas:

* Progress (Including musical, technical and stylistic development)
* Practice (quality/quantity)
* Concert participation (solo/ensemble)
* Repertoire covered
* General comments

Reports will be forwarded to parents and a copy will be kept in the student’s file. In the case of concern notes, parents will be invited to discuss the concerns with the Head of Children and Young Person’s Programmes or the relevant Programme Manager. These systems are intended to supplement regular and informal contact between teachers and parents.

Concert Participation

**Weekly Concerts**

In previous years our weekly concerts have taken place at lunchtime, from 12.30 until 13.30.

However, this year the **weekly concerts (JT @ Teatime) will take place from 16.30 until 17.30 in the Peacock Room**.

Every student is encouraged to perform at least once during each academic year on their first study or within a chamber ensemble in the weekly teatime concert. Each concert will be themed, for example ‘String Chamber Music’. Each student (with his/her teacher’s guidance) will be able to apply for a concert which is suitable for them.

* Students must ask their teachers to enter them for concerts.
* An email will be sent out half a term in advance to all staff with a list of the concerts available and dates for the next term. Your tutor/ensemble coach can then enter you through an online application form. Students will be notified by email whether or not they have been selected to play in a concert. The programme for each concert will be available on the notice board the week before the date of the concert.
* The Mackerras Room (G46) will be available for warm-up half an hour before the concert starts.
* Students are expected to dress appropriately; i.e. smart clothes and no jeans or trainers.

**Public Concerts**

All students who are members of small and large ensembles are required to participate in all concerts those ensembles are involved in throughout the year (please see the Academic Calendar for dates). Non-attendance may mean your place in the ensemble is withdrawn. Parents should ensure that any students with clashes with external activities and Junior Trinity concerts discuss this with the Head of Children and Young Person’s Programmes **a term in advance**. Permission will not normally be given for students to miss Junior Trinity concerts. Students will be sent a schedule for end of term concerts and Chapel concerts, which will include details of rehearsal time, dress and any other information they may need to know. These will also be displayed on the noticeboard on a Saturday. They are also available on Moodle and the Trinity Laban website.

All end of term concert days are non-teaching days and no lessons take place except in the case of Chapel concerts.

TCL and Academic Exams

**Practical exams**

Junior Trinity operates as a Centre for Trinity College London Exams, which is run by Naomi Watson. There is one exam day each term, which is always on a Sunday. Students need to hand in exam entry forms to reception by the closing date. Dates are always advertised on the academic calendar. Exam and accompanist fees are paid via the online shop, you can find the link to this on the entry form. Forms are available from the form box next to the notice board each Saturday.

Rehearsals are usually scheduled on the two Saturdays prior to the exam day. It is the student’s responsibility to provide piano parts for the accompanist. Please make sure that you take these to lessons in the run up to your exam.

Accompanists

Accompanists are provided for internal concerts and for Trinity College London exams (please see above). It is important to bear in mind that this resource is a valuable and limited one, and that students who miss rehearsals without good reason cannot expect replacement sessions to be arranged. Students should remember to bring the relevant piano parts to the rehearsals. An Accompanist Schedule is available to staff and students on the noticeboard each Saturday as well as on Moodle.

As a guideline, one rehearsal will be allowed for players of Grades 1-6 standard, and 2 rehearsals for Grades 7-8, Performer’s Certificate and ATCL exams.

##### Academic Courses

### These are very intensive courses and there is a lot of work to get through during the year. Students are encouraged to take responsibility for their work and ensure their assignments are completed on time. If students miss lessons for any reason, they will need to speak to the staff member concerned and catch up on the work they missed.

The Performance and Composition modules of these courses involve the scheduling of extra recording sessions throughout the year. It is essential that when students are allocated recording dates and times, that:

1. They complete their work in time for the session to take place.
2. They ensure that they bring piano parts to all accompanist rehearsals, rescheduling missed sessions is difficult to facilitate.

Leaving the Department

If you are considering leaving the department we would encourage you to arrange an appointment with a member of our admin/management team so that we can work to resolve any issues. Please note that if you do decide to leave we require that **written** notice is given on or prior to the Saturday before the half-term break of that term. Failure to comply with this rule will result in a half term’s fees being due in lieu of notice.

