

19 July 2023

Dear Parent/Carer

I am currently in the process of organising the Secondary peripatetic music lessons for the new academic year. If you are happy to support your child in learning an instrument, please fill in the form attached to this letter with your details and information regarding the instrumental/vocal lessons your child requires.

KBA is committed to offering a high standard of music education to its students and we are therefore proud to work alongside Northampton Music and Performing Arts Trust (NMPAT). KBA highly subsidise the work of the instrumental teachers who come into the school. However, we do require a contribution from parents for these extra lessons, unless your child is entitled to Pupil Premium funding or Free School Meals, in which case these lessons are subsidised further or free of charge.

Lessons are organised on a rotating timetable, so that students have a different time each week in order to minimise disruption to their timetabled curriculum lessons. Each year has 33 scheduled lessons, and payment is split evenly between the terms or paid annually:

Termly payments:

- Paired lessons (grade 2 or below) - 3 termly payments of £75.00
- Individual lessons (above grade 2) – 3 termly payments £138.00

Annual payments:

- Paired lessons (£20 annual discount) – 1 annual payment of £200.00
- Individual lessons (£36 annual discount) – 1 annual payment of £372.50

Pupil Premium and Free School Meals funded lessons:

- Paired lessons (Pupil Premium) – 3 termly payments of £37.50, or 1 annual payment of £100.00
- Paired lessons (Free School Meals) – Free

We work with the arrangement that payment must be made in advance of the lessons. We anticipate that the lessons will begin from September 11, therefore, in order to guarantee a place for your child, please return the attached form and pay online as soon as possible.

If you still have payments outstanding for the previous year's tuition, you will also have to ensure this is settled before a place will be gained on the timetable for the next academic year.

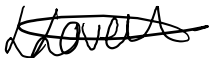
Priority for allocation of lessons will go to students who are already receiving lessons and whose balances are settled, and the rest of the lessons will be allocated on a first come first served basis. We will do our best to accommodate your child's needs, but if all spaces are filled we will form a waiting list and refund your initial payment.

Please note that once signed up for lessons, these will continue for the academic year. A notice period of half a term must be submitted in writing to the finance office in order to stop lessons, otherwise full payment will be incurred. If a student misses more than 3 lessons in a half term, parents will be contacted, and the student may be removed from the timetable.

Payment for lessons should be made online via ScoPay, under the title "23/24 MUSIC LESSONS". **Please be aware that a default amount will show on ScoPay, so please ensure that you enter the correct amount for your child's chosen lesson type.**

Feel free to contact either me or finance – finance@kba.uk if you require any further information.

Yours faithfully



Louise Lovell louiselovell@kba.uk

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Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

Instrumental/Vocal Lesson Application Form and Contract 2023-2024

Instrumental lessons are taught weekly during the school day.

Students will come out of lessons on a weekly rotation to ensure that students are not regularly missing the same time of their curriculum timetable. The times of the lessons will be displayed on the notice board in the music corridor.

Lessons Available:

- Strings - Violin, Viola
- Brass - Trumpet, Trombone, Cornet, Tuba, Euphonium, Tenor Horn
- Woodwind - Flute, Recorder, Clarinet, Saxophone, Oboe, Bassoon
- Drum kit, Percussion
- Piano, Keyboard
- Guitar (electric/acoustic/bass), Ukulele
- Voice (singing)

Missed lessons due to a staff absence will be rescheduled, but lessons missed due to student absence will not.

Lessons can be paid for termly or annually.

Students can be taught in pairs (up to grade 2) or individually (grade 2+).

A notice period of half a term, must be submitted in writing to the finance office in order to stop lessons. Otherwise full payment will be incurred.

Instrument lesson guidelines:

1. Students can either provide their own instrument, or may be able to borrow one from NMPAT - as advised by teacher
2. Students must be prepared to practise on their instrument, either at home, or by booking practise rooms at the Academy during school time.
3. Students must make sure their subject teacher is aware of their instrumental lesson time at the beginning of the lesson and ensure that they register.
4. If a student misses more than 3 lessons in a half term, parents will be contacted, and the student may be removed from the timetable.
5. Students should leave their instrument in the dedicated cupboard in the Music Department when at school
6. Students must take their instrument home on the day of the lesson - it is not advisable to leave them overnight.
7. Once a student has reached grade 1 standard on their instrument, they will be expected to join a school ensemble.
8. If there is too much demand for an instrument, a waiting list will be started, and payment will be refunded.

Name of student:

Tutor group:

Contact name:

Contact email address:

Instrument:

Please tick your chosen lesson type:

Per term paired £75.00	
Per term individual £138.00	
Per year paired £200.00	
Per year individual £372.50	
Per term Pupil Premium £37.50	
Per year Pupil Premium £100.00	
Paired Free School Meals FREE	

I agree to pay the first payment online (please enter the amount for your chosen lesson type) before my child's lessons start.

I understand the guidelines as stated above, and will support my child in following them.

Signed _____ (Parent/Carer)

Please return this form to Student Reception or louiselovell@kba.uk and pay online (please type in the amount for your chosen lesson type) and wait to hear for confirmation.