



Our Ref: SHu/CAd

Academic year 2021/2022

Dear Parent/Carer

### **Instrumental Tuition**

I am delighted to be able to offer your child instrumental tuition through our local music service, Suffolk County Music.

If you would like your child to receive instrumental lessons in school, the following reply slip should be completed and returned back to myself. The instrumental lessons are coordinated and timetabled together with Suffolk Music Service. Any enquiries can be made to myself via the email address, which can be found at the bottom of this letter. We offer a number of instrumental lessons that include Woodwind, Brass, Vocals, Piano and Percussion.

Lessons are invoiced per term at a cost of £95. If your child is interested please complete the form and return as soon as possible.

For further information about this, please contact Stephanie Hugill on the email provided below.

Yours faithfully

Mrs S Hugill  
Head of Performing Arts, Sybil Andrews Academy  
[s.hugill@sybilandrewsacademy.co.uk](mailto:s.hugill@sybilandrewsacademy.co.uk)

Rougham Tower Avenue, Bury St Edmunds, Suffolk, IP32 7QB. T: 01284 413400 E: SAA@sybilandrewsacademy.co.uk





## **SECTION 1: TO BE COMPLETED BY THE PARENT/CARER**

I apply for private music tuition in \_\_\_\_\_ (instrument/subject)  
for my son/daughter

\_\_\_\_\_

(name and form) in accordance with the Conditions set out below.

Name of Parent/Carer \_\_\_\_\_

Email address \_\_\_\_\_

Contact number (optional) \_\_\_\_\_

Signed by Parent / Carer \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please note these contact details will be shared with the Peripatetic Teacher for correspondence purposes.

I/We agree to accept the following conditions:-

(a) to pay the appropriate termly fee in full which can vary depending upon the number receiving tuition and instrument being taken. Fees will be payable termly in advance via ParentPay and should be paid by the due date stated on the account. If fees remain unpaid 14 days after the due date, peripatetic music teacher reserve the right to suspend tuition until the fees are paid. Lessons missed through non-payment of fees will be forfeit.

(b) there cannot be a rebate if parents decide to stop lessons part way through a term. The school cannot reimburse you for lessons lost through absence due to illness, holidays or out of school visits.

(c) Parents MUST NOTIFY THE SCHOOL IN WRITING BY OCTOBER HALF TERM if you wish to stop lessons for JANUARY; FEBRUARY HALF TERM if you wish to stop lessons for APRIL; MAY HALF TERM if you wish to stop lessons for SEPTEMBER.

(d) if your child has to leave the school unexpectedly the normal notice period in (c) is waived;

(e) If the music tutor is absent, every attempt is made by the music department to rearrange lessons which will otherwise be missed because of the teacher's absence, school examinations, or attendance on a school trip, if an alternative solution cannot be found the lesson will not be charged to parents.



### **Termination of lessons**

You are required to give the School one half term's notice, in writing, otherwise a term's fees will be charged in lieu of notice. We ask that you inform by email Mrs S Hugill, [shugill@sybilandrewsacademy.co.uk](mailto:shugill@sybilandrewsacademy.co.uk) in the music department and [saa@sybilandrewsacademy.co.uk](mailto:saa@sybilandrewsacademy.co.uk) of such a change, so that the timetable and other areas of administration can be kept up to date.

### **Cost of Lessons**

The cost of lessons from September 2021 will be £95.00 per term, each lesson will be 20min long.

You will be invoiced by the individual teacher or the School for each term's lessons, to be paid termly in advance. Lessons missed due to the pupil's absence from school (due to illness, for example) are charged to parents.

Please note all personal data will be processed in accordance with the General Data Protection Regulation and school privacy notice available on the school website [www.sybilandrewsacademy.co.uk](http://www.sybilandrewsacademy.co.uk)

Please return this form to [shugill@sybilandrewsacademy.co.uk](mailto:shugill@sybilandrewsacademy.co.uk)