



Registered Address: Strand Road  
Carlisle  
Cumbria CA1 1JB

Telephone Number: 01228 516051  
Email Address: [info@trinity.cumbria.sch.uk](mailto:info@trinity.cumbria.sch.uk)  
[www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk)

## Trinity School

A Church of England  
Academy  
4 July 2019

Sheila Johnston and Derek Kay  
Co-Headteachers

Dear Parent/Carer

### Re: **Guitar:** Instrumental Tuition Arrangements for Year 7 New Starters in September 2019

#### Payment Options and Information

As your child has expressed an interest in taking Guitar Lessons during the academic year 2019/20, I am writing to inform you of the arrangements for charging for music tuition from September 2019.

There has been a slight increase in the cost of providing music lessons to students for the coming year. The Governing Body has decided not to pass this increase onto you this year, however, they will review this again for the next academic year 2020/21.

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 lessons. The fees charged for the half hour Individual Lesson will be £20.00 and a Group Lesson will be £10.00. 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.

The School's preferred method of payment is by monthly instalment either by standing order or via ParentPay. We would ask that the fees are paid in full by 30 June 2020 and this can be achieved by paying 10 equal payments, with the first payment being made before the end of September 2019.

Please complete the attached Forms and return them to the Finance office by 27 September 2019: use your child's name as your reference when setting up the standing order so that we can cross reference your payment easily.

Your payments will be recorded, and regular statements will be issued to enable you to reconcile payments made against the Music Fees invoice which will be sent to you during 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'. (Note: Fees are required to be paid in full by 30 June 2020)

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. 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, a separate arrangements letter is available giving more detail and this is available from the Music Department.

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.

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.



-----  
**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 30 June 2020.

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

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