



Wight Music Tuition,
Quay Arts,
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Instrumental and Vocal Tuition

Wight Music Tuition Co-operative is a not-for-profit organisation, providing quality music tuition in close partnership with the Isle of Wight Music Education Hub (IWMEH). Our music teachers currently work with a large number of pupils in the majority of island schools. We provide tuition on a wide range of instruments and voice, aiming to develop each pupil's musical potential according to their individual needs and aspirations.

Our teachers are competent performers and teachers on their specialist instruments. All teachers have had an enhanced check by the Disclosure and Barring Service, (formerly the Criminal Records Bureau), before commencing teaching. They are provided with professional development sessions and they voluntarily subject their teaching to monitoring to ensure high standards.

Instruments

Tuition is available on recorder, flute, oboe, clarinet, bassoon, saxophone, trumpet, cornet, trombone, baritone, French horn, flugel horn, euphonium, tuba, violin, viola, cello, double bass, piano, keyboard, guitar (classical, acoustic, electric and bass), ukulele, drums, voice, and music theory and technology.

When choosing which instrument to learn, the age and size of the pupil needs to be taken into consideration. By contacting our staff, your chosen instrumental teacher will be able to give the appropriate advice. Instruments may be loaned **free of charge**, through your instrumental teacher, from the IWMEH (subject to availability).

Lessons and Fees

There is a range of lesson options and prices (see page 3). For payment options please see 2.2 of our Terms and Conditions. We aim to provide 30 lessons each academic year (10 weeks average per term) the number per term varying from year to year according to school term dates, public holidays, etc. If a teacher is absent, the lesson will either be delivered in a "make-up" week at the end of that term, or if that is not possible, in the following term, with lessons generally take place at school.

*If required, a one-off taster session may sometimes be arranged through the office, subject to teacher availability.

Financial Assistance

Pupils of parents/carers experiencing financial difficulties may be able to access financial assistance from a Pupil Premium provided by some schools. If this is not available, assistance may be provided by application to the Brenda James Trust. However, only pupils who demonstrate considerable ability and commitment can be considered along with documentary financial evidence. Your instrumental teacher will be happy to give advice regarding the Brenda James Trust.

Terms and Conditions

Before completing the application form, please read the following terms and conditions and retain for reference.

1. Lessons

- 1.1 All applications for tuition must be completed and signed by the pupil's parent/carer and returned to the office. If tuition cannot be arranged, pupil details will be retained on a waiting list.
- 1.2 The Co-operative aims to provide **30 lessons per academic year**. The number of lessons per term may vary according to the number of teaching sessions available.
- 1.3 The Co-operative reserves the right to change a pupil's grouping without prior notice, providing the fee charged remains the same. In the event that a grouping change results in a price alteration, the Co-operative will notify the parent/carer as soon as possible to seek agreement.
- 1.4 Any changes to individual lessons will only be made with the agreement of the parent/carer.

2. Payment

- 2.1 **Invoices are issued termly, (Spring, Summer, and Autumn). Payment is required in advance of the term starting and is NON-REFUNDABLE.**
- 2.2 Payment options include:
 - a) **Full payment within 14 days of invoice date by cheque, internet banking (See invoice) or cash paid into the Co-operative office.**
- 2.3 **Payment must be made within 14 days of the invoice date to ensure continuity of tuition. Failure to pay will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and the Co-operative. Lessons missed due to suspension will be forfeited.**
- 2.4 Music books, accessories, any instrumental hire, courses, workshops, examination and accompanist fees are not provided by the Co-operative.

3. Financial Assistance

- 3.1 **Where financial assistance is provided by a third-party organisation, this will be reviewed on a termly basis. Information will be shared with the relevant agency to facilitate funding. Liability for payment of lessons remains the responsibility of parent/carer if funding is not received. It is the responsibility of the parent/carer to advise the Co-operative of any changes in circumstance which may affect funding.**

4. Absence

- 4.1 If a pupil is absent the following apply:
 - No notice or insufficient notice – lesson is forfeited.
 - 7 days' notice to the Co-operative office – the teacher will aim to re-schedule within the term.
 - **Please note that where absence from lessons is due to school related events, e.g. teacher-training day, exams, school trips, work experience etc. it is the parent/carer's responsibility to ensure 7 days' notice is given to the Co-operative.**
- 4.2 If a teacher is absent he/she will endeavour to make up the lesson/lessons within the academic year.
- 4.3 If a whole group is unable to attend a lesson, the Co-operative requires 7 days' notice as detailed above.
- 4.4 If a pupil is withdrawn, excluded or suspended from school and lessons cannot be provided in school, the Co-operative office must be informed immediately to discuss future provision of lessons. Otherwise, any missed lessons will be forfeited.
- 4.5 Notice of absence should be sent to the Co-operative office and not to the school or individual teacher.

