

**SPRING TERM 2020 – INSTRUMENTAL AND SINGING LESSONS**

Dear Parents and Carers,

I am delighted to share with you some of the musical opportunities available to your child at Leytonstone. As part of the music department's extra-curricular programme, instrumental and vocal lessons for students are available and are organised through Waltham Forest Music Service. Last academic year there were over 70 students in the school taking individual instrumental or singing lessons and I would strongly encourage you to make most of this opportunity.

**Important information:**

- LESSON TIMES:** All individual lessons are 20 or 40 minutes. Please be aware that the timetable is the consequence of the availability of the instrumental teachers and therefore, some lessons might happen during lunch break or after school. The school is subsidising these lesson for all pupils and the subsidy levels are listed below. Tuition costs for 10 lessons (term) at subsidised costs are as follows:

<b>Individual Lesson – 20 minutes (Subsidised 15%)</b>	<b>123.30</b>
<b>Individual Lesson – 40 minutes (Subsidised 15%)</b>	<b>246.60</b>
<b>Pupils on Free School Meals - 20 minutes (Subsidised 50%)</b>	<b>72.50</b>
<b>Pupils on Free School Meals - 40 minutes (Subsidised 50%)</b>	<b>145.00</b>

**FEES:** Fees are not refundable. You must pay for the lessons by 22nd November 2020 to ensure confirmation of booking. The payment instruction for these lessons will be on Parent Pay between 16th and 22nd November 2020.

<b>Term:</b>	<b>Final date for paying for lessons:</b>
Spring term 2020	22 <sup>nd</sup> November 2020
Summer term 2020	14 <sup>th</sup> February 2021

- ATTENDANCE: It is a student's responsibility to check the notice board outside the music office to confirm their lesson time as timings might change.** In the case of a peripatetic teacher being absent, students will receive a credit towards a replacement lesson during the same term.
- INSURANCE:** It is a parent's/carer's responsibility to insure a student's instrument. The school is not responsible for damage, theft or repair of instruments. Students leave instruments in school at their own risk. This applies to privately owned instruments or a private instrumental rental scheme through Music Service.
- SAFETY DURING COVID19:** To ensure pupil's safety during this uncertain times, we have put safety measures in place as follows:
  - Instrumental teacher and pupil must be at least 2m away from each other throughout the duration of a lesson (even during demonstrations)
  - Apart from woodwind and brass instruments, instruments can be shared (drums, keyboard/piano, guitar) but cleaning with disinfected wipes must be ensured by instrumental teacher after each pupil
  - Pupils can only use their own woodwind and brass instruments and must not share them
  - During 40 minutes' lessons, doors must stay open at all times to ensure ventilation
- CANCELLING:** Your child is going to be automatically re-enrolled into next term, unless you notify myself in writing or via e-mail ([tstimec.320@lgflmail.org](mailto:tstimec.320@lgflmail.org)) that you wish to cancel their lessons. You can cancel lessons by the last day before the half term (14.02.2021 or 15.05.2021)

Please get in touch with me if you have any questions or need further information.

Yours sincerely,  
Miss Terry (T. Stimec) **Head of Music**

**PLEASE BRING THIS PAGE TO THE MUSIC OFFICE by 13<sup>TH</sup> November 2020**

**INSTRUMENTAL TUITION APPLICATION FORM**

Student Name: \_\_\_\_\_

Form: \_\_\_\_\_

Instrument:

Piano		Acoustic Guitar		Viola		Clarinet	
Drums		Classical Guitar		Cello		Saxophone	
Electric Guitar		Violin		Flute		Trumpet	

Does your child have their own instrument? \_\_\_\_\_

**Chosen Lesson Duration**

Individual 20 min

Individual 40 min

I give permission for my son/daughter to receive Instrumental Tuition at Leytonstone School and understand that I am responsible for any fees incurred.

I understand that this form must be brought to Music Office by 13<sup>th</sup> November 2020 otherwise this place for instrumental lessons will be lost.

I understand that the price for the instrumental lessons will be on the ParentPay from 16<sup>th</sup> to 22<sup>nd</sup> November 2020, and I will make payment by 22<sup>nd</sup> November 2020.

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

Address: \_\_\_\_\_

Contact Telephone no: \_\_\_\_\_

E mail: \_\_\_\_\_

**\*Parent pay: The finance officer will make arrangements for you able to pay through the Parent pay once you hand in this application form.**

I have read and agree to the terms above:

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

Print Name: \_\_\_\_\_ (Parent / Guardian)

**Please keep the first page for your information, and bring this second page to the music office.**