



**Music Lincs Ltd**  
**c/o John Whitgift Academy**  
**Crosland Road, Grimsby DN37 9EH**  
**tel. 01472 311080 ext.117**  
**voicemail: 07852 442567**  
**email: admin@musiclincs.org.uk**

## INSTRUMENTAL & VOCAL MUSIC TUITION – STARTER PROGRAMME

**LEARNING TO PLAY AN INSTRUMENT** has many benefits, helping to develop multiple skills such as communication, co-ordination, confidence, teamwork, creativity, a sense of enjoyment and the fun of playing music in a group.

**THE STARTER PROGRAMME** offers lessons on a wide range of instruments, including STRINGS (violin, viola, cello, double bass), WOODWIND (recorder, flute, oboe, clarinet, bassoon, saxophone), BRASS (trumpet, cornet, trombone, French horn, euphonium, baritone, tenor horn, tuba), GUITAR (classical, acoustic, electric, bass), KEYBOARD (piano, electronic keyboard) PERCUSSION (drum-kit, orchestral percussion), VOICE, MUSIC THEORY & AURAL. Instruments may be available for hire, free for pupils eligible for Pupil Premium and for new starters in some circumstances. Please call us for details or ask the teacher for advice about hiring or buying an instrument.

**LESSONS** are provided for small groups of beginners, usually for ten weeks, after which students can continue with a choice of lesson types. The lessons are held weekly at school, mainly during school hours. A range of extra-curricular ensembles are also available through our partnerships with NEL Music Hub and GCDYO. Beginners are encouraged to join an ensemble at an early stage to enhance their progress and to socialise with other young musicians.

**FEES** for group/shared lessons on this Starter Programme are **£69.50** for ten lessons. Students eligible for Pupil Premium can claim a subsidy reducing the cost to **£47.00**. (Please contact us for details if you would prefer individual lessons.)

**TO APPLY** please call **01472 311080 ext.117** to provide your details. Fees can be paid by debit card and payment by instalments can be arranged, or you can post your completed application form to **MUSIC LINCS, c/o John Whitgift Academy, Crosland Road, Grimsby DN37 9EH** enclosing payment of £69.50, or £47.00 if eligible for Pupil Premium (cheques payable to Music Lincs Ltd). Making a payment confirms your acceptance and agreement to our Terms & Conditions for Tuition printed overleaf. Lessons can commence only when we have received your payment.

**AVAILABILITY** of lessons on your chosen instrument will be confirmed with the teacher and tuition will start as soon as possible. Places may be limited so please contact us now to reserve a place. If necessary, your application will be held on a waiting list for six months.

**MUSIC LINCS** is a not-for-profit co-operative of professional music teachers, established in 1997 to provide a wide range of specialist instrumental and vocal tuition in our local area. The teachers are qualified, experienced and accredited by Music Lincs and North East Lincolnshire Music Hub. All accredited teachers are checked through the Disclosure & Barring Service, and are offered relevant training, including safeguarding and Child Protection.

**Our aim is to encourage, inspire and motivate students to develop their instrumental and vocal skills, and to experience the enjoyment of making music together.**

**If you have any queries, please contact Emma at Music Lincs on 01472 311080 ext.117 or call our mobile 07852 442567 to leave a message and we will get back to you.**

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 Please detach and return with payment to Music Lincs Ltd, c/o John Whitgift Academy, Crosland Road, Grimsby DN37 9EH

### APPLICATION FOR INSTRUMENTAL TUITION – STARTER PROGRAMME

SP/GnrAut18

INSTRUMENT: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

School/College \_\_\_\_\_ Year Group (e.g. Y4) \_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Email: \_\_\_\_\_

If the pupil is eligible for Pupil Premium, please tick box:

**DECLARATION:** I sign to confirm that I have read, understand and agree to abide by the Terms & Conditions for Tuition for this contract as printed overleaf. I understand that lessons will continue each term after the Starter Programme and unless I give notice as required by the contract a five-week cancellation fee will apply. I understand that all subsidies are offered subject to availability.

Signed (Parent/Carer): ..... Date: .....

