

## Instrumental Lesson Request Form 2019-20

Please complete the following information using BLOCK CAPITALS:

<b>School</b>			
<b>Student's Name</b>		<b>Year Group</b>	
<b>Parents/Carer's Name</b>		<b>Billing Name</b>	
<b>Address &amp; Postcode</b>		<b>Billing Address &amp; Postcode (if different)</b>	

<b>Home Telephone</b>	<b>Mobile Telephone</b>	<b>Emergency No.</b>

**Email Address (please print)**

<b>Instrument Type</b>		<b>Instrument Hire Required (please indicate)</b>	Y / N	
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*If Yes please complete an Instrument Hire Request Form online*

Lesson Type	Cost of Lesson per week	Please tick to indicate lesson choice	For office use only
20 min individual lesson	£11.00		
30 min individual lesson	£16.50		

*Please note payment is collected in advance by Direct Debit. Please contact the Music Service office on 01603 307710 or email [musicservice@educatorsolutions.org.uk](mailto:musicservice@educatorsolutions.org.uk) if you need further details.*

***I have read and understand the terms and conditions overleaf set out by Norfolk Music Service and agree to pay all future invoices by direct debit. I understand that this is an ongoing agreement and will automatically be renewed each term unless I notify the Music Service office in writing by the half term holiday to end lessons at the end of the term.***

**Parent/Carer Signature**

**Date**

*Please return this form to Norfolk Music Service, Professional Development Centre, 144 Woodside Road, Norwich, NR7 9QL, FAO Business Support Team*

<b>For office use only</b>	
Direct debit set up:	Customer account ref:

# Instrumental Lesson Terms & Conditions

- 1) Please keep these terms and conditions for your reference; do not send these with your application form.
- 2) The Music Service provides 30 lessons in the academic year.
- 3) Invoices are payable in advance by direct debit and will be sent out before the end of term for lessons in the following term.
- 4) Fees are reviewed annually in September; any changes will be notified one term in advance.
- 5) The Music Service will only refund/make up lessons where the teacher is unavailable or if a student is away from school for more than 3 consecutive weeks in a term due to a long-term illness (doctor's certificate will be requested). Charges will be adjusted where necessary each term but refunds due will only be made at the end of the academic year, once the opportunity has been given to make up for missed lessons by the teacher.
- 6) Lessons are booked one term in advance and are assumed they will continue until written notice either by letter or email is given to Norfolk Music Service by the parent/carer. Notice of withdrawal must not be sent to the teacher or school. If a student wishes to withdraw from lessons, then notice must be given by the half term holiday to end lessons at the end of the term. Fees must be paid up until the end of the term.
- 7) Lessons will be on the same day every week but times will rotate so you will not miss the same class lesson every week.
- 8) A timetable of lessons will be displayed in the school and students are responsible for making their own way to the lesson room for the advertised start of the lesson.
- 9) Parents/Carers are responsible for purchasing books promptly at the request of the teacher; other costs such as entry for examinations (which are not compulsory) will also be charged to the parent/carer.
- 10) Reports will be written by the Music Service teachers and given to the school to include in the student's school report at the end of the academic year.
- 11) The Music Service encourages students to play instruments with others very soon after they begin lessons. For further information about music groups that students can join please visit [www.norfolkmusicclub.org.uk](http://www.norfolkmusicclub.org.uk) > *Making Music*
- 12) Parents/Carers must notify the Music Service office on 01603 307710 of any change of address or contact numbers or if your child moves school during the year.

🎵 A key to successful progress is learning outside the lesson times. 🎵  
Parents, friends and relations can all play a part in listening and joining in!