

Junior RNCM
ROYAL NORTHERN COLLEGE of MUSIC

Student Handbook 2021 - 2022

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JUNIOR RNCM STUDENT INFORMATION

1. Attendance and timetables

There are 33 weeks in the JRNCM academic year, of which thirty are full teaching weeks and three are other activities (Induction Day and two Performance Days). You will be issued with your own individual timetable at the beginning of the year and will be expected to attend all lessons and activities on your timetable punctually. Most one-to-one and small ensemble lessons take place during the extended morning session whilst the larger ensembles rehearse in the afternoon. You must not miss JRNCM performances or important rehearsals. If you wish to be absent at other times you must ask permission from the Head of JRNCM as soon as possible. If one of your tutors is unavoidably absent, either the lesson will be made up online or at the RNCM, or a deputy teacher will be brought in by the Head of JRNCM.

2. Notices

You must read the JRNCM weekly notices posted on RNCM Moodle **before** you attend on Saturdays. These change every week and keep you up to date with current activities and future opportunities. Crucial information and last-minute updates are displayed here. All information for the following day will be uploaded to RNCM Moodle by Friday afternoon each week.

3. Entering and leaving the building

We ask that all students refer to the 'Junior RNCM COVID-19 Guidance for Staff and Students' for full information on this process. A few select point are below:

- Entry to the College is via the door on the car park / Rosamond Street West side of the main Reception area only.
- On entry, you must sanitise your hands and have your temperature checked (wall mounted screen). If your temperature is above 37.5°C you will be asked to return home.
- If your temperature has increased due to your walk/cycle to the College please allow time for your temperature to return to normal.
- Once permitted entry, you will sign in at Reception using your Student ID Card and the electronic reader.
- Please be respectful to others in terms of social distancing, and comply with any signage and directional systems in place.
- At the end of your JRNCM day you will return to the Reception area and sign out using your Student ID card and the electronic reader, then exit the building by the opposite set of doors that lead to Booth Street West.

All students must sign in and sign out of the building each Saturday. Students will use the electronic reader in the reception area to sign in and out. Students must not leave the building during JRNCM hours without first seeking permission from the Head of JRNCM.

Students are strongly advised not to bring anything with them of value that they do not directly need for their day at the RNCM. Students must not leave their instruments unattended. The College cannot be held responsible for losses or damage to student's property, including instruments.

Please be mindful that the downstairs space at the College, including performance venues, is in a public building and is open to the public at certain times. The upstairs teaching areas are accessed by security card but the College is

unable to guarantee that non-card holders will not be able to gain access. If you see anyone acting in a suspicious manner, report it immediately to a member of the RNCM staff.

4. Social distancing and use of face coverings

We ask that you be considerate around others in terms of social distancing.

You should wear face coverings (unless you are exempt) in public / shared areas as you move around the building and on the concourses (except when eating or drinking). Please note – face coverings do not need to be worn by Junior RNCM students aged 11 and under.

5. Student behaviour

In lessons we expect you to:

- Arrive on time
- Enter the room in an orderly manner and be careful around instruments
- Maintain social distancing
- Attend every session and explain any unavoidable absence when necessary
- Show a positive attitude
- Be organised and have your instrument and books/music with you
- Show respect to other members of the group and the tutor
- Follow instructions
- Be fully committed in the lesson
- Listen to others when speaking
- Behave well and contribute to the lesson
- Ask permission if you want to leave the room
- Practise between lessons
- Keep your instrument in good order
- Pack away in an orderly manner and leave the area tidy

Any instance of poor or impolite behaviour will be reported to the Head of JRNCM. In the event of grave misconduct by a student, the Head of JRNCM has the right to expel or suspend the student.

6. Instrument/music/book/music hire

You must provide your own instruments, music, books and other accessories. A small number of instruments are available for short to medium term loan. Contact the Head of JRNCM for more details. If you lose or damage any hired orchestral/choral music, you will have to cover the cost of a replacement copy.

7. External tuition

You must not have first or second study lessons other than with your JRNCM tutors as this can often lead to conflicting advice.

8. Communications

You must not contact your tutors using social networking sites. You should not give your personal contact details such as email, home or mobile phone numbers to your tutors (or ask for theirs). Should the need arise, your tutors will use their RNCM email accounts to contact your parents/carers to arrange your online individual lessons and all access to lessons via Zoom/TEAMS or RNCM Moodle will be through your parents' email accounts.

