



أكاديمية فطر الموسيقى  
Qatar Music Academy

عضو في مؤسسة قطر  
Member of Qatar Foundation

2023 / 2024

FAMILY HANDBOOK



Welcome! We are excited for you to join us this academic year. We provide this Family handbook as a way to work in partnership, to support students and families to understand the rights, expectations, and responsibilities while at Qatar Music Academy.

We ask that students and families take the time to read through the handbook. Feel free to reach out to our General Information email at (qma.info@qf.org.qa) regarding any questions you may have.

## 1. Core values

### 1.1 | Vision

Qatar Music Academy (QMA) will be internationally renowned for excellent music education incorporating both Arab and Western music, thereby helping to foster a thriving music culture in Qatar and the region.

### 1.2 | Mission

QMA aims to develop promising talent from the region to be the next generation of world-class musicians, by providing comprehensive music education programs in Arab and Western classical music. QMA will provide an environment that encourages all students to achieve their full potential.

### 1.3 | Strategic objectives

- To become an internationally renowned music Academy providing a world-class education.
- To build awareness and appreciation of music in Qatar and the region (traditional Arab and Western classical).
- To promote Qatari musical heritage and preserve Arabic music and language.
- To ensure the continuous development of QMA's staff skills and competencies.
- To have a transparent, accountable, and sustainable financial model.

### 1.4 | Academic objectives

- To select and nurture musically talented students.
- To establish and build a sense of community within QMA.
- To continuously monitor the progress of individual pupils and QMA as an organization in order to identify and remedy any shortcomings.
- To maintain a high quality of teaching and learning at QMA.
- To develop the necessary infrastructure, i.e. recruitment, resource procurement, and the development of procedures and standards.

### 1.5 | Educational philosophy

- Every child has the capacity to engage with and enjoy music.
- Music education is a lifelong process that enhances an individual's preparation for life.

## 2. Responsibilities

### 2.1 | Responsibilities of all QMA students

We encourage and expect our students to:

- Take responsibility for their actions.
- Maintain a sustained and committed effort towards learning and musical achievement.
- Practice their instruments (where applicable) daily.

- Complete their homework every week.
- Be punctual and prepared for every QMA event on and off-site.
- Dress in a manner that is appropriate to the QMA setting.
- Be a positive ambassador of QMA on and off-site.
- Recognize and learn to appreciate their strengths and weaknesses.
- Address each opportunity at QMA with honesty and thoughtfulness.
- Refrain from bringing anything to school that may compromise their own safety or the safety of others.
- Demonstrate consistent progress in their musical studies.
- Adhere to the attendance policy. (Please see 6.2 for clarification).
- Arrange for an accompanist for any practical exams and performances at least two weeks prior the event.

## 2.2 | Further responsibilities of students in the Academic Music Program

We expect our students to:

- Prepare thoroughly for their examinations.
- Obtain a minimum attainment grade of 3 (Good) or above in both internal exams to maintain their place in the Academic Program.
- Participate in rehearsals, recitals, concerts, and any events related to their respective departments.
- Maintain a good standard of progress in order to keep their place in the relevant program.
- Understand that moving to another department or changing their instrument during the existing academic year will not be possible without the permission of their department's Head.
- Arrive on time to their lessons with the knowledge that no make-up lessons will be provided if they are 15 minutes late to a class.

## 2.3 | Responsibilities of students attending the Music for All Program:

We expect our students to:

- Discuss and agree on a suitable repertoire with their instrumental teacher.
- Prepare thoroughly for examination where applicable.
- Understand that a lack of consistent progress will result in losing their place in the program for the following year.

## 2.4 | Responsibilities to others

We expect our students to:

- Respect the rights of others to be heard and appreciated, within and beyond the classroom.
- Respect all individuals regardless of race, ethnicity, age, gender, religion, disability, economic status and other diverse backgrounds.
- Respect and honor the codes of conduct of other schools when visiting them.
- Use only language and gestures that are appropriate in a school setting, maintaining an attitude of respect for all individuals.
- Welcome and support all members of the QMA community and visitors.
- Keep quiet when in the Academy's corridors.
- Honor scheduled commitments and give appropriate notice if unable to attend lessons.

