



Tomlinscote School

Musical instrument, singing lesson information and application form

At Tomlinscote, we believe that every one of our students should be given the opportunity to begin or continue musical instrument or singing lessons. Private lessons are offered on a range of instruments provided by well-qualified staff through Tomlinscote's Music Department and the Surrey Arts music service. Students may start lessons at any time during the academic year. Once an application form has been submitted, details will be passed to the relevant instrumental teacher who will then make contact as soon as possible to get your child started.

If your child is looking to continue their instrumental lessons and are currently using Surrey Arts music service, please contact them to arrange transition to/ continuation at Tomlinscote. If your child wishes to learn something new having never played before, these are the instrumental lessons currently provided by the Music Department's own private staff:

Flute	Piano	Electric Guitar
Clarinet	Trumpet	Bass Guitar
Saxophone	Trombone	Acoustic Guitar
Singing (non-classical)	Drums	

Please note that we only offer group lessons **at the discretion** of the instrumental teacher.

If your child wishes to have lessons on any of the instruments listed above, please read through, complete and return the attached request form and contract to the Head of Music. Please **do not send any money** at this stage. The teacher will be in touch regarding invoices.

If you wish your child to learn an instrument listed/ not listed above and wish to have these provided by Surrey Arts music service, please contact them directly. A link can be found here: <https://www.surreycc.gov.uk/culture-and-leisure/arts/music/lessons-for-children/apply-and-pay>

Please note music lessons can also be provided free of charge only to students eligible to receive Pupil Premium funding.

Should you require any further assistance or information, please do not hesitate to contact me by email (lfrater@tomlinscoteschool.com)

I look forward to receiving your application.

Regards
Mr L. Frater
Head of Music

Request form and Contract for Instrumental Tuition

Please return to Mr L. Frater (Head of Music) via the Main Office or directly

My child's: (name) _____ (tutor group) _____

would like to receive instrumental tuition through Tomlinscote's Music Department on (instrument)

_____.

Please reserve a place for them on the waiting list and let us know as soon as a slot on the timetable becomes available for (*please tick*):

- 30-minute individual lessons (£200 per term x10 lessons per term)*

* Please note - **do not send money** at this stage; the teacher will invoice you directly at the start of each term

I am aware that I will need to supply an instrument for my child **and for it to be comprehensively insured** (except piano and drum lessons, we have both on site). I confirm that I have read the conditions regarding the arrangements for instrumental tuition at Tomlinscote School.

I understand that invoices for lessons are to be paid for in *advance* to the teacher and that I **must give a FULL half term's notice** (i.e., 6 weeks) in writing or email to the Instrumental teacher/ Head of Music for termination of tuition.

Mr/ Mrs/ Ms/ Dr (PRINT NAME) _____

Signature: _____ Date: _____

Contact tel. no: _____

Contact email address: _____

Please ensure your contact details are correct at the time of competition. Your details will be by our instrumental teachers so that they may contact you directly regarding timetabling, attendance concerns or invoicing or any lesson alterations.

Instrumental information (if applicable):

Please complete this section to aid us in instrument security at school.

Make sure you put some identification on your instrument case to ensure its visibly identifiable as yours.

Instrument make: _____

Instrument model: _____ Serial no. _____

CONTRACT & AGREEMENT

PARENT COPY - KEEP FOR YOUR RECORDS

Tomlinscote School – Instrumental Tuition

Instrumental tuition is provided by Tomlinscote School for students under the following conditions:

1. General conditions

1.1 This contract is between the person paying the fees and Tomlinscote School.

2. Responsibilities relating chiefly to parents:

2.1 It is the responsibility of the parent to provide a suitable instrument and any accessories required for use in lessons. It is expected that each student undertaking a course of tuition will have regular access to an instrument for practising. Instruments should be kept in a suitable case with the student's name and tutor group easily identifiable.

2.2 The school cannot accept any responsibility for loss of, or damage to, instruments brought into the school (including hired instruments). A cupboard for the storage of instruments is provided next to the M2 Music room. It is the responsibility of the parent to ensure that instruments are *comprehensively* insured. Advice on musical instruments insurance can be obtained from the Head of Music. The Head of Music should be informed of the make, model and serial number of any instrument brought regularly into the school. Instruments should not be left in school overnight if possible and not during school holidays.

2.3 **A FULL half a term's notice** (i.e., 6 school weeks) **in writing** (e.g., by email) to the Head of Music is required for termination of tuition.

3. Responsibilities relating chiefly to students:

3.1 An organised scheme of regular practice is expected of students undertaking instrumental tuition. Students receiving lessons are also expected to take part in appropriate school-based music groups as guided by their tutor or other music teachers.

3.2 It is the responsibility **of the student** to check the timetable board regularly to note lesson times, rooms and any changes. This is especially relevant where INSET, public examinations, sports and other events have caused a change. Students are expected to arrive punctually and to return to academic lessons promptly at the end of their music lesson. Music tuition *may* take place when the school is closed or partially closed to students because of INSET sessions or other 'off timetable' events. If in doubt, students should check beforehand as a charge will still be made in the event of non-attendance.

4. Responsibilities relating chiefly to Tomlinscote School, the Music Department and the tutors:

4.1 Invoices are issued during the first lesson, and the fees are payable in advance directly to the tutor or to Tomlinscote School, as indicated on the invoice. It is the right of the teacher to refuse tuition to a student where fees have not been paid. Invoices should be **settled within 30 days at the latest**.

4.2 Tuition fees will be reviewed on an annual basis. The Head of Music will give **notice in writing of any changes in the fees**. They may increase year on year to match similar competitive rates of other schools' and institutions and to ensure we can retain and pay our expert staff fairly.

4.3 Reports covering attendance and punctuality; organisation; progress, attitude and preparation for lessons; and personal targets and achievements are issued once a year. These, together with a well-documented register and informal and formal monitoring of lessons by the Head of Music, form the basis of our appraisal scheme.

4.4 A minimum of 30 lessons, mostly **on a rotating timetable**, will be scheduled and taught to each student per year. These will usually be divided into 10 per term, though circumstances such as staff illness, school closures or unusually short-term dates may necessitate some flexibility. Tutors may negotiate directly with parents to teach more than 30 lessons per year; where this has been agreed a pro-rata fee will be payable and clearly shown on the invoice.

4.5 **No refunds** are given for missed lessons through **sickness, lateness, forgetfulness, or exclusion**. Similarly, refunds are not given for **school events** (e.g., trips or exams) where the instrument teacher has not been notified **at least one day in advance**. Where a teacher is absent from a lesson, an attempt will be made to reschedule the lesson. If this cannot be done, then the lesson cost will be deducted from the next invoice.

4.6 The Head of Music has overall responsibility for the timetabling, rooming, monitoring and reporting of lessons, as well as the appointment and appraisal of suitably qualified staff. All enquires and correspondence relating generally to the instrumental tuition provided by Tomlinscote School should be addressed to Mr L. Frater, Head of Music (lfrater@tomlinscoteschool.com).