



**Ford End C of E Primary School**  
Main Road, Ford End, Chelmsford, Essex, CM3 1LQ  
Tel: 01245 237209 Fax: 01245 237560  
Email: [admin@fordend.essex.sch.uk](mailto:admin@fordend.essex.sch.uk)  
Website: [www.fordendschool.com](http://www.fordendschool.com)  
Executive Head: Mrs. Elizabeth Maycock  
Head of School: Mrs. Sarah Cottee

September 2018

Dear Parents,

### **Music Tuition: Academic Year 2018-2019**

We are in the process of co-ordinating the peripatetic music tuition for the new academic year. If you would like your child to take advantage of this service, please complete the slip attached. If your child already receives lessons, **we still need you to inform us if you wish your child to continue for another academic year.**

The quality of this instrumental music teaching is of a very high standard. We have one music tutor who visits our school on a weekly basis during term time. As the autumn term is long, we have arranged for 11 lessons (note: Monday 19<sup>th</sup> Nov is a non-pupil day).

Flute, keyboard and piano lessons with Mrs. Bundy  
**Lessons commence Monday September 2018**  
**£77.00 for Autumn term**

All parties (i.e. parents, pupils and the school) are asked to sign the attached music contract for the whole academic year, clearly setting out commitments and expectations. Please read and complete this contract and return it to school with the slip at the end of this letter **by Monday 10th September 2018 to secure your child's lesson.** Alternatively, please copy and paste into an email to: [admin@fordend.essex.sch.uk](mailto:admin@fordend.essex.sch.uk)

**IMPORTANT: Please pay via your Parentmail account. Music fees are payable in advance for the whole term and music lessons will not be allocated unless fees are received.**

If you have concerns about the cost of the lessons and are on income support, Essex Music Service can provide tuition vouchers of £46.50 per term. Parents will be required to register online to be granted the tuition voucher via the following website. <https://UKESSEX.speedadmin.dk/tilmelding#> Any issues please contact Essex Music Services on tel: 0333 0138953.

Yours sincerely

**Mrs Sarah Cottee**  
**Head of School**

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**Music Tuition: Academic Year 2018-2019**

My child would like to take advantage of music tuition in school during the academic year 2018-2019.

Pupil's name.....

My child is interested in the following instrument: flute, keyboard or piano (please circle chosen instrument/s).

Payment of £77.00 has been made via Parentmail to secure my child's lessons.

Signed:  
Parent/Guardian.....

Enclosed: Individual Music Tuition Agreement



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## Individual Music Tuition Agreement

*The school has always endeavoured to provide individual instrumental or singing instruction for all those pupils showing an aptitude and interest in music. However, in view of reduced funding, the Governors now feel it necessary to seek some measure of commitment from participating children and their parents/guardians to ensure best use of the limited funds. Please give careful consideration to the terms of the following agreement before signing and returning to school.*

### The school agrees to provide:

- A qualified music teacher
- A suitable location
- A 15 minute lesson per pupil, per week, throughout the academic year
- Encouragement and the opportunity to perform in school events

### In consideration for which Parents/Guardians agree to:

- Pay the appropriate fees, in advance, per term for the full academic year
- Provide a suitable instrument (if applicable) (available for hire from Essex Music Services)
- Provide opportunity and encouragement for regular practice
- Where financial support for lessons is given - provide information requested to support their application on a termly basis
- Notify the school in writing at the end of term if your child should wish to cease taking music lessons

### And the pupil agrees to:

- Know which day your music lesson is and remember to bring your instrument and book to school
- Make sure you get to your lesson on time
- Do the required amount of practice every day

**Signed** .....  
Headteacher

**Date** .....

**Signed** .....  
Parent/Guardian

**Date** .....

**Signed** .....  
Pupil

**Date** .....

NOTE : In the event of Essex Music Services or school not being able to provide agreed lessons per term, a pro rata refund will be made in the form of a credit towards the ensuing term's fees. In the event of a pupil not attending ten lessons per term due to his/her own absence, no refund will be payable except in exceptional circumstances such as prolonged illness and then at the discretion of the Headteacher.

It should be noted that where, in the opinion of the music teacher, there is a sustained lack of commitment, the pupil's place may be forfeited.