5. Cancellations

- 5.1 **Lessons may not be cancelled mid-term. If a pupil stops attending lessons mid-term, no refund can be issued for the lessons missed for the remainder of the term.**
- 5.2 **Lessons may be cancelled at the end of a term (i.e. December, March/April, or July). Written notice of cancellation must be received by the Co-operative office 7 days before the first day of the new term, otherwise a 4-week cancellation fee will be payable.**
- 5.3 **Notice of cancellation should be sent to the Co-operative office and not to the school or individual teacher.**

6. Liability

- 6.1 The Co-operative does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

7. Terms and Conditions

- 7.1 The Co-operative reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by the Co-operative concerning these Terms and Conditions shall be final.

Please note that these Terms and Conditions are legally binding. Your signature on the application form confirms that you have read and understood them and that you agree to abide by them.

APPLICATION FORM

Please complete all sections of this form on both sides in **BLOCK CAPITALS**.

Part 1 – Pupil details

Name..... Date of Birth Male / Female (please circle)

Address *

Post Code..... (*please let us know if the home address and invoice address are different).

Home Tel..... Work/mobile.....

Email..... **(FOR INVOICING AND COMMUNICATION)**

I give permission for photographs/recordings of my child to be taken, stored, and used for marketing purposes by Wight Music Tuition. YES NO

School School Year Group (e.g. Year 9) from September.....

Does the pupil have any special needs or medical requirements?

Does the pupil have any musical experience? Details

Do you wish to apply for financial assistance? YES NO.....

Part 2 – Lesson requirements

Instrument or voice (for guitar, please specify style of teaching required e.g. classical / contemporary)

Instrumental/Vocal teacher name (if known)

What type of lesson would you like? (NB The final decision lies with the teacher)		Cost per term	Choice (indicate 1 st , 2 nd etc)
➤ Group Lesson (4 pupils in 20 minutes) - <u>Primary Schools only</u>		£71	
➤ Group Lesson (4 pupils in 20 minutes) - <u>Secondary Schools only</u>		£86	
➤ 20 minute individual lesson – All schools		£120	
➤ 30 minute individual lesson – All schools		£170	

IMPORTANT NOTES:

Payment of tuition fees is due in advance of lessons. Please refer to terms and conditions for full details.

* Group lessons are dependent on the number of similar applications received and the availability of a suitable teaching space. If there are not enough pupils to constitute a group, an individual option will be offered.

APPLICATION FORM (continued):

DATA PROTECTION

We are committed to the principles of data protection and information management. All personal information held on computer and manual files will remain confidential to the Wight Music Tuition Co-operative and will not be shared with unauthorised individuals or external companies. However, to facilitate the provision of lessons on school premises, information may be shared with authorised individuals at your child's school. If financial assistance is required, information will be shared with the relevant agencies or organisations.

Under the Data Protection Act, you have the right to receive a copy of the personal data we have about you. To receive a copy, please contact the Office Administrator.

WHERE DID YOU HEAR ABOUT THE CO-OPERATIVE?

From a friend ☐ a teacher at school ☐ a concert ☐ other ☐..... (please specify)

DECLARATION

On behalf of the pupil named overleaf, I apply for instrumental/vocal tuition with the Wight Music Tuition Co-operative Ltd. I have read the terms and conditions and agree to pay fees when required. I understand that lessons will be renewed automatically, and that if I wish to cancel lessons I must ensure that my request in writing is received 7 days before the first day of the new term, otherwise a 4-week cancellation fee will be payable (see condition 5.2).

Signed (parent/carer) Date.....

Please print name of parent/carer

Please note that these terms and conditions are legally binding.

Your signature confirms that you have read and understood them and that you agree to abide by them

Please return this form to our office at:

**Wight Music Tuition,
Quay Arts,
Sea Street,
Newport Harbour,
PO30 5BD**

PLEASE ENSURE YOUR APPLICATION FORM IS RETURNED TO OUR OFFICE PRIOR TO THE SECOND LESSON TAKING PLACE – WE REGRET THAT WE WILL BE UNABLE TO HONOUR ANY FURTHER LESSONS UNTIL IN RECEIPT OF THE SIGNED FORM.