**Absenteeism Policy**

Students hold their places at Junior Trinity on the condition that they attend every week as listed in the Academic Calendar. This is so that they can gain the maximum benefit from the opportunities Junior Trinity has to offer. Consequently any absences hinder the individual’s progress, and affect chamber ensembles, orchestras, choirs and musicianship classes. These groups are a team effort and cannot function effectively with students missing.

Bursary providers support students on the understanding that they demonstrate commitment to Junior Trinity.

**Absence requests must be made to the office at least three weeks in advance.**

**It is not necessary to make absence requests via instrumental or class teachers, though it is expected that students will inform them of any absence when it has been granted.**

Requests will usually be granted for:

* GCSE and A level field trips involving residential visits
* County / national music events.
* Religious festivals

Requests will **NOT** be granted for:

* Social events
* Holidays

Permission to miss any Junior Trinity Concert Days will not normally be given. Parents should ensure that clashes with external activities and Junior Trinity concerts are discussed with the Junior Trinity Programme Manager **a term in advance**.

Please ensure that the student’s school is aware of the fact he/she will not be available for extra-curricular activities on Saturdays during term time, unless there are special circumstances agreed with the school and the Junior Trinity Programme Manager.

**In the event of illness**

**In advance**: Please contact the Junior Trinity office at junior@trinitylaban.ac.uk

**On Saturdays:** Please contact Reception between 08.00 and 08.30 (or as soon as possible) on 020 8305 4444. **All absences must be followed up by a letter / email from parents explaining the reason for the absence.**

**During lessons:** If a student is taken ill during the course of a Saturday, they should report to Reception, who will inform one of our first aiders and the parents/guardians.

Any student needing to leave Junior Trinity early for whatever reason should inform Junior Trinity at least three weeks in advance. If this is not possible due to an emergency on a Saturday, students must seek permission from the admin/management team and report that they are leaving early to reception BEFORE they leave the building. **It is essential for the health and safety and safeguarding of all at Junior Trinity that all absences are noted on the absences board at reception.**

Please note that lessons missed by a student for whatever reason cannot be ‘made up’, although a teacher who is unavoidably absent will either send a deputy approved by Junior Trinity or make up the lesson at some point during the academic year. All permanent and deputy teachers are DBS checked. Please ask your teacher if you are due a make-up lesson.

**Health and Safety**

It is highly recommended that students do not leave the Trinity Laban site during the course of the day. Please be aware that Junior Trinity staff are unable to monitor and guarantee this, and as such Trinity Laban cannot be held liable for any loss or injury that may occur whilst a student is outside the Trinity Laban site.

All students must be in possession of a resource card and display it at all times when on site. Each card contains the Trinity Laban logo, name of the individual, photograph and personal security grouping.

Smoking is prohibited in all internal areas of the site and also in the Courtyard. This is not just for health reasons it is also because of the risk of fire. Much of the structure of the building is timber.

**Health and Safety Policy Statement**

Trinity Laban recognises and accepts in full its responsibilities, under the Health and Safety at Work Act 1974, to provide a healthy and safe place of work and learning for all its employees, students and other persons who may be affected by work activities, and shall endeavour to meet its managerial responsibilities.

In meeting these responsibilities, Trinity Laban requires the support of all its employees and students and shall make efforts to ensure that any vehicle necessary for effective consultation with staff on health and safety matters is provided.

**First Aid**

There are several First Aid trained personnel situated in the building. Contact House Services or the Receptionist if a First Aid trained member of staff is required.

As well as taking the appropriate action with regard to your ailment or injury, the First Aider will make appropriate arrangements for completing accident report forms.

Fire procedures

In the event of a fire the building will be evacuated in accordance with the regulations displayed in the various parts of the building and in the Student Services section of the Trinity Laban Intranet. You should make yourself familiar with the location of the fire escapes in all parts of the building. In any such emergency the lifts must not be used. Fire drills are carried out regularly under the direction of the Facilities Manager, when the standard evacuation procedures must be followed.

