



MUSIC TUITION 2023-24

Dear Parent/Carer,

Thank you for your interest in applying for Music Tuition for your child. Please read through the information below.

Instrumental Lessons Offered:

Drums

Piano/Keyboard

Voice

Guitar: Acoustic Guitar / Electric Guitar / Ukulele (instrument hire available)

Woodwind: Clarinet / Flute / Saxophone (instrument hire available)

Brass: Cornet / Trumpet / Trombone (instrument hire available)

Strings: Violin (instrument hire available)

Lessons take place during class time for 20 minutes per week, and are on a rotating timetable to ensure that the same class lessons aren't affected each week.

Lesson Costs and Exemptions:

£63.50 per term for shared lessons (these take place in a pair)

£127 per term for individual lessons

£16 per term for instrument hire

£20 refundable deposit for instrument hire - this will be refunded once the instrument has been returned

Payment covers a minimum of 10 lessons per term. In the event that the minimum of 10 lessons have been unable to be provided by the school by the end of a given term, any outstanding lessons will be refunded on a pro-rata basis. Lessons will not be refunded where the child is absent from school or has failed to attend their timetabled lesson.

Your child will be eligible for free shared lessons and instrument hire in the following instances:

- Where students are in receipt of Pupil Premium funding
- Where students are in receipt of Free School Meals
- Where the parent can provide evidence of an NHS Tax Credit Exemption Certificate

For these students we are able to offer free shared lessons on one instrument, plus free instrument hire in relation to these lessons. If the student wishes to learn a second instrument, the additional lessons and instrument hire will need to be paid for by the parent.

Application Process

The application form will allow you to make up to two lesson requests per child.

Lesson Allocation

- Your child will be allocated a place to start lessons at the earliest opportunity. If your child can't be allocated a place, you will be notified by email and your child will be added to a waiting list. Please note that we endeavor to provide all students with the opportunity, however, we cannot guarantee availability of a place.

Payment

- You will receive an invoice via email regarding lesson payment for the following term. We allow a timeframe of 10 working days with a stated deadline for payment, and this is to be made via Parent Pay. Please notify us if you are having difficulties regarding payment.
- If payment is not received by the deadline, a reminder email will be sent and a phone call will be made. If payment is still not received by date agreed, your child will be removed from the timetable.

NHS Tax Credit Exemption Certificates

- If you have indicated that you hold an NHS Tax Credit Exemption Certificate, we will email you to request a copy of this for verification. You will need to send a copy of the certificate via email within 10 working days of our request, and include your child's name and tutor group details in the email (e.g. 7L MGW).
- If this information is outstanding after 10 working days, a reminder email will be sent and a phone call will be made requesting proof of your NHS Exemption Certificate.
- If this information is still outstanding after the agreed date, your child will be removed from the timetable.

Pupil Premium Funding and Free School Meals

- You will receive an email to confirm your child has received a place. If we are unable to allocate a place, you will be notified via email and your child will be added to a waiting list.

Continuing Lessons

You will receive an email after each half term requesting payment for the following term (e.g. you will receive an invoice for the Spring Term after October Half Term). Students eligible for free lessons will also receive an email after each half term.

Payment

- An invoice will once again be sent, by email, for this advance payment on Parent Pay to secure your child's slot. If payment is not received by the deadline, an email will be sent and a phone call made to agree a new deadline. If payment is still not received by date on this letter, your child will be removed from the timetable.



NHS Tax Credit Exemption Certificates

- When your NHS Tax Credit Exemption Certificate expires, we will email you requesting the details of the new exemption certificate for verification.
- If your card is still in date, you will still need to reply to our email to give consent for your child to continue with lessons. This will need to be sent by the deadline date included in the email.
- If the new exemption certificate or consent is not received by the deadline, an email will be sent and a phone call made to agree a new deadline. If the new exemption certificate still not received, your child will be removed from the timetable.

Pupil Premium Funding and Free School Meals

- Please reply to our email each half term to give consent for your child to continue with lessons. This will need to be sent by the deadline date included in the email.
- If consent is not received by the deadline a reminder email and phone call will be made. If consent is still not received, your child will be removed from the timetable.

Terms and Conditions

- To be committed to the scheme for the full term.
 - To pay for a term of lessons in advance. Please note payments will not be refunded if your child is absent from school or has failed to attend their timetabled lesson.
 - To pay the fees even if your child decides to give up lessons within the term of the contract, as The Kimberley School will still adhere to this contract with the peripatetic teacher for the remainder of the term.
 - To pay for the loan of an instrument where applicable. This payment includes £16 per term as an Instrument Maintenance Charge, as well as a deposit of £20 which is refunded once the instrument is returned to the school.
 - To take responsibility for the repair of damage incurred to any loaned instruments, to encourage your child to take care of any loaned instruments, and to encourage your child to practice regularly.
- If your child is in receipt of pupil premium funding, free school meals and/or you hold an NHS Exemption Card, then sections (ii) (iii) and (iv) will not apply to their first instrument and hire.
 - Where lessons are missed by your child on more than two occasions each term, lessons will be discontinued unless there is a legitimate explanation and circumstances beyond their control.
 - Where possible your child should attempt to make alternative arrangements with the peripatetic teacher to avoid missing their lesson.

In return for the above agreement, the school in collaboration with the peripatetic music teachers will ensure that:

- music tuition takes place with at least 10 lessons per term.
- each child, where required, is provided with an appropriate musical instrument on loan.
- normal wear and tear of the musical instruments on loan will be repaired.
- children will be given the chance to take part in the general musical life of the school and be informed of other opportunities offered by the peripatetic music teachers.

Yours sincerely,

The Kimberley School Music Department.