



Request for Instrumental and Singing Lessons at

King Edward VI School

Academic Year 2024–2025

YOU MUST RETURN THIS FORM VIA EMAIL TO:
gnt@king-ed.suffolk.sch.uk (Music Administrator)

Please complete this form if you wish to have instrumental or singing lessons at King Edward VI School.

Name:
Current School:
Date of Application: ___/___/___

What instrument do you play/What instrument would you like to play?

InstrumentGrade and/or length of time playing

InstrumentGrade and/or length of time playing

Do you already have singing lessons? Yes/No **Grade if applicable**.....

Do you play or sing in any bands/groups/orchestras/ensembles/choirs in or out of school? Yes/No

Please give details

Information regarding payment for instrumental lessons at King Edward VI School

For instrumental and singing lessons we ask all parents to contribute towards the cost which is calculated on **34 lessons per year**. Payment can be made in full, or in two equal instalments. You will receive an invoice in July 2024. Whichever option is chosen, **the first payment must be paid by 1 September 2024 in order for lessons to commence** and the second instalment by 1 February 2025. Our preferred method of payment is Parent Pay (our online payment system). The current cost of music lessons is detailed below:

Lesson Type	Annual cost	2 instalments of:	Price per lesson
20-minute shared lesson	£273.70	£136.85	£8.05
20-minute individual lesson	£389.30	£194.65	£11.45
30-minute individual lesson	£547.40	£273.70	£16.10

Financial help may be available; please see the attached remissions policy for more information.

If you require information about the hire of instruments, please get in touch with Mrs Tye (GNT@king-ed.suffolk.sch.uk)

I would like to request instrument/singing lessons for my son/daughter from September 2024 as detailed below:

	Instrument (please specify) or Singing	Preference of lesson type e.g. 20min shared (please be aware that this cannot always be accommodated)
1 st instrument		
Additional 2 nd instrument		

You will be contacted via email by the end of the Summer Term with details of the instrument/singing lessons we are able to offer your son/daughter. You will be asked to confirm the offer **by return**. Please leave us your contact details below:

Parent/Carer name:.....

Contact email address:

When you confirm the offer of lessons, you are agreeing to abide by our school instrumental/singing lesson contract of commitment. Please find details attached.

Please sign below to confirm that you would like your child to start instrumental/vocal lessons in September 2024, and that you have read the attached contract of commitment which details our attendance and cancellation policy.

Signed (Parent/Carer) Dated

Instrumental/Singing Lesson Contract of Commitment

Cancellation Policy:

If your child wishes to stop their lessons, we must receive **written or email confirmation** from a Parent/Carer giving at least **one full term's notice** in advance, a request to stop lessons from a student or their instrumental/vocal teacher is not sufficient. This should be sent to Mrs Tye, Music Administrator at gnt@king-ed.suffolk.sch.uk

Please be aware that if we do not receive written notice of cancellation, you will still be charged for a term's worth of lessons.

**** Students who will be in Year 11 should remember that instrumental and singing lessons do continue when they are on study leave and so the correct notice must be given if lessons are not required during this period.**

Attendance Policy:

If your child cannot attend their lesson due to an appointment or other commitment, they should rearrange their lesson in advance with Mrs Tye, Music Administrator, gnt@king-ed.suffolk.sch.uk giving at least 48 hours' notice.

If your child is unwell, please give as much notice as possible. Poor attendance, with no explanation, will result in lessons being stopped and no refund given.

As the cost of lessons we provide at school are heavily subsidised, we encourage our students to attend at least one school run ensemble.

- Orchestra
- String Orchestra
- Wind Band
- Chamber Music including Clarinet Choir
- Ex Silentio -SATO Choir
- Kingettes – Musical Theatre & Pop Choir

Private Tuition:

If your child receives private instrumental tuition outside of school, they cannot receive instrumental/vocal lessons on the **same** instrument in school.

Instrument Lesson Remissions Policy

King Edward VI School recognises the contribution that music makes towards the development of well-rounded young people. The school organises a large range of extra-curricular musical tuition and works hard to keep the cost to families as reasonable as possible.

If you are in receipt of Free School Meals or are experiencing financial difficulties, please contact the school as we may be able to offer financial assistance.

If you have any questions regarding the information above please feel free to contact me at the email address below or by phoning school Reception on 01284 761393.

Mrs G Tye
Music Administrator
gnt@king-ed.suffolk.sch.uk

FAQS

When will lessons start? How will my child know where to go and when?

Once you have accepted your offer of lessons and the first instalment has been paid, your child will be called to a meeting during the first full week of the new academic year. In this meeting students will be shown where lessons are held (*in the practice rooms on the Performing Arts corridor*), where they can check timetables (*on the instrument lesson noticeboard outside the Crush Hall*), and which day and at what time their first lesson is. This also provides an opportunity for new students to meet Music Department staff and ask any questions they might have. It is the responsibility of the student to make a note of their lesson times and excuse themselves from curriculum lessons five minutes before the start of their instrumental lesson to ensure they receive their full allocation. New timetables are published at the beginning of each term. It is advisable that students **double check their times on the morning of each lesson before school starts** as it is sometimes necessary to make changes.

Will my child miss curriculum lessons to attend their instrumental lessons?

Yes. Instrumental and vocal lessons are timetabled on rotation to minimise the amount of time missed in any one lesson. If students are aware of an upcoming assessment or other such important lesson they can rearrange their lesson in advance with their instrumental or vocal teacher.

Can my child apply for lessons on more than one instrument or voice?

Yes. In most cases it is possible for students to take lessons in two different instruments. Occasionally this can lead to an unsatisfactory number of curriculum lessons being missed, and parents may be advised to seek one set of lessons outside of school but this is rare, and advice will be given on a case-by-case basis.

How will I know my son/daughter is progressing?

Instrumental/vocal teachers write individual reports detailing progress and attainment once a year in the Summer Term. All instrumental/vocal teachers also offer the opportunity for students to take instrumental and vocal exams, and many students find these to be a worthwhile and satisfying experience to reward their hard work in lessons.

How many lessons will my son/daughter receive in a year?

Students are guaranteed 34 lessons across the academic year, and parents/carers will be charged for these in two instalments. There are at least 38 weeks in each academic year, which leaves a four-week margin to accommodate teacher absence, bank holidays, and PD days. In the unlikely event that a teacher is unable to provide the minimum 34 lessons across the year a substitute teacher will be put in place, or in extreme cases, a refund will be calculated.

Could my child be placed on a waiting list?

When a teacher becomes oversubscribed there is a possibility that students making new applications may be placed on a waiting list for that teacher. Waiting lists are often short, and it usually possible to accommodate all applications for lessons within a term of a student starting at school. In the instance of a waiting list being much longer, students may wish to consider seeking lessons outside of school and will be advised by Department staff.