



Hertswood Academy

Aim High • Achieve Excellence

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Headteacher Peter Gillett BSc (Hons), PGCE, NPQH, MBA

May 2021

PROVISION OF INSTRUMENT AND VOCAL TUITION AT HERTSWOOD ACADEMY

Dear Parent/Carer

This letter sets out the instrumental and vocal tuition available at Hertswood Academy this term and how to apply for them. For students wanting to start or continue lessons in **Singing, Violin, Trumpet, Drum Kit, Flute, Clarinet** or **Saxophone**, the parent/carer needs to apply for lessons directly with the Music Service. All the information you need to book is available at <http://www.hertsmusicservice.org.uk/registeronline>.

For students wanting to start or continue **Guitar, Bass Guitar, Piano** and **Keyboard** tuition, parents/carers need to apply to Hertswood Academy directly using the form below. In all cases, Hertfordshire Music Service tutors will be teaching face to face or online and every effort has been taken to ensure both tutors and pupils are kept safe in line with guidance.

INSTRUMENTAL / VOCAL LESSONS

- All instrumental and vocal lessons are timetabled as **20-minute lessons**
- These lessons take place **throughout the school day** on a rotating timetable. It is the **responsibility** of the student to catch up any class work missed due to a lesson (a good friend in the class is very useful for this purpose)
- Students will receive **11 lessons** in a term – 1 lesson a week
- Students can choose to have either an **Individual lesson** or a **Shared lesson** (*same year group bubble pairs*)
- There are **Enrichment activities**, which the student is encouraged to attend.
(Activities run after school for approximately one hour)

LESSON CHARGES & INSTRUMENT HIRE CHARGES

1. **Individual** lessons = **£154.00** per term
Group lessons = **£77.00** per term
(*Enrichment activities are free of charge*)
2. **All instrument hire fees are £20 per term**
(Flute, Clarinet, Saxophone, Violin and Trumpet only, dependent on instrument availability)
(Drums and guitars can be used for practice in school only)

PAYMENT METHOD AND CONDITIONS for GUITAR, BASS GUITAR, PIANO and KEYBOARD ONLY

- Information on how to pay will be sent to you once we have received the completed overleaf stating intent for your child to receive music lessons
- Payment for the **tuition** will be **termly in advance** of the term's lessons. Instalment payments can be made. Please contact the Finance Department to arrange
- Parents may be entitled to reduced music lessons – please call the Hertfordshire County Council's Customer Service Centre on 0300 123 4048 and ask for Remission of Music fees to check entitlement. You can also apply online at www.hertsdirect.org, completing a How Can We Help You form.
- Lessons will not begin without payment or an agreed arrangement with Hertswood's Finance Department
- If you son/daughter wishes to **stop lessons**, the parent/carer must give **half a term's notice in writing** to Mr Hobbs – failure to give this notice will result in the parent/carer be invoiced for half a term's lessons
- **Instrumental hire** will be dealt with once the lessons have been organised

CONTACT BETWEEN SCHOOL AND HOME

- A **profile report** from the instrumental teacher will be written towards the end of the year summarising your child's progress
- Brief **reports** will be sent to summarise attendance, commitment and progress at least once a year
- A **Diary** will be provided for your son/daughter to write down practice tasks for the week, to help them remember and for you to keep a check on their progress
- The school may contact parents if they wish to discuss **unexplained absences or a lack of commitment**

INSTRUMENTS / CONCERTS / GRADES

- Although the school has some **instruments** of its own for hire, it is also possible for the parent/carer to hire an instrument from a music shop initially, with a view to buying at a later stage. This system is run by music shops local to the area and information of current schemes can be obtained from the Music Department
- With various **concerts** throughout the year, it is hoped that performance opportunities will be part of their tuition as soon as students begin at Hertswood, either on their own or in their ensemble activity
- The taking of appropriate **Grades** is decided upon between the student and the instrumental teacher. This opportunity occurs once each term

If you have any other questions, please do not hesitate to contact me at school.

Yours faithfully

Philip Hobbs

Philip Hobbs
Head of Performing Arts



PROVISION OF GUITAR, BASS GUITAR, PIANO or KEYBOARD TUITION

Student Name: **Tutor Group:**

I would like my son/daughter to start _____ lessons
(Guitar, Bass Guitar, Piano or Keyboard)

I have read and understand the attached information concerning the instrumental/vocal tuition.

- I would like my son/daughter to take paired lessons
- I would like my son/daughter to take individual lessons
- I have applied for Remission of Music Fees through Hertfordshire County Council

Signed: Parent/Carer Date:

Print name:

For your son/daughter to receive instrumental or vocal tuition in September, you must return this form, and make payment via ParentPay, by Friday 9th July 2021

Please return to the Finance Office, Hertswood Academy

