

**Lowes Wong Junior School  
Instrumental & Vocal Tuition Agreement  
2024/2025**



**Child's Name:** .....

**Class:** .....

Please select the instrument you wish to apply for, sign overleaf and return this form to the School Office. Your child's name will be placed on the appropriate waiting list and you will be contacted when a place becomes available.

For further information, please email [vbaxter@lwj.org.uk](mailto:vbaxter@lwj.org.uk) or contact the school office on 01636 813432.

Instrument	Instrument	Loan Instrument Required?	Individual Lesson	Shared lesson
<b>Brass:</b>				
Cornet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pBone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trumpet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Keyboard (Piano):</b>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lowers Strings:</b>				
Cello	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Percussion:</b>				
Drums	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>Upper Strings:</b>				
Violin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voice (Musical Theatre):</b>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
<b>Woodwind:</b>				
Clarinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saxophone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Guitar:</b>				
Guitar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ukelele	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***I confirm that I wish my son/daughter to have lessons with the Instrumental and Music Teaching Service of Inspire working with Notts. County Council or Paul Dawn Guitar. I have read and agree to abide by the terms and conditions attached.***

**Signed:** .....

**Date:** .....

**Name of Parent/Carer** .....

**Tel. No:** .....

**Email Address:** .....

### Additional Information:

Lowes' Wong has a thriving Music Tuition tradition with over 150 pupils enjoying lessons each week. We currently use the services of Inspire through a contract with Notts. County and Paul Dawn Guitar to deliver our instrumental and voice lessons. All teachers in the scheme are qualified, experienced and are subject to a DBS check (in possession of an Enhanced CRB Certificate).

### Lesson Fees & Invoicing:

Single Lesson (based upon two students sharing a 20-minute session)	£79.00 per term
Individual Lesson (based upon one student for 20 minutes)	£155.00 per term
Instrumental loan (where available)	£18.00 per term

Lessons are charged as a package price for each term. This is based on receiving a minimum of 10 weekly lessons per term.

The school invoices termly in advance for all other instruments and voice lessons, via your account with [www.eduspot.co.uk](http://www.eduspot.co.uk). Please ensure all invoices are paid promptly in order for students to remain on the timetable. Failure to pay an invoice will result in no further time being ordered and the application process would have to be repeated to begin lessons again at the earliest opportunity.

### Cessation of Lessons:

In order to cease instrumental and voice tuition, **notice MUST be given in writing prior to the deadlines** detailed below. This can be sent via email to [vbaxter@lwj.org.uk](mailto:vbaxter@lwj.org.uk) or by letter to the School Office. Receipt of this request will be acknowledged in all circumstances.

Lessons to finish at the end of the:	Written notice must be received by:
Autumn Term 2024	Monday 7 <sup>th</sup> October 2024
Spring Term 2025	Monday 3 <sup>rd</sup> February 2025
Summer Term 2025	Monday 19 <sup>th</sup> May 2025

### Remission:

To ensure all young people can access a full range of opportunities, a remission scheme is available and those eligible are:

- Students who are eligible for free school meals
- Parents who are in receipt of the NHS exemption certificate (we will require a copy of the current NHS exemption certificate every year)
- Parents who are in receipt of Universal Credit – monthly take home pay is lower than £935 (confirmation is required)
- Students that are a looked after child

The remission scheme covers the teaching of one instrument (based upon a shared 20-minute lesson) and the instrument hire. It is subject to satisfactory reports. If you consider yourself eligible for the remission scheme and would like more details, please contact Victoria Baxter in the office on 01636 813432 or [vbaxter@lwj.org.uk](mailto:vbaxter@lwj.org.uk)