Personal Property

Please note Trinity Laban cannot accept liability for loss or damage to property. Students should be encouraged to take good care of their instruments and bags during the day, and should never leave valuables unattended.

**I.T.**

**Websites**

##### The website has a variety of information about Junior Trinity. There is an Events Listing and also an Academic Dates section where you can easily double check date information for the current year.

The Trinity Laban website addresses are:

Main site:                               [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)

Remote Email Access:                  <http://start.trinitylaban.ac.uk>

Moodle:                                           <http://moodle.trinitylaban.ac.uk>

**Wireless**

To connect to the wireless router you must join the TLMEMBER network. You will also need an encryption key which is BlueCakeD1sh. Once connected you will then need to open a browser window and use your username and password to logon. You will need to log in every time you connect to the wireless router, but will not need to input the encryption key.

Student IT workstations are located in the library (PCs) and in the keyboard lab (Apple Macs). You will be issued with your network login and password during Induction Week. In general, the following convention is used (for student John Smith):

Login name:                            John.S12

Email:                                      John.S12@edu.trinitylaban.ac.uk

All students’ workstations are installed with Sibelius, Aurelia, Microsoft Office, Adobe Acrobat Reader and Symantec Anti-Virus. In addition, the keyboard lab Apple Macs are installed with Logic Audio. For security and management reasons, a number of restrictions have been placed on student workstations. Do not assume, therefore, that a facility or feature you are accustomed to using elsewhere will necessarily be available to you on Trinity Laban workstations. For example, you cannot lock a PC workstation, nor will you be able to store files on local drives.

Further information about using IT at Trinity Laban can be found on Moodle under Help.  In particular, we recommend that you read the New User IT Guide for Students, and take note of the IT Acceptable Use Policy, which all students and staff must comply with.

IT Good Practice

Always log off at the end of your workstation session. If you don’t, you risk making your personal files and email freely available to the next person who uses the workstation. Further, any prohibited actions taken by that person will be logged against your name.

Save your work at frequent intervals. Corruption of files or computer problems are circumstances not allowed for when applying for an extension to deadlines for coursework.

Monitor the size of your home(H)drive and avoid storing large music files and scanned images.  Once you reach your storage limit, you will be unable to save files and may therefore risk losing coursework.

Don’t save directly to USBs while working on a document. Instead, save to your home drive, and then when you are finished copy the file from your H drive to USB. Consider your recipient when sending files via email and in general avoid sending files larger than 1MB. You may be able to send large files, but your recipient may not be able to receive them!

**Jerwood Library of the Performing Arts**

**Opening Hours (Term Time)**

Monday – Thursday 09.00 – 19.00

Friday 09.00 – 17.00

Saturday 10.00 – 15.00

**Contacts**

Issue Desk (loans and renewals):       020 8305 3951                        jlpa@trinitylaban.ac.uk

Other enquiries:                                   020 8305 3950

During holidays, opening hours are generally Monday – Friday, 11.00 – 13.00 and 15.00 – 17.00, but please check the library website or noticeboard for changes.

**Membership**

Membership of the Jerwood Library is open to all students currently enrolled at Trinity Laban. Your Trinity Laban Resource Card is also your Library membership card and you will need to produce it each time you borrow from the Library.

You may borrow up to 6 items at a time. The initial loan period is four weeks. You may renew items in person, by phone, online via the catalogue, or by email.  On the third renewal, we require the item (including all parts) to be brought into the library to be renewed. Fines for items returned late are charged at a rate of 10p per item per day the library is open (usually Monday – Saturday).

A courtesy reminder email is sent **before** items are due back so they can be renewed without incurring fines. Overdue reminders are also sent by email. However all reminder emails are a courtesy, and students remain responsible for keeping track of their items on loan.

The library’s online catalogue is available at three dedicated PCs in the library or via the library’s website, [www.trinitylaban.ac.uk/jerwoodlibrary](http://www.trinitylaban.ac.uk/jerwoodlibrary). This can be used to check whether the library has a specific item before you visit. You can also log in to the catalogue with your Trinity Laban username and password to check your library account and renew items online.