## TERMS & CONDITIONS FOR TUITION

1. **Tuition**
  - 1.1 Tuition delivered by the Teacher, who is self-employed, takes place by arrangement with Pupil, Parent, and Head Teacher/Principal as appropriate. Lessons can only be arranged with parental consent and receipt of payment for the first term of tuition. If the requested tuition cannot be provided, pupil details will be retained on a waiting list for six months.
  - 1.2 To achieve a reasonable standard of playing the Teacher recommends that tuition continues for at least one year, and the pupil needs to practise regularly at home between lessons, with parental support and encouragement. Practice and progress will be evaluated and reviewed regularly by the Teacher.
  - 1.3 The Teacher reserves the right to change the lesson grouping of pupils without prior notice, providing the fees charged remain unchanged. If a change of grouping results in a price alteration, the Parent will be notified as early as possible.
2. **Payment**
  - 2.1 The number and cost of lessons is specified by the Teacher on an invoice, which is payable within 14 days to ensure the commencement or continuation of lessons. The Teacher requires payment for tuition in advance per term and tuition will not commence until payment has been received. Any queries regarding payments and requests for additional or different types of lessons should be directed to the Teacher via the Music Lincs Office.
  - 2.2 The Parent will pay the Teacher's fees termly in advance as follows: Autumn Term fees are payable before the start of September, Spring Term fees are payable before the end of the previous Autumn Term, and Summer Term fees are payable before the end of the previous Spring Term. If fees are not received by the due date the Teacher may cancel lessons or add a late payment fee. Fees are refundable only in exceptional circumstances.
3. **Financial Assistance**
  - 3.1 Where financial subsidies are provided by a third-party organisation, information will be shared as necessary to facilitate the funding. All subsidies are subject to eligibility and/or availability. Liability for payment of the Teacher's fees remains the responsibility of the Parent/Carer unless and until funding is agreed by an approved agency and the funds have been received by Music Lincs.
4. **Attendance, Refunds and Cancellation of Lessons**
  - 4.1 The co-operative aims to provide 33 lessons per academic year. School concerts may also be classed as a lesson. The number of lessons delivered by the Teacher may vary according to the number of weeks available each term. If the total number of lessons falls below the number due to be provided because of teacher absence, the lessons will be made up at a later date, or extra time will be added, or the Teacher will provide a replacement teacher, or a credit or refund will be issued.
  - 4.2 Refunds, credits and/or replacement lessons are not given for tuition cancelled by the School, Parent or Pupil unless the Teacher receives notice seven days in advance. Where a pupil is absent from a group lesson for any reason, no refund can be given, however the Teacher may agree at their discretion to offer a replacement lesson where possible. The Teacher will not allow refunds, credits or replacement lessons for pupil absences due to taking a holiday during term time, or for pupil absences due to illness (unless serious, long-term or requiring hospitalisation).
  - 4.3 Lessons will continue, and tuition fees will remain due each term unless the parent gives notice to cancel lessons as follows:
    - Lessons can be cancelled to take effect only from the end of an academic term, i.e. lessons can stop at Xmas, Easter or Summer holidays
    - To cancel lessons the Parent must give written notice to the Teacher **AT LEAST FIVE WEEKS BEFORE THE END OF A FULL ACADEMIC TERM**
    - If the required notice of at least five weeks before the end of a term is not received by the Teacher, payment of fees equivalent to five lessons will be due in lieu of the notice period. This payment in lieu of notice provides no entitlement for the pupil to attend further lessons.
  - 4.4 All requests for information, or queries regarding attendance, refunds and cancellation of lessons should be sent to the Music Lincs Office.
5. **Liability**
  - 5.1 Music Lincs does not accept liability for loss or damage to any personal possessions or personal injury, however caused.
6. **Terms & Conditions**
  - 6.1 Your signature and/or payment of tuition fees provides your confirmation that you have read, understood and agree to abide by these Terms & Conditions for Tuition.
  - 6.2 We reserve the right to modify these Terms & Conditions without notice.

### DATA PROTECTION

We are committed to the principles of data protection and information management. All personal information held on computer or on manual files are confidential to Music Lincs Ltd and will not be shared with unauthorised individuals or external companies. However, where there is legitimate interest, for example to facilitate the provision of lessons on school premises, information may be shared with authorised individuals. When financial assistance is required, information will be shared with only with the relevant agencies or organisations. Under the Data Protection Act, you have the right to receive a copy of the personal data that our co-operative holds about you. To receive a copy, or to enquire about our Privacy Policy, please email [admin@musiclincs.org.uk](mailto:admin@musiclincs.org.uk)

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Music Lincs is a Delivery Partner with North East Lincolnshire Music Hub

Please tick and return to indicate your interest in extra-curricular musical activities, or contact us on 01472 311080 ext.117:			
• Join an Ensemble/Group/Orchestra		• Tuition for Music GCSE, BTec, AS/Alevel	
• Music Theory Tuition		• Taster lessons - try a new instrument	
• Extra Exam Practice		• Parent lessons – help your child to practice at home	
• Aural Training		Other musical interests – please give details:	
• Extra instrumental Lessons			

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