

INSTRUMENTAL/VOICE LESSON REQUEST FORM Child's

Child's Name:..... Form in (2017/18):
 (BLOCK CAPITALS please)

My child would like to have music tuition lessons for.....

Practical level already attained (eg beginner, Grade 3, etc).....

Does your child... Have their own instrument? (please tick)

Require a school instrument? (please tick)
(a small number may be available for loan)

If you know the instrument's make & serial number please write it here:
(this is usually found engraved on or written inside of the instrument)

I would like my child to have:

20 minute individual lessons (please tick)

20 minute shared lessons (please tick)

Does your child already play a musical instrument(s) and at what level? (eg Piano - Grade 4):

.....

Has your child passed any theory grades and at what level?

Does your child attend any ensembles outside of school? (e.g. Choirs, Music Schools, Brass Bands, etc...)

I have read and understood the points contained in the conditions shown overleaf.

Signed: (Parent/Guardian) Date:.....

Parental email contact:

Charges for Instrumental Tuition

To encourage participation the Governing Body subsidises instrumental music fees.

- 2017/18 charge = **£150 per term** (20 minute, weekly individual lessons)
- 2017/18 charge = **£75 per term** (20 minute, weekly shared lessons in pairs*)

* Shared lessons are usually only suitable for beginner and lower grade pupils and are reliant on the availability of a suitable pairing. If a suitable pairing is not available you may either choose a fortnightly individual lesson (at the same price) or opt to switch to weekly individual lessons (at the increased cost).

PAYMENT **MUST** BE ENCLOSED WITH THE REQUEST FORM AND RETURNED TO THE BUSINESS OFFICE BY 30th JUNE 2017

2017/18 CONDITIONS OF INSTRUMENTAL/VOICE LESSONS**Times and dates**

- Lesson times and dates are displayed on the school website and on a notice board just outside the music room.
- All lessons are rotated each week to try and avoid the same academic lessons being missed with regularity.
- Pupils must ask permission to leave their class lessons and return promptly afterwards.
- Lessons may be able to be swapped should a problem arise and if there are more serious difficulties certain times can usually be avoided. Please speak to the Head of Music in these circumstances.
- Sixth form students should endeavour to have their lessons fixed in their free periods.
- Before/after school and lunchtime lessons are usually only reserved for year 11 students as it is their GCSE year.
- The music department store area will be open when your child arrives at school for instruments to be stored.
- Please stress to your child about the importance of storing instruments carefully and in a tidy manner.

Attendance

- All peripatetic teachers keep a weekly register which is regularly checked.
- In cases of continued absence parents will be notified by telephone, letter or email.
- We would ask you to encourage your child to practise regularly and help us by reading and signing the practice book each week to ensure continued attendance and progress.
- Full access to 'Associated Board' and/or 'Rockschool' grade examinations are available and encouraged.

Payment

- NEW YEAR 7 STARTERS - Payment should be made with the request form for autumn term lessons. You will be invoiced for spring and summer term lessons as per schedule below. Following receipt of payment for autumn term, ParentPay will be made available for future payments.
- Please ensure prompt payment to the Business Office. If payments are not met by the published dates then the pupil will be suspended from lessons. We cannot accept any responsibility for disruption to tuition due to late payment.

** Autumn Term Payment Due By Friday 30th June 2017 (cash or cheque only)*

** Spring Term Payment Due By Friday 1 st December 2017 (ParentPay, cash or cheque)*

** Summer Term Payment Due By Friday 10 th March 2018 (ParentPay, cash or cheque)*

- The number of lessons given each term will vary slightly. The autumn term is longer (15 weeks) and the summer term will be interrupted by examinations and school trips. The school aims to provide a maximum of 36 lessons in an academic year, with an average of 12 per term. We will endeavour to provide at least 30 lessons during a full academic year (ie 10 per term) as a minimum.
- Credits are not given for lessons missed due to pupil absences, exams or trips. (please notify any long term absence)
- **In cases of financial hardship some assistance may be available from the school to support peripatetic music lessons where there is clear evidence available to support an application for help. For further information please contact the Business Manager in confidence.**

Ceasing Lessons

- A student can withdraw from lessons only at the end of a term.
- Should you wish your child's lessons to cease we would ask for written confirmation before the **next payment date, otherwise invoices for the following term will automatically be sent out.**

Insurance

- Parents are advised to take out insurance cover for their child's instrument. This should provide 'all risks' cover including travel to and from school, storage at school and in a car boot, plus events both on site and out of school.
- www.allianzmusicalinsurance.co.uk is one reputable firm, but some home insurance companies may be able to include it on a policy.

Ensemble Participation

** All instrumental or vocal lessons are subsidised by the School Governing Body and are given on the understanding that the students shall take a full and active part in the school's musical activities. This means you are required to regularly attend our ensembles and concerts as appropriate to your ability. For a full list of ensembles, please see the website or music notice board **