## 2.5 | Responsibilities to QMA property

We expect our students to:

- Keep personal and common areas in the Academy clean and tidy.
- Refrain from eating in the instrumental rooms, classrooms, and the library.
- Show care and regard for the building, instruments, equipment, and personal property.
- Avoid making any notes in QMA's library books or the music scores.

## 2.6 | Responsibilities of students' parents

We expect our parents to:

- Show an active interest in their child's music tuition and progress.
- Communicate with the Academy in an appropriate and respectful manner.
- Ensure that their child is neat, appropriately dressed, and prepared for all music lessons.
- Report their child's absence to the teacher no later than 9:00 a.m. on the morning of the lesson.
- Encourage and assist their child to follow the QMA rules.
- Volunteer when requested, if possible.
- Participate in events and attend recitals and concerts.
- Check their child's work regularly and make sure they practice daily.
- Dress in an appropriate manner; shoulders and knees need to be covered when coming to QMA.
- Turn off their mobile phones during their child's lessons when attending a lesson.
- Make sure their child takes good care of their instruments and QMA's facilities.
- Provide an appropriate place for their child to practice without interruption.
- Provide QMA with updated phone numbers and emails.
- Ensure their child is prepared for all music lessons with all necessary materials.
- Reply to QMA emails in a timely manner where appropriate.
- Understand that a child may lose their place if they do not practice regularly and make continuous progress.
- Understand that piano lessons will not begin until an appropriate instrument has been purchased.
- To attend individual music lessons of their young child (Up to 11 years old). Please note that only one adult can attend a child's music lesson (A parent/guardian or caretaker, but not both at the same time).
- Read your child's/children's weekly lesson report and monitor their daily practice sessions to make sure that teachers' instructions are followed precisely.
- Attend all mandatory Parents' info nights, Parents' conferences and meetings organized by Qatar Music Academy
- Read all information emails and announcements sent by Qatar Music Academy
- Provide a supportive environment in house for daily student's practice sessions, isolated from the outside distractions.

## 2.7 | Recommended practice times and homework

We expect parents to encourage their children to practice their instruments regularly and to know that playing a musical instrument is a special privilege. We encourage parents to ask their children to follow the instructions they are given by their teachers and ask their children to set goals rather than simply asking them to practice.

We truly believe in the saying,

**"Don't practice until you get it right, practice until you can't go wrong".**

There is no true standard of practice time, and often, daily practice is the best way to improve.

Recommended practice times	
Years of experience	Daily practice time each week
Beginner to 1 year	20 minutes
1 year to 2 years	30 minutes
2 years to 3 years	45 minutes
3 years to 4 years	60 minutes
4 years to 5 years	75 minutes
6 years and above	90 – 120 minutes

Musicianship classes: Maximum required time for completion of homework per grade	
Grade 1	10 minutes per week
Grade 2	15 minutes per week
Grade 3	15 to 20 minutes per week
Grade 4	20 minutes per week
Grade 5	30 to 40 minutes. Please note this can be extended if students need to do past exam papers.
Grade 6	60 minutes per week
Grades 7 & 8	60 to 70 minutes per week

### 3. Communication

#### 3.1 | Contacting faculty

Parents can contact their child's teacher via email or through our Admissions Office at (4454 8191). Our faculty members check their emails daily on working days and are expected to respond within one working day of receiving your message. Please note that the Qatar Philharmonic Orchestra (QPO) teachers may take longer to respond as they may be touring.

#### 3.2 | Communicating with instrumental teachers

Instrumental teachers will communicate regularly with parents and students via email. These emails will provide guidance on how to practice and include details of weekly goals.

#### 3.3 | Reporting student progress

Parents of students will receive one interim report and two progress reports throughout the academic year. In order to maintain a place at QMA, an Academic Program student is required to achieve above 50% in the Core skills categories (Developing Level) for the instrument, music theory, and ensemble sections of the report.

Students who have received scholarships are expected to attain a minimum level of 75% skill emerging in each category.

