



May 2016

Dear Parents/Carers

As you may be aware, at Wollaston School we offer instrumental tuition on a range of musical instruments. This enables students to learn the instrument of their choice in either an individual or a shared 20 minute lesson. The Tutors for these lessons are engaged through the Northamptonshire Music Trust.

We will shortly need to notify the Trust of our requirements for the coming year. Subject to interest we can offer lessons in Guitar, Upper and Lower Strings, Woodwind, Brass, Keyboard, Drum Kit and Voice.

If your child wishes to continue an instrument that they already play, or begin something new, and you would like them to take advantage of the opportunities at Wollaston, please ensure that you have read and fully understood the following points below and our payment and notice terms before returning the accompanying contract.

- 1) Lessons take place during the school day; this means that students need to come out of their timetabled lesson for a short period to attend their instrumental lesson. Some younger students feel nervous about asking to leave their timetabled lesson, but this is perfectly acceptable and must happen. Your child will be responsible for leaving their lesson on time for their music tuition, but for the first two weeks we will ask one of our Sixth Formers to chaperone them to build confidence in doing so. A rota system is operated in order to ensure students are not consistently missing the same lesson each week.
- 2) During their first week at school, I will talk to all students on the music register to explain how the music lessons work, where to see the timetable and which rooms(s) they are held in etc. This meeting will usually be on the first Friday at lunchtime in MU2, but I will confirm at the time.
- 3) In many cases the Trust are able to loan instruments or, in the case of the Keyboard and Drum Kit, instruments are available in school. If you wish to purchase instruments you can often find rent-to-buy schemes or you may use *Parent Purchase* through the school and save the cost of the VAT. For further information please talk to me or email me, my contact details appear at the bottom of this letter.
- 4) We have an instrumental storeroom within the Music department where students can leave their instruments rather than carry them around during the school day.
- 5) Parents/Carers should ensure that sufficient insurance is purchased to cover loss, damage or theft of owned or loaned instruments.
- 6) There is a choice of either an individual 20 minute lesson or a shared 20 minute lesson available. You will be required to book and pay for your child's music lessons in advance. We will be unable to book any of the Tutors' time for any pupil until full payment is received, and this must be by the due date on the email. Occasionally, if it is felt to be most appropriate by the individual teacher, the shared 20 minute lesson may take the form of an individual 10 minute session. In this case we will communicate to parents.

- 7) You will see the payment item on your Parent Pay sit each term, in total your child will have 33 lessons within this year, but this will not necessarily run as 11 sessions per term. Should the music Tutor be absent for any reason there will be plenty of time to make lessons up at the end of each term. This does not apply if a student does not attend the lesson as we have already paid for the Tutor time and expect the student to be present.
- 8) Payments can only be made via our online payment system ParentPay; you will receive instruction on how to set this up shortly if you haven't already.
- 9) **If your child wants to give up music lessons you will need to give notice in writing by the notice period date stated on the email. If you do not give sufficient notice you will be required to complete payment for the following notice period in addition. This is because we make payments in advance to the Music Trust to enable them to engage their Tutors; we also have to give long notice periods to them that cannot be paid for by delegated funding, therefore you must pay for your own cancellations and notice periods. You sign a contract under these terms so please do not apply if you foresee any issue with the payment or notice terms. Any financial queries should be sent to Mrs Scott in the Finance Office, the contact details can be found at the bottom of this letter.**
- 10) If you owe money for the notice period of your child's music lessons your child may not be allowed to attend school trips.
- 11) Pupil Premium Students (PP), those receiving Free School Meal allowance (FSM) and Looked After Children (LAC) may be entitled to additional subsidy of up to 50% of the appropriate fee, through the Pupil Premium Scheme. If this applies to you then please tick the box in the music contract in order for our financial staff to check your Child's status and deal with your requests efficiently.
- 12) Students are encouraged to attend at least one other extra-curricular musical activity during the week.
- 13) Students are expected to practise regularly and attend all music lessons.
- 14) To apply for an instrumental lesson please complete and sign the enclosed contract and return to Mrs Scott in the Finance Office. Mrs Scott will process your application and sign and return a copy of your contract to you once payment has been received. Please keep this for future reference.

Please do not hesitate to contact myself or Mrs Scott using the contact details below should you have a query.

Yours faithfully



Miss E Brown
Head of Music
e.brown@wollaston-school.net
Telephone: 01933 663501 ext 219



Mrs Scott
Finance Administrator
j.scott@wollaston-school.net
Telephone: 01933 663501 ext 203

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I confirm I have read and fully understand all points above:

Parent/Carer Signature: Date:

Parent/Carer name (print):