There are various library guides available in the library and on Moodle (<http://moodle.trinitylaban.ac.uk>) in the Library Links menu. New students will receive a library information booklet as part of their induction. All students must sign that they have received and will abide by the *Jerwood Library of the Performing Arts Code of Conduct* (see page 15 in this handbook) before they receive their Resource Card in induction week.

**Jerwood Library Code of Conduct**

All students sign this Code of Conduct at registration by way of an undertaking to the conservatoire, even if immediate use of the Library and IT facilities is not required. A Trinity Laban Resource card is issued only when the declaration relating to the Code has been signed.

The purpose of the Code of Conduct is to safeguard the common interests of all library users and to enable the Library to carry out its functions as efficiently as possible. Failure to comply with this code of conduct when using the Jerwood Library may result in disciplinary proceedings, including exclusion from the Library.

* I will present my Trinity Laban resource card when borrowing or renewing items, or at the request of Library staff.
* I will treat all library materials with care. Essential marking to music must be made lightly in soft pencil only and erased before the item is returned.
* I will return or renew all items on or before the due date.
* If the Library recalls an item from me because it is required by another user, I will return it by the date indicated on the recall notice.
* I understand that I am responsible for all materials borrowed with my resource card and am liable to pay the full replacement cost of any lost, damaged or stolen items, including binding costs and an administrative charge. If one part is lost from a set of parts (e.g. a string quartet), I am liable to pay for the replacement of the complete set. I am advised to ensure adequate cover on my personal insurance to cover instances of theft.
* I understand that unpaid fines or non-payment of invoices for the replacement of lost items constitute a debt to Trinity Laban. I will not be able to register onto the next year of my course, receive my assessment results in a ratified format or attend Presentation Day if I am in debt to the Conservatoire.
* I will switch my mobile phone to silent prior to entering the Library, and will not make or take calls.
* I will maintain a silent environment in the designated silent zone and keep noise to a minimum in the rest of the Library.
* I will not consume food or drink in the Library, and any that I have about my person will be kept within closed containers in a bag. Library staff may ask anyone consuming food or drink to leave the Library, and may remove food or drink found on desktops.
* I will be responsible for the security of my own property, and will – if requested – submit my belongings for inspection if the security alarm sounds as I leave the Library.
* I will observe copyright law in my use of Library resources.
* I will treat Library staff and other library users with courtesy and respect.
* I am responsible for the conduct of any guests I bring to the Library, and ensuring it is in line with this code

**Disability Information**

Disability Equality Scheme

Trinity Laban’s full Disability Equality Scheme can be found on the website and in the Library. The extract below summarises our commitment to supporting applicants and students who have disabilities:

* Trinity Laban welcomes applications from candidates with disability who meet the musical and academic criteria for their proposed course, as stated in the prospectus.
* At audition, Trinity Laban will need to be satisfied that the nature of the disability is such as will not preclude the candidate from completing their chosen course, nor from achieving his or her musical vocation.
* In accepting a student with disability, Trinity Laban undertakes to provide all support within its means to ensure the quality of student experience and achievement of true potential are reached.

Provision for students with disabilities

Trinity Laban’s provision for disabled students has increased considerably as a result of a HEFCE funded project, which has enabled us to provide the necessary equipment and support staff. A summary of our current provision can be found on the Trinity Laban website. Any student wanting further details, or to discuss disability issues, should contact Junior Trinity.

Disability Support Staff

The Trinity Laban Disability Project Officer is **James Hitchins**(020 8305 4418), who is based in the Student Services area of the main administrative office in King Charles Court. In the first instance, please direct your enquiry to Junior Trinity who will then liaise with James as appropriate.

