INSTRUMENTAL and VOCAL TUITION REQUEST FORM

If you would like your child to have music lessons, please complete this form and return it to the Director of Music.

Child's Name: ……. Form: …….

Parent/Guardian's Name: …….

Address: ……

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Home Tel: ……. Mobile Tel: …….

Email: ……

Please be aware that these details will be passed on to the corresponding peripatetic teacher together with relevant supportive educational information to aid in the teaching process of your child.

Individual tuition is available on most of the standard orchestral, band and keyboard instruments: PIANO, VIOLIN, VIOLA, 'CELLO, FLUTE, CLARINET, SAXOPHONE, TRUMPET/CORNET, HORN, TROMBONE, EUPHONIUM, TUBA, RECORDER, GUITAR, HARP, OBOE and VOICE.

Please indicate below, for which instrument your child would like to receive tuition and include details of any tuition they have received previously, including the level attained.

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Tuition should begin at the beginning of the Spring /Summer /Autumn Term *(please delete as appropriate)*
or as soon as possible ☐

Music lessons are of 30 minutes duration. The tuition rates are published under the current list of fees.

A limited number of string, woodwind and brass instruments are available for hire at £25 per term. It is necessary to have access to a piano at home for practice before requesting piano lessons at school.

Please read the details of the contract accompanying this form carefully. By signing and returning this form you are agreeing to the terms and conditions specified within the Policy and Procedures for Instrumental/Vocal Tuition Agreement. Please keep the terms and conditions for your reference.

Signed: ……. (Parent/Guardian) Date: …….

Office Use Only:
Date received:…….....

Date parent contacted: ……...

Policy and Procedures for Instrumental / Vocal Tuition Agreement

Timetable

- All music lessons rotate around the main school timetable so that the pupil does not miss the same lesson repeatedly.
  On this basis only pupils who fall into the following categories may have fixed off-timetable regular peripatetic lessons:

  - Pupils on the Cranford SEN register in consultation with our SENCO (Special Educational Needs Co-ordinator)

  - Pupils who have more than two peripatetic lessons each week will have two lessons on rotation and any additional lessons off-timetable.

  - Any pupils in Years 10 to11 who have two peripatetic lessons may have one of these two lessons off-timetable.

- A weekly timetable will be displayed on the Music Notice Board in the Music Department and it is the responsibility of the pupil to check the time and day of the next lesson.

- Pupils are expected to use courtesy and to excuse themselves from their academic teacher, BEFORE attending their music lesson.

- Pupils are expected to notify their instrumental/vocal teachers well in advance if they are unable to attend their lesson for any reason.

- Instrumental/vocal teachers will carefully follow the school calendar in order to avoid any clashes with trips, fixtures and any other scheduled activity. If a pupil is aware of any reason why they are unable to attend their music lesson, please could they notify their teacher with as much notice as possible.

- No pupil may swap their lesson with another pupil without first notifying the teacher or Head of Department.

- Teachers may alter their teaching routines, if necessary, provided at least 24 hours' notice of any change has been communicated directly with the pupils concerned.

- Teachers will not send pupils away if, for example, they have no music with them.

- Pupils must remember their instruments and music on the day of the lesson. This is essential if positive progress is to occur.

Missed Lessons

- Teachers will endeavour to teach 30 lessons in the academic year.

- If a teacher is absent from school due to illness or any other reasons, they will endeavour to make up for the lesson(s) missed during the term. Where this is not possible, this will be reflected in the invoice for the following term and the parents will not be charged for the lesson(s) missed.

- If a pupil is absent due to illness, the lesson missed will NOT be made up and will be charged.

- The lesson will be made up, or the fee will not be charged if the pupil is absent from School because of an event which is advertised in the school Calendar.

- If in exceptional circumstances, the pupil is unavailable for a lesson due to a school activity or event and the instrumental teacher has not been given adequate notice to re-organise, the school will reimburse the teacher with fees lost for that lesson.

Waiting List

- When a pupil has been on a waiting list for instrumental tuition, lessons will not commence until parents have been informed of the vacancy.

Notice

- Any change to, or cancellation of, agreed lessons for a pupil must be given in writing by the parent.

- A term's notice must be given to the teacher, in writing, with a copy to the Director of Music.

- Notice of half a term may be accepted at the discretion of the teacher.

- Notice of half a term may be given if a pupil has had fewer than 10 lessons.

- Failure to give notice will result in fees of one term being levied in lieu of that notice.

Instrument Hire

- Instruments are hired out by the school and parents are charged a termly fee on the school account.

- In addition to the termly hire fee, parents are responsible for making good any loss or damage to hired instruments.

- Parents are advised to take out insurance against loss or accidental damage to all instruments.

- In most cases, pupils will be expected to have their own instrument after the first year.

Billing

- Instrumental teachers will bill the parents directly by invoice, a term in advance.

- Payment should be made direct to the teacher and not the school and must be paid according to the conditions set out in the invoice by the individual teacher.

- Fees for the academic year 2026 – 2027 are £270 for 10 lessons (£27 for each 30-minute lesson).

- Fees for joint 30-minute lessons (where applicable) are £135 for 10 lessons.

- Fees for 20-minute lessons are £175 for 10 lessons (£18 for each 20-minute lesson).

- Fees for joint 20-minute lessons (where applicable) £93 for 10 lessons

The teacher has the right to expect regular practice between lessons.
Pupils are expected to participate fully in the school's music activities, as required.