

July 2020

Dear Parent/Guardian

**Re: Instrumental & Vocal Tuition for September 2020**

Instrumental and vocal lessons form a large part of the extra-curricular activities and help to develop both musical and non-musical skills which are crucial for your child's development. It is vital we know in advance of pupils who wish to commence instrumental or vocal lessons at South Wolds.

Instrumental lessons are 20 minutes in duration and take place during the school day. Due to this pupils will miss parts of their normal lessons and are expected to copy up any work missed. Timetables for instrumental and vocal tuition are arranged so that all attempts are made to ensure that pupils are not missing the same lessons each week.

We currently offer Brass, Drum, Guitar (acoustic, electric and bass), Keyboard, Piano, String, Voice and Woodwind lessons from instrumental teachers who work on a private basis. We operate a set pricing structure of £7.00 for a shared lesson and £10.00 for an individual lesson. Financial Support might be available for eligible pupil premium students. If you would like more information regarding this then please contact the school.

If you would like to take advantage of this opportunity, please read the following carefully and complete the following contract in as much detail as possible and return it to South Wolds. Contracts can be posted; handed in at reception, marked for my attention; or emailed to [tmanning@southwolds.notts.sch.uk](mailto:tmanning@southwolds.notts.sch.uk) Once completed contracts have been received each of the instrumental music teachers will be in contact to confirm that your child can commence tuition on an agreed date. They will send an invoice for the first terms tuition which will be payable directly to the instrumental music teacher one full week before the term begins.

All instrumental teaching normally begins during the first full week of term, although with recent restrictions around the COVID-19 pandemic you should check individually with your instrumental teacher as to when they will begin. A weekly timetable is also put up in music so your child can check what time they have their lesson each week.

Thank you for supporting instrumental and vocal teaching at South Wolds.

Yours faithfully,

Tom Manning  
Music Teacher at South Wolds Academy and Sixth Form

## CONTRACT FOR INSTRUMENTAL LESSONS

Please complete the form and return to school before the end of the academic year, keeping a copy for your own records.

Pupils name \_\_\_\_\_ (please print) Tutor Group \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_

Email address\* \_\_\_\_\_

\*please note that instrumental staff will send invoices by email so it is essential that an email address is provided.

I would like my son/daughter to receive \_\_\_\_\_ (instrument) lessons on a **shared/individual** basis. (Please delete as appropriate).

Does your child have his/her own instrument? Yes/No

How long has your son/daughter been playing? \_\_\_\_\_

Has your son/daughter taken any grades (please state) \_\_\_\_\_

Has your son/daughter had lessons at his/her present school? Yes/No

### Terms and conditions:

1. Lessons are timetabled in advance and are 20 minutes in duration.
  - 1.1. Timetables will be displayed on the notice board in the entrance to the Music Department.
  - 1.2. It is the responsibility of the pupil to check their lesson time in advance.
  - 1.3. Pupils need to plan ahead for clashes with timetabled lessons caused by, for example, school trips; tests, exams and controlled assessments; P.E. or practical lessons.
  - 1.4. In such circumstances teachers must be given at least a weeks' notice in order to rearrange a lesson.
  - 1.5. Requests made with less than a weeks' notice will not be able to be accommodated.
  - 1.6. If a suitable match cannot be found for a shared lesson then a 10 minute individual lesson will be arranged.
  - 1.7. Shared lessons are not advisable after grade 4.
2. Pupils are guaranteed a minimum of 34 weeks of teaching throughout the year.
  - 2.1. Any shortfall during a term due to the absence of the music teacher will be delivered over the remaining year.
  - 2.2. Refunds will only be made where no teacher has been available to fulfil the 34 weeks of teaching over the course of the academic year.
  - 2.3. Absence by the pupil is non-refundable except in exceptional circumstances and only when the absence is long-term.
3. Lessons are charged at a rate of £10 per individual lesson, £7 per shared lesson
  - 3.1. Lessons will be invoiced on a termly basis.
  - 3.2. Fees should be paid in advance by the last week of the preceding term to ensure that pupils are added to the timetable for the start of the new term.

- 3.3. Exceptions will be made regarding the period of billing/payment on an individual basis at the discretion of each member of staff.
- 3.4. Pupils will not be added to the timetable until payment has been received.
4. Pupils studying AS/A2 Music are eligible for individual tuition on one instrument or voice which will be funded by the school.
  - 4.1. Pupils continuing study from AS to A2 should complete and return this contract, as well as emailing the Head of Music, as soon as possible after AS results day to confirm that they wish to continue to receive tuition on their chosen instrument.
  - 4.2. Pupils progressing to AS Music from year 11 should also complete and return this contract, as well as emailing the Head of Music, as soon as possible after GCSE results day to confirm that they will be studying Music at The South Wolds Academy Sixth Form and also to state which instrument/voice they would like to receive their funded tuition for.
  - 4.3. In the event that a pupil decides to cease study of AS/A2 Music part way through the year parents will be required to pay for any lessons outstanding for the remainder of the term.
5. A minimum of half a terms notice is required in order to cancel lessons
  - 5.1. Notice of cancellation must be received in writing during the last week prior to the last half terms tuition.
  - 5.2. Lessons cancelled with less than half a terms notice will not be refunded.
  - 5.3. We reserve the right to terminate contracts in certain circumstances.

**I have read and accept the terms and conditions of this contract**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_