

July 2017



Penryn
College

"Achieving through Challenge"

Dear Parent/Carer(s),

You are receiving this letter as your child has expressed an interest in learning an instrument at Penryn College.

Instrumental Lessons at Penryn College

Instrumental and Vocal tuition is provided through Cornwall Music Service Trust and the Penryn College Instrumental Team. Lessons are offered in Voice, Woodwind (Flute, Clarinet, Oboe, and Saxophone), Strings (Violin, Viola, Cello, and Double Bass), Brass (Trumpet, Cornet, Euphonium, Horn, Trombone, and Tuba), Keyboard, Drums (Drum Kit and Orchestral Percussion), and Guitar (Electric, Classical, Acoustic, and Bass).

34 lessons are provided over the year, mostly in groups of 4 pupils or individually for 30 minutes. Please see the table below for an outline of the termly and yearly costs.

4 pupils in a group	34 x 30 mins lessons	£ 5.00 per lesson	Autumn Term £ 60.00 Spring Term £ 50.00 Summer Term £ 60.00	£ 170 per year
Individual lessons	34 x 30 mins lessons	£ 20.00 per lesson	Autumn Term £ 240.00 Spring Term £ 200.00 Summer Term £ 240.00	£680 per year

We will be able to accommodate your preference for groupings in the vast majority of cases. However, in a few instances we may need to offer lessons to your child in groups of 2 or 3 for 30 minutes due to timetabling restraints. Groupings of 2 will be charged £10.00 per lesson and groups of 3 will be charged £6.70 per lesson. If we cannot meet your preference, you will be contacted by the music administrator to discuss timetabling and grouping costs.

Subsidy

Through Cornwall Music Education Hub (CMEH) we are able to offer a subsidy for both instrumental and vocal tuition. These concessions can only apply for one instrument being learnt.

Child in receipt of Free School Meals	£5.00 subsidy per lesson
Child in Care	£5.00 subsidy per lesson
Child in Service Families	£5.00 subsidy per lesson
Families in receipt of Disability Living Allowance (Evidence would need to be provided with each terms payment)	£2.50 subsidy per lesson
GCSE Music Pupils	£5.00 subsidy per lesson
Child learning a Minority Instrument (Bassoon, Oboe, French Horn, Tuba, Euphonium, Cello, Double Bass, Viola)	30 min individual lesson at group rate
Child with an Educational Health Care Plan (EHCP)	30 min individual lesson at group rate



Payment

Payments need to be made directly to Penryn College using the ParentPay. Upon receipt of your completed Instrumental Tuition agreement, charges for the Autumn term will be added to your ParentPay account. If you are the parent/carer of a child joining us in September, your ParentPay logins will not be active over the summer period; please can you still return the Tuition Agreement and payment will be added to your ParentPay account in September. For the Spring and Summer Term payments an invoice will be sent prior to the payment deadline. **A place on a timetable cannot be secured without meeting the payment deadlines.**

	Payment Deadline	Lessons Commence
Autumn Term	Wednesday 13 th September 2017	Week commencing Monday 18 th September
Spring Term	Friday 1 st December 2017	Week commencing Monday 8 th January 2018
Summer Term	Friday 16 th March 2018	Week commencing Monday 16 th April 2018

Timetabling

Pupils are responsible for remembering to attend their lessons. Instrumental timetables are displayed on the Music Department display board outside of CA2 and pupils will also have a copy sent to their school email address. Any changes will be displayed on the Music Department display board and communicated to pupils via their school e-mail account and/or notices in tutor files. Lessons are arranged on a rotating basis to ensure instrumental lessons do not continually clash with the same academic lesson. Staff are aware that pupils must be allowed to attend scheduled music lessons.

Extracurricular

In addition to the instrumental lesson time the school provides ensemble performing opportunities for all instrumental and vocal pupils at no additional cost. We actively encourage all pupils who learn an instrument to take part. Please see the study support programme for more information.

Instrument Hire and Instrument Care

Instrumental hire is available at a cost through Cornwall Music Education Hub (information available on their website - <http://cornwallmusiceducationhub.org/>). Instruments should be stored inside the instrument storage room at the back of the CA2 classroom. However, we cannot accept responsibility for instruments stored on school property and advise that you insure your instrument for outside home use.

Cancellation of Lessons and Missed lessons

We ask that you provide **6 lessons' notice in writing** if you wish to discontinue lessons. Failure to give sufficient notice will be charged accordingly. A cancellation form can be downloaded from the Instrumental Tuition page on the Penryn College website.

If you wish for your child to have Instrumental/Vocal tuition during this academic year, please sign and return the attached Instrumental Tuition Agreement by **Friday 8th September 2017** to Miss Bagshaw (Music Administrator), either by e-mailing the completed form to musicadmin@penryn-college.cornwall.sch.uk or returning it with your child to the Creative Arts office. For further information, please contact the Music Administrator or refer to the Instrumental Tuition policy which will be available shortly on the Penryn College website Instrumental Tuition page.

Yours faithfully

Sarah Childs

Head of Creative Arts and Music



Penryn College Instrumental Tuition Agreement 2017-2018

Student Name: _____ **Year & Tutor Group:** _____

Instrument: _____ **Level:** Beginner Continuing*

*Please indicate how long your child has been learning the instrument and, if applicable, the most recent grade they have achieved _____

I would like my child to receive: *(please tick as appropriate)*

4 pupils in a group	34 x 30 mins lessons	£ 5.00 per lesson	
Individual lessons	34 x 30 mins lessons	£20.00 per lesson	

If you are entitled to exemption or subsidy of costs please tick below: *(please tick as appropriate)*

Child in receipt of Free School Meals	£5.00 subsidy per lesson	
Child in Care	£5.00 subsidy per lesson	
Child in Service Families	£5.00 subsidy per lesson	
Families in receipt of Disability Living Allowance <i>(Evidence would need to be provided for each term)</i>	£2.50 subsidy per lesson	
GCSE Music Pupils	£5.00 subsidy per lesson	
Child learning a Minority Instrument <i>(Bassoon, Oboe, French Horn, Tuba, Euphonium, Cello, Double Bass, Viola)</i>	30 min individual lesson at group rate	
Child with an Education Health Care Plan (EHCP)	30 min individual lesson at group rate	

- I consent for my child to receive Instrumental / Vocal Tuition at Penryn College and have read and agree to the terms and conditions as set out in the attached letter.
- I understand that I must provide payment by the payment deadlines for lessons to start / continue each term.
- I understand my child is responsible for knowing when their instrumental lesson is and remembering to attend. Failure to attend does not qualify for reimbursement of costs.
- I understand that my child must attend all lessons and must organise with the instrumental teacher any alterations or catching up of any time missed.
- Should we wish to discontinue, I agree to give 6 lessons' notice in writing.

Signed: _____

(Parent / Carer)

Print Name: _____

Date: _____