#### 3.4 | Website and social media

Our website & social media are updated on a regular basis and contain important information about life at QMA, including upcoming events. Please visit [www.music.com.qa](http://www.music.com.qa) for all our social media accounts.

#### 3.5 | QMA Monthly Bulletin and Newsletter – The Music Box

The purpose of our quarterly newsletter and the monthly bulletin is to provide news, updates, and resources to the QMA community.

- The Monthly Bulletin is published monthly.
- The Music Box newsletter is published quarterly during the academic year.

Both will be available in electronic format on our website.

### 4. Academic Music Program

Please note that the instrumental curriculum is tailored to the individual needs of each student.

#### 4.1 | General music examinations

- Please note that all students from Grade 1 and above will be enrolled for relevant music theory examinations (all music examinations are taken in English).
- All students who are in the Academic program from Grade 1 and above must take an internal practical exam twice a year: one to be held either in December or January and the other one to be held in May of each academic year.
- Students must receive a pass from Sharqiyyat and Western Music Department (WMD) internal exams in both, performance, and theory, in order to maintain their place in the Academy.

- Unexplained absence to sit these exams will result in a fail mark. In unavoidable circumstances, students will be allowed to take the exam at the next available opportunity.
- Students who wish to take the ABRSM (Associated Board of the Royal Schools of Music) practical exam in November or in May, are allowed to perform their ABRSM exam pieces in their Internal exam.
- Students in both programs are required to pay for their own ABRSM exams, and to arrange their accompanists for ABRSM examinations privately. Information about ABRSM examinations will be available at the time of enrollment.

#### 4.2 | Internal examinations

All students in the Academic Program will be required to complete two internal practical exams. The first will take place either before the winter break in December or January, while the second one is held in May. Your child's teachers will decide the most appropriate exam repertoire for your child. Please contact your instrumental teacher if you need more information regarding these exams and trust their guidance.

#### 4.3 | ABRSM/LRSM (Licentiate of the Royal Schools of Music) and FRSM (Fellowship of the Royal Schools of Music) Diplomas in Performance – Western music department (WMD)

##### (Academic Course Requirements)

The duration of a diploma course is two academic years, or one-and-a-half academic years in cases where all requirements have been fulfilled and the required level of preparation and performance has been met.

#### 4.4 | Recitals

Students are required to perform a minimum of four Recitals (Two individual and two ensembles) throughout each academic year, regardless of the duration of the course.

#### 4.5 | Vocal and instrumental ensembles

- Choirs: Junior, Middle, and Senior Youth and Adults AMD and WMD
- Qatar Junior and Senior Youth Choir (entry by audition)
- String: Little Amadeus, and Harmony strings
- Beginning Wind Ensemble, Junior Winds, Symphonic Wind & Percussion Ensemble, and Jazz Band
- Percussion ensembles: Junior, Youth, and Adults AMD and WMD
- Qatar Youth Orchestra
- Arab String ensembles: Junior, Middle, and Senior
- Takht: Junior, Middle and Senior (Master Takht)

### 5. Arab Music Department (AMD)

This program is designed for students who are committed to studying music and for those who are trying to pass a performance entrance exam in order to study in specialized or higher institutes of music internationally. The program is based on individual instrumental coaching, Western musicianship, Arab maqam and analysis, choral singing, and ensemble playing.

#### 5.1 | Assessment and certification in the Arab music department

##### Western musicianship

Musicianship lessons will focus on developing skills and understanding in the following areas: Theory, aural training, solfege (sight-reading), Western music history and music analysis, and composition.

##### Maqamat and analysis

Arab music theory lessons are based on oral tradition. In these lessons, students will focus on: Arab theory, music forms and analysis, Arab music tradition, Arab music history, Solfege, Iqa'at (Arabic rhythmic cycles), Arab music composing and instrumentation.