## Terms and Conditions for lessons provided by Inspire

1. All accounts are submitted termly and are payable in advance. If one term's payment is missed lessons will be suspended until full payment is received.
2. Cost is based on a 20-minute shared lesson in a group of 2. Individual lessons are available, upon request, at an additional cost. Lessons will be charged as a package price for each term. This is based on a maximum of 12 weekly lessons with a minimum 10 weekly lessons per term.
3. If you wish to cease your child's lessons for the coming term, we will only accept written notice of the intention to stop lessons provided it is received by the dates advertised. Failure to do so will result in you being liable for the next term's fees.
4. Notice to cease music lessons can be made any time before the advertised due date and should be sent to [vbaxter@lwj.org.uk](mailto:vbaxter@lwj.org.uk) or confirmed in writing to the School Office. The due date is usually six weeks prior to the commencement of the new term.
5. Should Inspire no longer be able to fulfil their commitment to provide music tuition, we reserve the right to cancel lessons offered under the current scheme. In this instance parents would be given one month's notice and fees adjusted accordingly.
6. Fees are subject to revision and written notification will be given of any alteration.
7. Any lessons missed due to tutor absence will be refunded to the original form of payment, unless the invoice remains outstanding when you shall receive a credit to either the current or occasionally the next term's bill. Lessons will only be refunded if the total number of lessons that term fall below the minimum quantity of 10.
8. There will be no refunds for lessons missed due to pupil absence (including field trips) except for an extended illness/injury of more than three weeks. Where possible staff will do their best to rearrange these lessons if reasonable notice is given.
9. Pupils in Years 3 and 4 will not usually be permitted to undertake tuition in more than one instrument (including voice). Pupils in Years 5 and 6 who wish to have tuition in a second instrument/voice may do so at the discretion of the school and music tutors.
10. To ensure all young people can access a full range of opportunities, a remission scheme is available and those eligible are:
  - Students who are eligible for free school meals
  - Parents who are in receipt of the NHS exemption certificate (we will require a copy of the current NHS exemption certificate every year)
  - Parents who are in receipt of Universal Credit – monthly take home pay is lower than £935 (confirmation is required)
  - Students that are a looked after child

The remission scheme covers the teaching of one instrument (based upon a shared 20-minute lesson) and the instrument hire. It is subject to satisfactory reports. If you consider yourself eligible for the remission scheme and would like more details please contact the school office on 01636 813432 or email [vbaxter@lwj.org.uk](mailto:vbaxter@lwj.org.uk)

### **Third Party Terms and Conditions for lessons provided by Paul Dawn Guitar**

1. All accounts are submitted termly directly from Paul Dawn and are payable within 14 days of the invoice date. If one terms payment is missed, lessons will be suspended until full payment is received.
2. Cost is based on a 20minute shared lesson in a group of 2. Individual lessons are available, upon request, at an additional cost. Lessons will be charged as a package price for each term. This is based on a maximum of 11 weekly lessons with a minimum 10 weekly lessons per term.
3. If you wish to cease guitar tuition for the coming term, we will only accept written notice of the intention to stop lessons provided it is received by the dates advertised. Failure to do so will result in you being liable for the next terms fees.
4. Notice to cease guitar tuition can be made any time before the advertised due date and should either be confirmed in writing to the school office marked for the attention of Paul Dawn or emailed directly to [pauldawnuitar@hotmail.co.uk](mailto:pauldawnuitar@hotmail.co.uk) The due date is usually 6 weeks prior to the commencement of the new term.
5. Fees are subject to revision and written notification will be given of any alteration.
6. The cost of any lessons missed due to tutor absence will be taken off the invoice for the next term if the absence means less than 10 lessons will be received that term.
7. There will be no refunds for lessons missed due to pupil absence (including field trips) except for an extended illness/injury or more than 3 weeks. Where possible I will do my best to rearrange these lessons if reasonable notice is given.
8. To ensure all young people can access a full range of opportunities, a limited remission scheme is available and those eligible are:
  - Students who are eligible for free school meals
  - Parents who are in receipt of the NHS exemption certificate (we will require a copy of the current NHS exemption certificate every year)
  - Parents who are in receipt of Universal Credit – monthly take home pay is lower than £935 (confirmation is required)
  - Students that are a looked after child

Places for students wishing to apply for the Remission are available on a first come, first served basis as there are limited places available. Remission students will receive a weekly shared lesson and the hire of a guitar. Lessons are subject to satisfactory behaviour, effort, regular practise and care of hired guitar. If you consider yourself eligible for the remission scheme and would like to be placed on the wait list please contact Paul Dawn in writing c/o the School Office or via email [pauldawnuitar@hotmail.co.uk](mailto:pauldawnuitar@hotmail.co.uk)