
A not-for-profit Agency run by **Gloucester Academy of Music** in Partnership with **CHELTENHAM FESTIVALS**

APPLICATION FOR INSTRUMENTAL TUITION

Schools Music was formed in May 2012 in response to the sudden loss of provision of instrumental teachers in Primary Schools in the area. We aim to provide only high quality teaching in local schools. The teachers are self-employed but all paperwork is done for them by the agency. Your child may have seen one of our teachers give a demonstration in school, or the teacher may already be a familiar face in school. We offer lessons on a wide range of instruments, so don't feel you are limited to the instrument demonstrated. Instrumental lessons are currently available on:

- Guitar – classical; acoustic
- Flute, Clarinet, Saxophone, Bassoon, Oboe
- Strings – Violin; Cello; Viola
- Brass
- Piano (individual lessons only, as group lessons are not practical)
- Drums and orchestral percussion

Instruments

We do not provide instruments for hire. A $\frac{3}{4}$ size guitar can be bought online for around £40 but other instruments may be worth hiring. They are available from www.gloucestershiremusic.co.uk

Lessons and Fees

There is a choice of individual or shared lessons (see the application form). The shared lessons add a social element to lessons, but any child will progress faster with individual lessons. At the teacher's recommendation, the pupils may move on to smaller group or individual lessons in order for them to receive more focused teaching. We offer quality music training aimed at making accomplished, happy performers. For the younger, pre-grade 1 pupils a 20 minute lesson option is available as concentrating throughout a longer lesson might be tiring for them.

There are 10 lessons each term. If a teacher is absent, the lesson will either be 'made up' later in the term or, if this is not possible, a credit will be issued on the following term's invoice.

Applying for lessons

Please fill in the accompanying application form and send it with a deposit cheque for £20. Schools Music staff will put a teacher in touch with the school to organise lessons. The cheque will not be cashed until the teacher has confirmed that he/she is able to provide lessons as requested. It will be deducted from the balance due once lessons commence. Payment must be made within 2 weeks' of receipt of the invoice to ensure continuation of lessons.

Enquiries

If you have any questions, please email schoolsmusic@gamusic.co.uk

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Terms and Conditions

Before completing the application form, please read the following terms and conditions and retain for reference.

- 1. Lessons**
 - 1.1 All applications for tuition must be completed and signed by the pupil's parent/carer. Lessons cannot be arranged without parental consent or receipt of the deposit. If tuition cannot be arranged immediately, pupil details will be retained on a waiting list for 6 months.
- 2. Payment**
 - 2.1 A cheque for £20 is required with each application. The cheque will not be cashed until the teacher has confirmed that he/she will be able to provide the tuition requested by the parent. This payment will be deducted from the first invoice.
 - 2.2 Payment for lessons is required termly in advance and is non-refundable. Payment made be made by
 - i) Full payment of invoice within 14 days by cheque.
 - ii) Full payment of invoice within 14 days by bank transfer to 'Gloucester Academy of Music', Barclays Bank, 18 Southgate Street, Gloucester. GL1 2HH; Sort Code 20 33 83; Acc. No. 53072606.
 - 2.3 Payment must be made within 14 days to ensure continuation of lessons. Failure to pay as agreed will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and Schools Music. Lessons missed due to suspension will be forfeited.
- 3. Financial assistance**
 - 3.1 Where financial assistance is provided by a third party, invoicing to parents will be adjusted accordingly. Liability of lessons remains the responsibility of parents/carers unless 100% funding is provided by the third party.
- 4. Attendance, refunds and cancellations**
 - 4.1 Schools Music aims to provide 10 lessons per term. If the total number of lessons in a term falls below this because of teacher absence, an appropriate credit will be made to the next invoice or a refund given.
 - 4.2 Credits or refunds cannot be given for lessons missed by the pupil for any reason (unless due to long term illness or hospitalisation, in which case, written notice will be required, and should be provided as soon as possible). In the case of pre-planned events eg teacher training days, school visits, exams etc 7 days' written notice is required. Although no guarantees can be made, the teacher will endeavour to re-schedule lessons. If a lesson is missed because of these circumstances and it cannot be made up, a credit or refund will be given. Please note that where absence from lessons is due to school related events, eg teacher training day, it is the parents/carer's responsibility to ensure notice is given to the agency.
 - 4.3 In the case of shared lessons, if a single pupil is absent from a lesson for whatever reason, we regret that no refund can be made. If a whole group is unable to attend a lesson, Schools Music requires 7 days' written notice as detailed above.
 - 4.4 If your child is withdrawn, excluded or suspended from school and lessons cannot be provided in school, Schools Music office must be informed immediately to discuss future provision of lessons. Otherwise missed lessons will be forfeited.
 - 4.5 Lessons for the next term may be cancelled before the end of the current term. Written notice of cancellation must be provided before the last day of the term, otherwise a 4-week cancellation fee will be payable. e.g. to stop lessons in January, written notice must be given before the last day of the Autumn Term in December. If this is not provided, an invoice for 4 weeks' lessons will be sent in that January.
 - 4.6 All information regarding 4.2, 4.3, 4.4, and 4.5 should be sent to Schools Music (schoolsmusic@gamusic.co.uk) and not to the school or individual teacher.
- 5. Liability**
 - 5.1 Schools Music does not accept liability for loss or damage to any personal possessions or personal injury, however caused.
- 6. Terms and Conditions**
 - 6.1 Schools Music reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by Schools Music regarding these Terms and Conditions shall be final.

