

7th September 2021

Dear Parents / Carers

We are very excited to inform you our violin teacher, James Foster, now has places available for pupils to start with lessons.

Tuition will take place within school time and will cost £4.50 per pupil for a small group lesson (4 to 6 pupils), of 30 minutes. This will be payable in advance, directly to the violin teacher. Violins will be available to use from school at a cost of £10 per term. Some places may be dependent on the age of the child and sizes of violin available. Please note that your child will be expected to practise their violin at home each week.

Please return the reply slip attached no later than Friday 17th September and further information will follow.

Please do not hesitate to contact me should you have any questions.

Yours sincerely

Mrs Elverstone

Assistant Headteacher

 **Alderman Richard Hallam Primary School**

**Contract for Instrumental Lessons - VIOLIN**

1. Payment

Lessons are charged at a rate of £4.50 per 30 minute lesson. Pupils receive lessons in small groups of up to 6 pupils. Bills will be sent out before the end of each half term for the following term. **Payment must be made in advance for the entire term before lessons can begin**. Bills will be sent out by the instrumental teachers, not by the school and as such, payment must be made to the teacher and not to the school. Instrumental hire must be paid for by the pupil/pupil’s parent or carer to SIMS Pay, again before lessons begin. Letters confirming places will be sent out with information to pay both the instrumental teacher and the school (if applicable). To save time and guarantee your child’s place, please ensure both bills are paid in time.

2. Attendance

Pupils will be timetabled for a regular weekly lesson. The time of this will be displayed outside the music room and class teachers will also have a copy in their rooms. Pupils are expected to attend their lessons punctually and with the correct items they need. Lack of appropriate materials (E.g. books) will result in less than satisfactory progress. If unable to attend their lesson due to a school trip, the pupil or their parent/carer must tell their instrumental teacher at least one week prior to the trip, otherwise the lesson will be forfeited with no catch-up lesson arranged. If pupils are not in school due to illness or personal reason and lessons are missed as a result, they must still be paid for. If the instrumental teacher is absent for any reason, the lesson will either be made up at another time or deducted from next term’s bill.

3. Practice

All pupils are expected to do an appropriate amount of practice at home. Initially 15 minutes per day will be sufficient, but as pupils become more proficient then this must be increased.

4. Instrument Hire

A.R.H has a supply of some instruments that may be borrowed for £10.13 per term..

Hire of instruments covers small repairs such as string replacements, rosin and picks. If an instrument is lost, stolen or damaged beyond these repairs, then the parent/carer will be responsible for the replacement of the instrument at a cost of £105.00.

Hire of these instruments is on a first come, first served basis, with some instruments still be on loan from the previous year. You are welcome to purchase your own instrument which must be brought to each lesson. We are able to advise and support on purchases if required.

5. Communication

It is helpful if pupils provide a notebook in which teachers can comment on areas for practice and communicate with parents and carers. If there is a problem then parents and carers can contact teachers in writing or can contact Mrs Bell who will try to sort out any problems.

6. Cancellation of lessons

If you wish to cancel your child’s lessons, please put this in writing and send a copy to both your child’s instrumental teacher, as well as Alderman Richard Hallam. A full half term’s notice must be given and payment for lessons and instrument hire must be covered up until this time.

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By signing and returning this form, you agree to the terms and conditions as stated above. Please return the slip keeping the information above for your records.

I (parent/carer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of (child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

agree to the terms and conditions set out above, in relation to my child’s (instrument) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lessons.

I understand that if I hire an instrument, a replacement cost of £105.00 will be payable if the instrument is lost, stolen or damaged beyond repair.

I give consent for my child’s instrumental teacher to contact me directly, so they are able to bill me for the lessons:

Name of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (parent/carer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_