



Holy Trinity C of E Primary School

"A Church School community aspiring for all to live life to the full"



Head Teacher:

Mr Kurt Doyle

email: admin@holytrinity.gloucs.sch.uk
www.holytrinity.gloucs.sch.uk

Jersey Street, Cheltenham
Gloucestershire, GL52 2JP
Tel. 01242 515778

July 2024

Dear Parents

Pupil:

Lesson:

Music Tuition September 2024

Mrs Maughan, Mrs Calder and Mr Agg are busily organising timetables for music tuition in September in line with your requirements. Lessons will be as requested unless they have contacted you.

Invoices will be sent out in September and these will need to be paid promptly please. Terms and conditions are set out below - in particular you need to be aware of the dates by which you need to terminate lessons if your child does not wish to continue.

Terms and Conditions:

- 30 teaching sessions are provided each year, which will be spread over the 38 weeks of the school year (approx. 12 Autumn, 10 Spring and 8 in the Summer term). Lessons are generally completed by mid June. Lessons take place during the school day.
- An invoice for tuition fees will be sent for each 10 week block to cover the fees which are non-refundable except where a teacher fails to attend the full 30 lessons in any one year. You need to commit to a block of 10 lessons and give adequate notice for lessons to stop - please see dates below. Lessons will be automatically renewed after each 10 week block unless you give sufficient notification.
- Failure to pay by the second music lesson in any block of lessons may result in instrumental tuition being withdrawn.
- The Music Teacher will not re-allocate the lessons for pupils who miss their lesson, due to illness, appointments or holidays and trips which parents choose to take in school terms. The Music Teacher will re-allocate lessons for pupils who miss their lesson due to school trips and events.
- Pupils having individual lessons are likely to have a few weeks in the year rehearsing in ensembles for school performances without any adjustments to the fees.
- Having worked and rehearsed towards a concert/event, pupils are expected to attend the performance. If a child is unable to attend, parents must contact the teacher **as soon as the school has informed them of when the concert or performance event will be. Late notice of non attendance affects the organisation of the ensemble and can prevent other pupils from being able to perform.**
- If lessons are to be discontinued, notice is required in writing from parents by the dates set out below. If insufficient notice is given, 5 weeks' fees will be charged in lieu. This includes the interim between Summer and Autumn terms.
- The Music Teacher reserves the right to refuse to teach any pupils:
 - Who persistently misbehave.
 - Who repeatedly forget their instrument and music.
 - Whose parents have not paid by the second lesson in any block of 10 lessons.
 - Where any inappropriate correspondence or behaviour from parents is received.

Respect



Responsibility



Compassion

Courage



Forgiveness



Truthfulness



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- Pupils who forget their instrument and/or music will still attend their music lesson. Parents will be contacted if pupils who forget their instrument and/or music for two weeks in succession. Pupils who frequently forget their instrument and or music may result in instrumental tuition being withdrawn.
- To demonstrate your agreement to the above conditions, please could you sign and return the slip below.

Communication

To facilitate efficient communication between The Music Teacher and yourselves, please could you either provide your preferred contact details (eg mobile number or email address), or give permission for school to pass these on to the Music Teacher to use as necessary. You can do this by completing and returning the slip below.

The Music Teachers have their own Privacy Policy to safeguard the information you give them and the records they keep to comply with the GDPR law and a copy will be sent to you via e-mail or letter.

Termination of Lessons

Notice to discontinue lessons must be given before the dates stated below in order to cancel lessons for the following block of 10 lessons:

Friday 25th October 2024 to stop at lesson number 10

Friday 7th February 2025 to stop at lesson number 20

Friday 9th May 2025 to stop at lesson number 30

- Lessons can only stop at the end of a block of 10 lessons.
- Notice to discontinue must be made in writing to the school office.
- All effort will be made to put pupils in groups in line with your requests; however these may be subject to change after each 10 week block.

Costs of sheet music, purchase/private hire of instruments, replacement instrumental parts and music stands etc., are to be met by parents. Music is sometimes provided by the teacher; any monies due for this should be sent in to the teacher concerned. Other music and/or accessories (eg strings, resin for violins, reeds for clarinets etc) need to be purchased from a music shop, such as Secondwind at Sixways, Charlton Kings or online. The Music Teachers will inform you of exactly what needs to be purchased.

It is essential that children practise at least 10 minutes a day in order to improve and progress. Your child's musical progress will be greatly enhanced if you are able to support and encourage your child in learning their musical instrument, especially in the initial stages.

Please contact the school office should you require any further information.

Yours sincerely

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Lynda Britton
Music Co-ordinator

✂-----

Music Tuition

Name of Child _____

YEAR _____

as appropriate

I have read, and agree with, the Terms and Conditions for Music Tuition at Holy Trinity C of E School

My contact details are: (please supply both telephone & email if possible)

Telephone _____

Email _____

Signed _____ Parent/Guardian Date _____

PLEASE RETURN BY MONDAY 15TH JULY 2024 - thank you.

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