**Resource Card Code of Conduct (Students)**

**It is imperative that the following rules are complied with at all times.   There is no obligation on Security / House Services Staff to allow non-compliant students entry to the site at any time.**

1. I will wear my Resource Card displayed on my person at all times whilst in King Charles Court and at concert venues where Junior Trinity is performing, as a means of identification, and will not allow any other person to use my card.
2. I will present my card, on request, to the security staff at the East or West gate entrances to the Old Royal Naval College as a means of identification to enable me to gain access to the site outside the public access hours of 8.00 am to 6.00 pm daily and whenever requested by the Security Staff.
3. I understand that I am responsible for the safekeeping of the card at all times and that I will immediately report the loss of the card to Reception and obtain a replacement from the IT Department at the earliest opportunity. I understand that Trinity Laban reserves the right to charge a replacement cost (currently £10) for second and subsequent replacements.
4. I will ensure that any person without a Resource Card and whom I do not recognise does not follow me into the building and that all doors are closed behind me to prevent unauthorised access to Trinity Laban.
5. I will observe copyright law when photocopying or printing from a PC or the Internet.
6. I agree that the Trinity Laban will not accept liability for any misuse of the Resource Card or the privileges afforded by it and failure to comply with any of the above will place me in breach of my agreement with Trinity Laban as a result of which disciplinary action may be taken.

**POLICY AND CODE OF PRACTICE FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

**2015 -16**

Junior Trinity has a Child Protection Policy to ensure the safety of all children and young people we come into contact with. This policy and its codes and conditions can be seen at any time at your request. The Junior Trinity Designated Safeguarding Officers for child protection issues are Tabby Estell and Stephen Ryan.

**FREQUENTLY ASKED QUESTIONS**

**How do I apply for TCL exams?**

You can apply for TCL exams by collecting a form from the form box which is located next to the notice board in reception. You must get your teacher to sign the form as well as a parent/guardian.

**How many absences can I have per term?**

We expect Junior Trinity to be your priority on a Saturday, however we understand that sometimes you may need to request an absence for other music commitments. Any more than two absences a term will cause concern about your progress at Junior Trinity.

**Why are we strict on absences?**

So that you can gain the maximum benefit from the opportunities Junior Trinity has to offer. Any absences hinder your progress, and affect chamber ensembles, orchestras, choirs and musicianship classes. These groups cannot function effectively with students missing.

**How do I apply for a JT @ Teatime concert?**

If you would like to perform in the weekly concert you must ask your teacher to enter you. A list of the concert dates and themes will be on the notice board each week. Only ask your teacher to enter you if your instrument fits into the theme and you are available between 16.30 and 17.30 on that Saturday.

**Can I change instrumental teacher?**

A request for change of instrumental teacher will only be accepted at the end of an academic year so that it can be actioned for the next academic year. Changes of teacher will only be granted in agreement with the Head of Children and Young People’s Programmes and the Junior Trinity Programme Manager. A change of teacher is also subject to availability of the desired teacher.

**Can I have time off for the exam period?**

Whilst we understand that the exam period is an extremely stressful time for our students, we cannot allow students to take time off from Junior Trinity. Time off will hinder students’ progress in their musical studies and will affect their fellow students in chamber ensembles, orchestras, choirs and musicianship classes. Many of these groups cannot function effectively with students missing. If you are feeling pressured and wish to discuss how Junior Trinity can best support you in this period we are very happy to do so. Please contact the Junior Trinity Programme Manager, you can find the contact details on page 7.

**Can I have more than one consultation lesson?**

We will only offer one consultation per student and only on their first study.

**Why can’t I perform in the concert if I’ve missed the penultimate rehearsal?**

Any student missing rehearsals in the approach to a concert has an impact on the quality of that rehearsal and the work of the rest of the ensemble. If too many students from an ensemble miss the penultimate or dress rehearsal it is impossible to rehearse at all. Therefore as a matter of courtesy to the ensemble leader and the other students, we have a strict policy that no student can miss these rehearsals and still take part in the concert.

**Can I change my timetable?**

We will review your feedback on timetables carefully, however due to the complex nature of timetabling for a wide range of ensembles and students we cannot guarantee to meet all requests.

If you have a major concern about your child’s timetable or development please email: junior@trinitylaban.ac.uk

**Why do I have to pay half a terms notice fee if I am late notifying you that I want to leave JT?**

If you are late in notifying Junior Trinity we cannot give the required amount of notice to our staff who must be paid for their time. The notice fee is used to cover these costs.

**Thank you for taking the time to read this Handbook.**

**We hope that you will enjoy the year ahead.**

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