

SCHOOL REGULATIONS

General	Muri-Gümligen Music School provides the people of the Muri community with a meticulous musical education. Muri-Gümligen Music School is recognised as a music school by Bern canton. Qualified music teachers give lessons.
School management	The music school is managed by the head of the music school. He decides on the intake of pupils, advises parents and pupils on the choice of instrument and allocates them to a music teacher. He oversees the teaching along with the music school committee.
Secretariat	The secretariat is responsible for administrative matters.
Subjects	Provided that there are sufficient applications and the corresponding teachers are available, lessons will be given in the following subjects: Accordion, bamboo flute, cajon, harpsichord, cornet, djembe, electric bass, electric guitar, eb-altohorn, euphonium/baritone, bassoon, tenoroon, singing, guitar, harp, horn, keyboard, clarinet, piano, double bass, piccolo, trombone, transverse flute, saxophone, drums, trumpet, tuba, ukulele, viola, violin, violoncello, xylophone, early musical education, instrumental lesson preparatory course, building and playing bamboo flutes, djembe rhythm, band, choir, chamber orchestra, various ensembles, music theory and aural training
Lesson	The instrumental lesson is normally given in private lessons of 40 minutes duration. Group lessons can also be given if there are enough applications.
Admission	The application deadline for the start of school in August is 1 June. The school year begins in August and comprises 2 semesters. The school management decides on a possible admission in February. The application deadline is 1 December of the previous year. Application is made using the official application form and must bear a legally binding signature, indicating acceptance of the school regulations and the school fees list.
School year	During the 39 school weeks of public school 36 lessons are taught, corresponding to the school fees calculated: - in autumn semester 18 lessons from August to January - in spring semester 18 lessons from February to July.
Organisation week	The 1st school week in the autumn semester (August) is used for timetabling and assigning rooms. No lessons are held during this week.
Holidays	The holidays are based on the holiday plan of the public schools of the Muri community.
Withdrawal	Withdrawal from the music school is to be communicated to the school management in writing by 1 June at the latest. In the event of a late cancellation the whole school fee amount for the next semester must be paid. In special cases the school management decides on withdrawal on 1 February. In this case the cancellation must be done in writing by 1 December of the previous year.

Expulsion	The school management is entitled to dismiss pupils whose performance is constantly inadequate, who do not pay the school fee within the stipulated period or who behave in an undisciplined manner. There will be no reimbursement of the school fees paid. An appeal against the expulsion can be made to the management board within 30 days. They have the ultimate decision.
School fees-	No reduction in school fees can be granted. Application forms are available in the secretariat.
Absences	If the pupil is unable to attend his/her lesson, this must be communicated to the teacher on the day prior at the latest. If lessons are missed for reasons not due to the teachers, such as the pupil being ill, school trips, field trips or sports day, the pupil is not entitled to the lessons missed or to 18 lessons per semester. It is not obligatory that lessons falling on public holidays are caught up on (e.g. Easter Monday, Ascension Day, Whit Monday). The "Zibelemärit" is not regarded as a public holidays. Lessons missed due to the absence of the teacher, are resolved by the use of a deputy or reimbursement of the school fee.
Teachers	The teachers give lessons regularly and for the agreed duration. If a teacher is absent for a long period, the head of the music school will provide a deputy.
Timetable	Teachers draw up the timetable and the division of the lessons in agreement with parents and pupils. Several time windows on various days are to be kept open to organise the timetable.
Parents	Parents are asked to ensure that their child practises carefully on a daily basis. They are invited to occasionally attend the lesson.
Instruments / teaching materials	The purchase of instruments and teaching materials is the responsibility of the pupil; teachers are happy to assist in an advisory capacity if required.
Music hour	Every pupil will get the opportunity at least once a year to perform a piece of music. The teachers hold music hours. The participation of all pupils is welcomed.
Photographic material	Photos of the music school's events are used and published to design digital platforms such as websites, facebook pages, as well as all print products with images. When applying the pupil and/or legal guardian give their consent for the publication of images. Consent can be revoked at any time.
Final provisions	The school regulations can be changed at any time by the management board of the association of the Muri-Gümligen music school by an ordinary resolution. These school regulations come into force on 1.8.2016. The President of the Association of the Muri-Gümligen Music School sig. V. Studer