

RE: Continuing Instrumental Lessons – 2017-18

Dear Parent/Guardian

I am writing to enquire whether your son/daughter would like to continue their instrumental/vocal lessons for the next academic year September 2017 – July 2018.

Please complete and return the attached form by **10th July 2017** if your son/daughter would like to continue with lessons.

The college encourages pupils to participate in extra-curriculum music tuition and subsidises the cost of each lesson. To maintain the level of subsidy at a reasonable level, we have reluctantly had to revise our fees for the forthcoming academic year.

Please **tick & sign** the updated terms and conditions, and return to Miss Bishop, together with payment for the autumn term fees. Payments may be made either online, via cheque or cash by the **10th September 2017** in order for your child to start their lessons.

We would be grateful if you could also check that you do not have any outstanding payments online for this academic year 2016-17.

Unfortunately students will not be able to continue with their lessons in September 2017 if there are any outstanding payments from this academic year, or **if the Signed T&C's have not been returned and 1st payment for the autumn term 2017 has not been made by 10th September 2017.**

If you have any queries, please do not hesitate to contact me.

Yours sincerely



Mrs A. Pegg
Head of Music
Tel. 02380 322603
apegg@stgcc.co.uk

Miss Selena Bishop
Instrumental Lesson Administrator
Tel. 02380 670193
sbishop@stgcc.co.uk

Instrumental Lessons 2017-18 Consent Form

Name of Student:..... Tutor group:.....

Musical Instrument:.....

Please tick the appropriate box.

My son/daughter would like to continue No longer requires instrumental/vocal tuition.

I agree to pay the following termly tuition fee in advance (please tick your preference):

Guitar group lesson only plan:

I would like to pay the whole academic year in advance for guitar group lessons - £270

I would like to pay termly instalments for guitar group lessons - £90

All other Instruments (including one to one Guitar lessons) & vocal lesson plan:

I would like to pay the whole academic year in advance – £360

I would like to pay in termly instalments – 3 x £120, due Sept 2017, Jan 2018 & April 2018.

Terms and Conditions of Instrumental lessons St George Catholic VA College

- Instrumental lessons will take place within the college day, lessons will last for 30 minutes. The time of the lesson will rotate each week to minimise the impact on other subjects.
- It is the student's responsibility to ensure that they arrive promptly for each lesson.
- It is important that the student comes to the lesson prepared, having practised and with the correct book/material and instrument.
- A register is maintained to monitor attendance. Instrumental teachers will email you if your child is absent from a lesson. Your child is also required to sign this upon arrival and will be kept on file
- You will receive information from the instrumental teacher about your son/daughters progress each term on mentoring days.
- The fee is calculated on **33 lessons per college year** Although students may receive more than this at no extra charge (the college year is 39 weeks). This also allows for bank holidays and college closures. Should a student not receive a minimum of 33 lessons per year due to the instrumental teacher not being available, a refund will be made. **Please note that we do not refund lessons if your child is off sick or absent from school.**

- Payment for instrumental lessons must be made before each term starts, for example; spring term payment must be made by the last day of the autumn term. Students who wish to start lessons midterm need to contact the college, and subject to availability. Payments can be made online or via the college finance office, cheques made payable to Southampton City Council.
- Should your child have exams/tests which coincide with their music tuition, we will endeavour to change the time of their instrumental lesson, but will require at least one week's notice to do this.
- The timetable for instrumental lessons is displayed on the notice board in the music dept. Student's should check the notice board on the morning of their lesson in case it has been necessary to change the time of the lesson. Any change in day (this happens rarely), students will be notified by the instrumental teacher one week in advance.
- There is a storage room within the music dept to store instruments, the instruments should be put into this area upon arrival at college in the morning, and collected in time for their lesson. The instrument will then be returned to the storage room to be collected and taken home at the end of the college day.
- Communication with parents will be made either by letter, email or telephone. Please ensure that the college holds your up to date information.
- Group tuition will be for groups of 2-4 students for guitar only. The instrumental teacher will decide the size of the group and this will be on matching the ability of students.
- Your child's instrumental teacher will encourage entry into graded examinations when they are ready, an additional fee will be required for each examination.
- The college has many ensembles and activities within the Music Department, and we will encourage your child to attend.

I understand that the college cannot accept liability for any loss or damage to an instrument. I accept that it is my responsibility to ensure that my child's instrument is covered by my household insurance.

I agree that my email address may be shared with my son/daughter's instrumental teacher.

I understand that if I decide to cancel the arrangements for instrumental lessons, I must give at least one full term's notice, otherwise I agree to pay the cost of those lessons already arranged. **** You will receive an email to confirm we have received a full term's notice.**

I have read and agree to the terms and conditions.

Signature:.....

Email address:.....

Date:.....

Please return completed form to Miss Selena Bishop (sbishop@stgcc.co.uk).

You will receive email confirmation of place allocation from Mrs Pegg (Head of Music)

Any queries please direct to: apegg@stgcc.co.uk 023 8032 2603 Ext. 282

sbishop@stgcc.co.uk