9. Re-auditions

You will be required to re-audition each year to retain your place at the JRNCM. The re-auditions take place in February/March and you will be expected to perform two contrasting pieces on your principal study and one piece on your second study. As part of the re-audition process, all instrumentalists will be required to present (on their 1st study only) a small number of scales and arpeggios (of their choosing) during their re-audition.

10. ABRSM examinations

You may enter for an ABRSM exam through the JRNCM. Internal application forms can be found outside the JRNCM office. All requests for examinations in the Autumn term must be handed to the JRNCM Administrator by Saturday 25th September. Your request form must be signed by your tutor. Closing dates for the Spring and Summer terms will be displayed on the notices on RNCM Moodle once they are known. Please note: new JRNCM students are not encouraged to take examinations during the first term. We also don't encourage students to take more than one practical exam per term.

11. Concerts

There are several Informal Concerts each year. You are free to submit items (a maximum of six minutes duration) on the advice of your tutor. Entry forms can be found outside the JRNCM office and should be handed to the JRNCM Administrator. You will be notified when to submit these forms by looking at the notices on RNCM Moodle. Selection of items for the concerts is made at audition prior to the concert.

There are a number of Formal Concerts each year. Our most advanced students are invited to perform in these by the Head of JRNCM.

12. External engagements not promoted by the JRNCM

You must seek permission from the Head of JRNCM before undertaking any outside concerts, competitions, festivals etc. A form can be found outside the JRNCM office. Ask your tutor to sign it, then return it to the office well in advance of the event.

13. Library

The College library is open for you to use on Saturdays between 9.00 - 1.00. If you have a free lesson during the morning, make the most of the excellent library facilities. Each student has a library account linked with their ID Card. Please take care of items loaned from the library and be sure to return items in a timely manner.

14. Mobile phones

You must not make or receive phone calls/text or use other media whilst you are in lessons.

15. Dress code

Students may dress casually (jeans, trainers acceptable) but appropriately, bearing in mind that the RNCM is a place of learning. Please note that the dress code for concerts is smart:

Formal, Informal and External Concerts

Male - smart shirt, trousers, coloured tie

Female - smart skirt or dress (of a reasonable length) or smart trousers with an appropriate top. Ensure shoulders are covered.

Large Ensemble Concerts

Male - smart black shirt and black trousers (no jeans)

Female - smart black skirt or dress (of a reasonable length) or smart black trousers with an appropriate black top. Ensure shoulders are covered, and stiletto shoes should be avoided.

16. Student welfare

At the JRNCM we believe that wellbeing is the base for excellent learning and development. Being well is much more than just not struggling. It means feeling well and functioning in the best way we can, both physically and psychologically. We want the JRNCM to be a place where you experience joy and satisfaction with what you are learning, where you feel healthy and safe, where you flourish to become the best that you can be, and where you develop excellent relationships with your colleagues and with staff.

If you are concerned about something you see or hear or you are uncomfortable with anything that happens in lessons, you should contact the Head of JRNCM or report it to the JRNCM Administrator or to your tutor. Any issues will be treated with sensitivity and taken seriously. If you feel you need psychological support, the Head of the JRNCM is a trained Mental Health First Aider and can assist you and point you to other sources of help, if needed.

17. Health and safety

Please study the enclosed sheet 'General Health and Safety Information' carefully and follow any instructions given to you by your tutors or a member of the RNCM staff in the event of an emergency. In the event that you, or someone you are with, requires physical first aid please seek help. The RNCM porters are all qualified first aiders and assistance should be sought from the main reception desk in the first instance. If you are injured or have an accident during JRNCM hours you must inform the JRNCM Administrator who will make a note of all details of the accident.

18. Progress reports

Written reports will be issued by your individual study tutors in January and by all your tutors at the end of the academic year in July.

19. JRNCM merchandise

JRNCM Lanyards will be on sale for £3 at the beginning of term. Hoodies will be available later in the term for £25. Information on how to order one of these will be circulated via email to students and parents.

20. Food and drink

You may bring your own food and drink on Saturdays. You may also use the RNCM café for sandwiches, hot food, drinks and snacks. The RNCM is currently operating a cashless system. A separate PDF document "JRNCM Student Information Catering" will be sent out with further information before the beginning of the Autumn Term.

Please note: no food or drinks other than bottled water is allowed in the teaching rooms and rehearsal spaces.

21. Key contacts

Karen Humphreys, Head of JRNCM | Email: karen.humphreys@rncm.ac.uk | Phone: 0161 907 5373

Abby Flood, JRNCM Administrator | Email: abigail.flood@rncm.ac.uk | Phone: 0161 907 5264