## Sharqiyyat practical exam

The Sharqiyyat practical exam is for all students in the Arab music department who have completed nine months of instrumental tuition, it is an internal exam that requires no fees. Two exams are held throughout the academic year, one in December and a second one in May/June to progress onto the next level. Certificate and level upgrades awarded are subject to fulfilling the musicianship, instrumental, and performance criteria of the examination by students. Please note that students in the 'Music for All' Program who would like to sit the Sharqiyyat practical exam must obtain their instrumental teachers' approval.

For more information, please refer to the [Sharqiyyat book](#) and the [syllabus](#).

## 6. Policy and conduct

### 6.1 | Students' dress code

The Qatar Music Academy expects students to wear their concert attire properly and with pride when they are performing. Students should **wear casual (culturally appropriate) clothes** to their music lessons.

The QMA **performing attire** (to be provided by parents) includes:

- A white shirt (no logos or patterns)
- Black trousers or a long black skirt.
- Black dress shoes and black socks.
- Black or white dress with sleeves and to the ankles.
- Students can wear their Qatari national dress for the performances related to Qatar National Day.

Please see examples of **acceptable** attire while attending the Academy:

Girls	Boys
Pants, or skirts below the knee	Pants
Legging or skinny jeans	T-shirts
T-shirts	Polo shirts
Blouses	Dress shirts
Sandals, rubber shoes, and school leather shoes	Sandals, rubber shoes, and school leather shoes

Please see examples of **unacceptable** attire while attending the Academy:

Girls	Boys
Shorts, or mini-skirts (students 12 years old or above)	Shorts (students 12 years old or above)
Sleeveless shirts	Sport type vests and sleeveless shirts
House slippers or flip-flops	House slippers or flip-flops

**Ensemble rehearsals dress code:** Please note that all students aged 12 years old or above should have their knees covered during ensemble rehearsals: Boys should wear long trousers and girls should wear either long trousers or skirts that fall below the knee.

### 6.2 | Students' attendance policy

Students must attend all classes on a regular basis to maintain their place at the Academy. If a student is unable to attend an instrumental lesson, music theory class, or ensemble, it is their parent's responsibility to notify the teacher through SMS or email before 9:00 a.m. on the day of the lesson. The message should contain the name of the child and the time of the lesson.

Please see QMA's policy regarding students' attendance below:

- Qatar Music Academy is not obliged to reschedule classes for any reason other than a student's illness. In this instance their teacher will endeavor to find an alternative time.
- Students wishing to reschedule lessons for reasons such as holidays, school trips, etc. will NOT have their request approved and will not be permitted to reschedule the lesson.
- Please note that if a student misses an individual lesson without explanation, their teacher will not be required to reschedule that lesson.

- Please note that parents will be contacted if a student misses two classes over two consecutive weeks without any explanation.
- If there are three unexplained absences over three consecutive weeks, the student will lose their place at the Academy. This unauthorized absence will be considered as a serious breach of contract.

### 6.3 | Unsupervised practice at QMA

Only students attending secondary school (12 years old and above) and adult student are allowed to practice their instrument unsupervised in the practice rooms. Prior to this, a consent form must be signed by the student's teacher

(Secondary school age students) and parent/ guardian. This signed form needs to be taken to the security office at the QMA reception which will find a suitable room for a student to practice alone.

### 6.4 | Illness while at QMA

If a student becomes ill during Academy hours, you will be contacted immediately and asked to pick up your child or make necessary arrangements for your child to be seen by their doctor. Please do not send your child to QMA if they appear to be developing an illness. We stress the importance of detailing all pre-existing medical conditions on your child's medical forms.

It is required that we have the current telephone numbers of both parents and of another guardian who is available in case of an emergency.

### 6.5 | Complaints and grievances

If you have a complaint or grievance, please approach the relevant department/teacher to arrange a mutually convenient time in order to discuss the issue and try to bring it to an agreeable conclusion. If a satisfactory agreement is not reached, please organize a meeting with the Head of department. If that meeting does not address the issue, please make an appointment to see the Director of QMA.

### 6.6 | Harassment

Harassment in any form will not be tolerated at QMA. It is our policy that all students and staff, including members of our security and cleaning teams should enjoy an environment free from all forms of discrimination and harassment. No staff member, either male or female, should be subjected to unsolicited and unwelcome conduct, verbally, physically, sexually, racially, or otherwise derogatory or in the form of discriminatory materials, statements or remarks. Harassment is damaging to the work and school environment and is also illegal in the State of Qatar.

