



## Trinity School

A Church of England  
Academy

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Sheila Johnston and Derek Kay  
Co-Headteachers

Dear Parent/Carer

**Re: Instrumental Tuition Arrangements for New Starters in September 2018  
(Current Fees are subject to review during the Autumn Term)**

**Payment Options and Information**

As your child has expressed an interest in taking instrumental/singing tuition during the academic year 2018/19, I am writing to inform you of the arrangements for charging for music tuition from September 2018.

**Guitar Lessons**

The fees charged for the half hour Individual Lesson will be £20.00 and a Group Lesson will be £10.00. There will be 39 weeks in this school year, however to allow for inset days and the occasional missed lesson due to staff absences/school activities we will only charge for 35 weeks.

This means that for the academic year a student taking individual lessons will pay £700.00 overall and a student taking group lessons will pay £350.00. As the majority of parent/carers prefer to pay by monthly instalments, and this is the School's preferred option, we would ask for an initial deposit by 24 September 2018 followed by 9 monthly payments commencing in October:

- Individual Lesson deposit: £70.00 followed by 9 monthly payments of £70.00.
- Group Lesson deposit: £35.00 followed by 9 monthly payments of £35.00.

Please complete the attached Forms and return them to the Finance office by 24 September 2018 with the appropriate deposit. Please ensure that you use your child's name as your reference when setting up the standing order so that we can cross reference your payment easily.

(Note if payments do not start in October the monthly payment will need to be adjusted to ensure the fees are paid in full by 28 June 2019).

Your payments will be recorded and regular statements will be issued to enable you to reconcile payments made against the invoice which will be sent in the Autumn Term. You can also pay using your credit/debit card either via ParentPay or by phoning the Finance office on 01228 403560 (once the students ParentPay account has been activated). Payments by cash and cheque are acceptable and should be handed into Main Reception: cheques should be made payable to 'Trinity School'.

The Music tutor will keep a register and a refund or credit note will only be issued at the end of the school year for valid absences. Valid reasons for absence are: teacher absence, school trips, exam leave, and long term illness. Total number of lessons received must be less than 35 as explained above. Please note that lessons missed because of unforeseen circumstances, such as an occasional day's illness **will** be charged for.

Please note that students will not be allowed to continue with lessons if payments are not received promptly. Should a student wish to stop taking lessons we require 4 weeks paid notice and confirmation in writing.

**Other Musical Instruments available**

As an incentive to students certain instruments will be offered for a free trial period to the end of September and this includes some Endangered Instruments which are being subsidised by Cumbria County Council. Should a student continue to receive lessons after the trial period we will only charge for 31 weeks tuition for the year. A separate arrangements letter is available giving more detail and this is available from the Music Department.

**Arrangements for Keyboard/Piano, Violin, Singing and Drums 2018/19**

The Peripatetic teachers will be charging and collecting the fees for their particular lessons, therefore the Finance Office will not be involved with these. Parent/Carers will receive information directly from them at the start of September.

All students are required to come to the Music Department to check the dates and times of their lesson, staff are always on hand to help with this.

Please keep this letter for reference, however, if you have any queries about the information detailed please do not hesitate to contact me: Mrs Alison Richardson, Curriculum Leader for the Arts and Head of Music [ari@trinity.cumbria.sch.uk](mailto:ari@trinity.cumbria.sch.uk) 01228 516051, extension 202.

Yours faithfully

Alison Richardson (Mrs)  
**Head of Music Department**



## NEW STARTER Consent Form – Instrument Tuition

### Please complete and return to the Finance Office

Please read the accompanying Music Tuition Arrangement letter carefully before completing and signing this form which gives permission for your son/daughter to receive instrument tuition.

Name of Student: \_\_\_\_\_ Form: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

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

Instrument: \_\_\_\_\_

Instrument Teacher (if known): \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Carer:

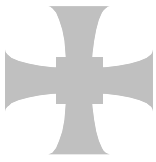
Name in Capitals: \_\_\_\_\_ Date: \_\_\_\_\_

### Please indicate ✓

- I understand that if my son/daughter decides to stop taking lessons I will give 4 weeks written notice and I understand that if my child does not attend during these 4 weeks
- I will still be charged.
- I enclose a cheque to cover the relevant deposit.

Should you wish to pay directly into Trinity School bank account please contact the Finance Office on: 01228 403560 for more information - Alison Larking, Finance Manager, or Chris Robinson, Finance Assistant.

**Please note that the Finance office is open throughout the Summer Holidays from 9 am to 3 pm.**



## Payment of Music Tuition by Standing Order

The details you will require for payment of music tuition by standing order are as follows:

Bank Account No: 10247803    Sort Code: 16-15-25

Account Name: Trinity School C of E Academy

Bank: Royal Bank of Scotland, 37 Lowther Street, Carlisle

Please ensure that you put your child's name as your reference when setting up the standing order so that we can cross reference your payment easily.

**Please return the slip below to the Finance Office once you have set up the standing order.**

Thank you.

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### Reply Slip: Standing Order - Please return to Finance Office

Student's Name: .....

I confirm that I have set up a standing of order with effect from (date): .....  
to (date): .....

With the reference of: ..... for £ .....

I confirm that the invoice will be paid in full by 28 June 2018.

Signed (Parent/Carer): .....