Please note that these Terms and Conditions are legally binding. Your signature on the Application form confirms that you have read and understood them and that you agree to abide by them.

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APPLICATION FORM

Please complete all sections on both sides in **BLOCK CAPITALS**

PART 1 - STUDENT DETAILS

Name..... DOB.....

Male/Female

Address.....

.....

.....

Post Code.....

Parent/Carer(print)..... Signature.....

Home telephone..... Mobile

Email..... (For communication)

Current School.....

Does the student have any special needs or medical requirements.....

Does the student have any musical experience?.....

School Year Group (eg Year 6)

PART 2 - LESSON REQUESTS

Instrument (eg Guitar).....

Please circle which lesson you would like:

Cost per term for 10 lessons

No. of Students	15 mins	20 mins	30 mins
Solo lesson (1 pupil)	£89.00	£118.50	£177.50
Shared lesson (2 pupils)	-	£59.50	£89.00
Group Lesson (3 – 5 pupils)	-	-	£59.50

*Please note –The number in the shared lesson will depend on the number of similar applications received. Students may be encouraged to form a smaller group or to have individual lessons to progress more effectively or if there are not enough students to form a group, an individual option will be offered.

IMPORTANT – Payment of tuition fees is in within two weeks of the start of lessons. Please refer to terms and conditions for full details.

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APPLICATION FORM (continued)

DECLARATION

On behalf of the student named overleaf, I apply for instrumental/vocal tuition with Schools Music. I have read the Terms and Conditions and agree to pay fees when required. I understand that lessons will be renewed automatically, and that if I wish to cancel lessons I must ensure that my request in writing is received before the last day of term, otherwise a 4 week cancellation charge will be payable (see condition 4.5)

I attach my cheque for £20 made payable to **Gloucester Academy of Music** and understand that this will be deducted from the first invoice issued by Schools Music for lessons.

Signed (Parent/carer).....

Date.....

Please note that these Terms and Conditions are legally binding. Your signature confirms that you have read and understood them and that you agree to abide by them.

Please return your completed form with £20 cheque payable to *Gloucester Academy of Music* as a deposit to your school office in an envelope marked 'Schools Music'. (Alternatively this could be paid by bank transfer to account 'Gloucester Academy of Music' at Barclays Bank, 18 Southgate Street, Gloucester GL1 2HH; Sort Code 20-33-83; Acc. No. 53072606).

If you have any queries regarding the application process, please email schoolsmusic@gamusic.co.uk.

Note to School Office/Parent – Once application forms are completed by parents, please send the them as soon as possible to 'Schools Music', Gloucester Academy of Music, Barbican House, 31 Barbican Road, Gloucester GL1 2JF.

DATA PROTECTION

All personal information held on computer will remain confidential to Schools Music and will not be shared with unauthorised individuals or external companies. However, to facilitate the provision of lessons on school premises, information may be shared with authorised individuals at your child's school.

Under the Data Protection Act, you have a right to receive a copy of the personal data we hold on computer. To receive a copy, please contact the office via schoolsmusic@gamusic.co.uk