QMA will act positively to investigate alleged harassment claims and to effectively resolve them when an allegation is determined to be valid. Given the nature of the type of harassment, QMA recognizes that the context of a given incident needs to be taken into consideration and that false accusations can have a serious effect on the reputation of an innocent person. QMA will therefore treat all allegations sensitively and expects that a person bringing an allegation would act in the same way while the issue is under investigation.

### 6.7 | Video or audio recording

Parents, as well as students, should obtain permission from their instrumental teacher before recording any classes or lessons. Teachers also have the right to decline this request.

For ensemble or group performances that are not public, parents and students need written approval from our administration to film. It's important to understand and respect that some individuals may not be comfortable with sharing images of themselves or their children due to personal, cultural, or privacy reasons.

### 6.8 | Financial transactions

Re-enrollment deadlines, which clearly states that missing the payments deadlines will lead to cancelation of the student contract and student's seats at Qatar Music Academy.

All financial transactions including refund inquiries are the responsibility of the finance department only.

### 6.9 | Termination of contract

Please see our [Tuition Fee Policy](#) for more details.



## **7. General guidelines**

### **7.1 | Students' privacy**

Please note that by consenting to the Student Photo and Video Permission section outlined in your Student Agreement, you grant QMA the permission to photograph and record that student partaking in activities within and outside QMA premises including but not limited to concerts recitals, annual photo shoots, interviews, etc. These visuals may be utilized on social media and the QMA and Qatar Foundation website to promote both music and QMA on a local and international scale.

It's important to note that public group performances may unavoidably involve photography or filming. If you have strong objections to your child or yourself being photographed, kindly discuss this matter with your instrumental or ensemble teacher in advance to find a suitable or alternative arrangement.

### **7.2 | Mobile phones**

Please note that the use of mobile phones is not allowed inside the QMA building unless there is a serious need to contact emergency services. Parents are only allowed to use their phones in the main entrance/lobby for browsing or texting.

### **7.3 | Food and drinks**

With the exception of bottled water, food, and drinks are only allowed in the lobby area and not in the classroom, studios, or corridors. Parents and students are responsible for the proper disposal of food and drink items in the bins provided. The pantry area is for staff and faculty use only.

### **7.4 | Items not permitted within the QMA building**

Please note that balls, marbles, scooter boards, bicycles, and other toys are not permitted in the QMA building.

### **7.5 | Pets**

Please note that pets are not allowed in the QMA building.

### **7.6 | Property damage liability**

Parents are responsible for any damage their child may cause while on the QMA premises.

### **7.7 | Child collection**

Parents are not permitted in corridors during lesson times. All pick-ups and drop-offs will take place in the reception area. Only one parent or guardian carrying a Special Pass will be allowed to attend their child's individual music lessons. Please have this agreed with your child's individual music teacher ahead of their lessons so that these Passes can be issued by security at reception.

Students under 12 years of age must wait inside the reception area for collection. Please note that security guards and QMA staff are not responsible for looking after students before and after their classes.

### **7.8 | Public parking space**

We are aware of the difficulties that our staff and parents have experienced with regard to parking close to QMA.

Following numerous written communications and a recent meeting with Katara representatives, we are pleased to announce that new signage for drop-off/pick-up has been put on the slip road between Tasty Street and QMA.

This will enable parents/guardians to drop-off and pick up their children from their music lessons (Limited to a maximum waiting time of 3-5 minutes).

Please note that any extended parking in this area may result in a fine. We understand that parking will still be an issue, particularly during times when there are events taking place on the Katara esplanade.

During these times, we kindly suggest that you make alternative arrangements (Perhaps by making use of the underground parking lot at Galleries Lafayette, or other designated parking lots around Katara) if you are planning to wait for your younger children while they attend their music lessons at QMA.

