



Trinity School

A Church of England
Academy

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Sheila Johnston and Derek Kay
Co-Headteachers

Parent/Carer

**Re: Instrumental/Singing Tuition Arrangements - Continuing Students September 2018/19.
(Current Fees are subject to review during the Autumn Term)
Payment Options and Information Years 11 and 13 for Guitar/Saxophone/Clarinet/Brass/Cello/Flute**

As your son/daughter has expressed an interest in continuing with instrumental lessons I am writing to inform you of the arrangements for charging for music tuition from September 2018. The fees charged for the half hour sessions are: An individual lesson will be £20.00 and a group lesson will be £10.00. We will only charge for lessons up to the Summer Half Term as many students in years 11 and 13 take study or exam leave, this would be 32 weeks however, to allow for the occasional missed lesson due to staff absences/school activities we will only charge for 28 weeks. Should the student continue to take lessons during the final half term a separate invoice will be issued.

This means that for this academic year a student taking individual lessons will pay £560.00 overall and a student taking group lessons will pay £280.00. As the majority of parent/carers prefer to pay by standing order making monthly payments we would ask that the fees are paid in full by 28 June 2019. This can be achieved by either paying a deposit amount plus 9 equal monthly payments or by paying 10 equal payments, with the first payment being made before the end of September 2018.

For Individual lessons: 10 monthly payments of £56.00.

For Group lessons: 10 monthly payments of £28.00.

The School's preferred method of payment is monthly via Standing Order, however payments can also be made using your credit/debit card via ParentPay. Payments by cash or cheque are also acceptable and should be handed in at the main reception desk: cheques should be made payable to 'Trinity School'. The Finance Office may be contacted on 01228 403560.

Endangered Instruments

As an incentive certain instrument tuition is being subsidised by Cumbria County Council and the fees for the half hour sessions will be: £17.50 for an individual lesson and £8.75 for a group lesson. The instruments concerned are: Oboe; Cello; Double Bass

Please complete the attached Consent Form to confirm your son/daughter will be continuing with music tuition in September and indicate your preferred payment method. It would be appreciated if this form could be returned to the Finance Office by 13 July 2018.

A form showing Trinity School's bank details is also attached should you decide to pay by Standing Order. Please ensure that you use your son/daughter's name as your reference when setting up the Standing Order so that we can cross reference your payment easily.

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

You should receive an invoice in the Autumn Term showing the Music Fees for 2018/19 and regular statements will be issued to enable you to reconcile payments made.

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.

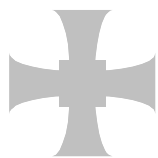
The Music tutor will keep an attendance register, a refund or credit note will only be issued at the end of the school year for valid absences. Valid reasons for absence are: teacher absence, school trips, exam leave, and long term illness. Total number of lessons received must be less than 28 as explained above. Any 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.

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 01228 516051 on extension 202.

Yours faithfully

Alison Richardson
Head of Music Department



Consent Form – Music 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 or singing tuition.

Name of Student: Form:.....

Address:

.....

Email address:

Instrument: Instrument Teacher (if known):

Signed: **Parent / Carer** Date:

Please Tick Payment Option:

- 10 monthly instalments from September 2018 – June 2019
- Pay in full by 31.12.18.
- Three instalments to reach us by: 31.12.18 / 31.3.19 & 28.6.19 (no reminders will be sent to you).

NB All fees must be paid in full by 28.6.19

Please read and Tick relevant boxes:

- I understand that if my son/daughter decides to stop taking lessons I will give 4 weeks written notice and understand that if my child does not attend during these 4 weeks I will still be charged.
- I have/will set up a Standing Order.
- I will make payments via ParentPay.
- I will make payments by Cheque/Cash.

For Year 10, 11, 12 and 13 students only:

Please indicate below if your son/daughter is studying for GCSE or 'A' Level Music

NB: Tuition for 1 instrument or singing is free of charge if studying music.

	Yes*	No*
GCSE Music	<input type="checkbox"/>	<input type="checkbox"/>
AS Level Music	<input type="checkbox"/>	<input type="checkbox"/>
A2 Level Music	<input type="checkbox"/>	<input type="checkbox"/>



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 2019.

Signed (Parent/Carer):