

Dear Parent/Carer,

I am writing to you regarding a change to our payment process for Individual Music Lessons. Sadly we are no longer in a position where we can continue to subsidise Individual Music lessons. As of September 2018 we will be charging a revised fee for **Individual Peripatetic Music Tuition**. This decision has not been taken lightly and purely serves to cover the cost of our visiting music tutors. We still remain cheaper than most other providers and are committed in continuing to provide excellent, personalised, music lessons for your children which are fantastic value for money.

Protected areas:

Instrument hire will remain free and we will not be charging for extracurricular clubs such as; Jazz band, Guitar collective, Samba, Choir etc. These groups are vitally important for developing ensemble skills and providing a platform for students to work with each other in new and challenging ways. **We would not want cost to become a barrier to your child's involvement in this so groups will remain open to all with no charge.**

The Performing Arts are an extremely important aspect of our students' school journey and it remains a high priority for the school to continue provision across the Arts both within, and outside of, the standard Curriculum.

The cost of music lessons for individual tuition at Chestnut Grove Academy

Fees from September 2018 for a term of 10 lessons for all individual instrumental lessons at school:

- **£137** per term
 - o Individual, 20 minutes
 - o **Instrument hire** is available at no extra cost to families.

Please note that students in receipt of **Free School Meals** will **not** be charged. When we are arranging lessons let us know that you would like to claim this concession.

We will offer **Steel Pan tuition** at no cost to families. We have decided to do this as learning is in a large group setting; however we are only able to continue this through donations and stipulating a more significant charge when performing in the local community. If you wish to make a donation, please follow the payment instructions below.

Terms and conditions for children's music lessons

- We aim to teach a total of 30 lessons each academic year.
- School terms are of variable length and are usually more than 10 weeks long. Our intention is to average 10 lessons per term.
- There may be occasions when your child is unable to attend a lesson (for example sickness, school trips, other eventualities). As these occasions are beyond our control we cannot offer any credit or refund.
- If a pupil is absent for longer than four weeks due to illness or injury, this will be treated sympathetically.

- Students entitled to Free School Meals must have this officially recognised. This information is held centrally
- Force Majeure (war, civil war, armed conflict, terrorist attack, government action, fire, flood, severe weather conditions, pandemic or epidemic or any other matter that is beyond our control). We cannot be liable if a lesson has to be cancelled due to Force Majeure. In this event we will endeavour to resume lessons as soon as possible. Information on the resuming of lessons will be made available as soon as possible.
- Missed payment will result in your child losing their slot. Please see payment t&cs below.

Cancellation policy

- We will timetable a lesson and you will be charged for all lessons until you give us notice in writing. We must have half a term's notice in order to cover our costs.
- To cancel lessons for the end of the half term, notice is required by the last Friday before that half term begins. For example; to finish at the end of the Spring term – notice must be given by the final Friday of the February half term.
- If you wish to cancel lessons then instruments must be returned during the final lesson.

Missed lessons

- If a pupil misses a lesson due to a school INSET day or because the teacher is not available, then this lesson is made up later in the term. In most cases, we are able to make up any missing lessons in this way and deliver 10 lessons each term.
- If you think your child may have missed a lesson, please do contact us as our Peri Music Tuition teachers keep registers.
- We monitor the number of lessons delivered for every teacher each term. If we are unable to deliver 10 lessons in a term, we will automatically correct this. We will either deliver an extra lesson the following term, or we will credit your account. The rate for 2018 is **£13.70** per 20 minute session.
- If you think your child has not received 10 lessons in a term, and you have not been credited or given extra lessons the following term, please contact us so that we can check our teacher register.
- There may be occasions when your child is unable to attend a lesson (for example sickness, school trips, and other eventualities). However, as these occasions are beyond our control we cannot offer any credit or refund. We will try to accommodate changes where possible if students provide 24hours notice e.g. for a doctor's appointment.

Payment Process

Below is the process for invoicing and payment for Peri Music Tuition lessons based on a standard term.

- Approximately 2 weeks before end of term Peri Music Teacher hands student Invoice for term's lessons to take home. Peri Music Teacher will keep a register of this (**Please see below for arrangements at the start of an academic year**)
- Parents have 1 school week (plus school holiday) to pay term's fee either;

- via ParentPay – look for ‘Music Peri lessons’
- cheque handed to the Peri Music Tuition teacher – please include child’s name/invoice number/instrument/Peri Music Tuition teacher (if donating to steel pans, please write child’s name/steel pan donation)
- If payment is not made by 2nd day of the new term our technician will be in contact.
- If payment is still not received (by the end of the week) we have the right to remove student from register and reallocate the place. **Please note, you will still be charged for half a term until written cancellation is received – see cancellation policy above.**
- We understand that there are sometimes extenuating circumstances which may delay payment. We ask that parents inform us if they are unable to make a term’s payment so we may anticipate any issues.

First payment of the academic year.

Students will be issued an invoice in their first lesson back in September (lessons usually start in the second week of school) and payment will be expected within **two weeks** after that date (date to be included on the invoice).

This will be a period of transition. If you have any concerns, please don’t hesitate to contact me. If you would like to cancel your child’s lessons for September, please let us know as soon as possible so we are able to try to allocate spaces for next year.

Our sincere thanks for your support in this

Ms Durban

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