### 7.9 | Lost property (Lost and found)

The lost and found cupboard is located at the Security Office. Students and parents are welcome to enquire about their lost items there. Our security team will assist you with how to claim your lost items. Please note that leaving your child's musical instruments unattended in the security room is not permissible.

All lost and found items will be handed over to Qatar Foundation's Security Department at the end of the school year in June.

### 7.10 | Fire safety access

Please note that all doors are accessible for entry and exit. The electronic doors will automatically open in case of fire. We are also equipped with fire extinguishers, first-aid kits, and other fire-related equipment that is routinely inspected by Katara as per Qatar's public safety standards.

### 7.11 | Emergency contact numbers

Important numbers in case of any emergencies (i.e. fire, medical, security) are posted in common areas throughout the building.

### 7.12 | Security arrangements

Please note that parents and visitors must enter the school through the main entrance. Visitors to QMA are required to wear a QMA visitor badge during their time at the Academy.

## 8. Facilities and resources

### 8.1 | Library

The library provides a welcoming environment in which students may read and study. Students may use any of the resources available in the library. Instrumental teachers will assist in helping students find music books. Our collection provides both printed and non-printed resources that meet the needs of the QMA community.

Please note that lost materials will be charged to parents. If the item is not returned by the due date, there will be two requests to return the lost book, one written and one by phone. Parents will be charged with the replacement cost if the item is not returned after four weeks.

The library opens from 2:00 p.m. to 5:00 p.m. on weekdays for the general public.

Please bear in mind the following:

- Students are not permitted to write on library books.
- Some library books are loaned with CDs, if the borrower returns the book without a CD, the librarian will simply return it and the borrower will be charged for the book.
- If the borrower damages a book, the librarian will return the book and the borrower will be charged for it.

### 8.2 | Music Lab

Procedure to access the Music Lab: The Music Lab is strictly for Music Technology use only. Students are not allowed to use the Music Lab unsupervised or to conduct non-school related activities.

## 9. | Instrument Rental Policy

Students who are enrolled at QMA may rent their instruments throughout the academic year. All rentals are dependent on instrument availability and must be returned to QMA at the end of the school year in good condition.

## 10. Other resources and useful information

### 10.1 Music sites for downloading scores:

- [Classical Scores](#)
- [Free Scores](#)
- [Indiana University Bloomington Library](#)
- [International Music Score Library Project](#)
- [J.W. Pepper](#)
- [Sheet Music Archive](#)
- [Sheet Music Fox](#)

### 10.2 Music stores in Qatar

#### Badie Studio and Stores

They are the exclusive distributor of 35 international brands and specialize in providing a range instruments such as Guitars, Drum Sets, Violins, Keyboards, Melodicas, Trumpets, Ukuleles, and Oriental instruments. They also offer professional equipment such as audio mixers, amplifiers, cables, connectors, and microphones.

Locations and telephone numbers:

- Al Mut'haf St, Doha - 4442 3554 / 5556 5052
- Al Nasr Street, Doha - 4001 2468 / 6630 0929

#### Darwish Holding (Yamaha, Music Square by 51 East, Modern Home, Fnac)

Features a music retail segments within its department stores, with exclusive distribution of notable brands such as Yamaha, Gibson Brands, and Fender in Qatar. Additionally, they provide instrument servicing and maintenance for select instruments.

Locations and telephone numbers:

- [Music Square, 51 East, Lagoon Mall, Doha](#) - 4433 5598
- [Modern Home, 51 East, Al Maha Center, Salwa Rd, Doha](#) - 4433 5533
- [FNAC, Doha Festival City Mall, Umm Salal Mohammed](#) - 4436 2222

### 10.3 List of policies and guidelines from Qatar Music Academy

- Academic Integrity Policy
- Arab Music Department Admissions Policy
- Assessment Policy
- Care Room Policy
- Child Protection Policy
- Faculty Handbook
- Family Handbook
- Inclusion Policy
- Language Policy
- Library Policy
- Promotion and Retention Policy
- Scholarship Program Guidelines
- Tuition Fee Policy
- Western Music Department Admission Policy
- Waiting List Policy

**Thank you and have a great start to a new academic year!**