

Collingwood Instrumental Services

Our services include:

Instrumental tuition working towards examinations or for pleasure.

Tutors will contact Parents/Carers relating to progress/examination entries as and when required.

Lessons are available for the following through Collingwood Instrumental Services:

Piano, Acoustic/classical Guitar, Electric Guitar, Bass Guitar, Ukulele, Singing, Music Theory

Fees per term for 10 Lessons

20 minutes individual tuition = £140.00 per term of 10 lessons

30 minutes Individual tuition = £210.00 per term of 10 lessons

How to apply for lessons

- Complete and sign the application form
- Return the form to Miss Pugh - Head of Music via email to: **k.pugh@collingwood.surrey.sch.uk** or in an envelope marked Instrumental Tuition for the attention of Miss Pugh
- Please **do not** enclose any fees with the application
- **Once your application has been received the tutor will contact you via email to offer lesson availability and confirm days and times currently available.**

General Information Regarding Music Lessons

TERMS AND CONDITIONS - When booking lessons would Parents/Carers please note the following regulations:

1. **Fees** - Are to be paid each term before lessons commence. The fee must be paid directly to the instrumental teacher. Please note that ParentPay cannot be used to pay for instrumental lessons. Teachers will advise preferred method of payment.
2. **Refunds** - if the scheduled number of lessons is not given, the following term's charges will be reduced pro rata, or extra lessons scheduled in the current term/following term. Lessons missed due to the student's absence will not be refunded.
3. **College rules** - Whilst on the premises waiting for an instrumental lesson, students must abide by the College rules. Parents are responsible for the safety of their child at all time when attending after College lessons at Collingwood and should arrange to collect them promptly at the end of the lesson.
4. **Instruments on College premises** - All instruments brought into the College re left at the owner's risk and must be left in the instrument cupboard in the music room M2 and be collected promptly at the end of the College day. The College will not accept any responsibility for loss of, or damage to instruments. It is advisable to include the instrument on a household 'All risk policy'.
5. **Isolating** – If a student or teacher is required to isolate due to 'COVID-19', 'face to face' lessons will change to online lessons. These may not be at the same time as the scheduled lessons in College. New times for lessons will be agreed with Parents/Carers in advance of online lessons.
6. **Online Lesson safeguarding** - Parents are required to be visible at the start of the lesson and remain in the vicinity for the remainder of the lesson.
7. **Online Lesson attendance** - The teacher will enable a waiting room feature on 'zoom' and wait for 5 minutes at the start of the lesson for parents to connect. After 5 minutes the teacher will log out. Lessons scheduled and not attended will still incur payment.
8. **Books** - Parents will be advised about books to purchase prior to lessons commencing. These can be ordered through 'musicroom.com' and usually arrive within 3 days of the order being placed.
9. **Notice of cancellation** - Parents are requested to inform the teacher in writing or via email prior to the end of term if lessons are to be discontinued. If a student withdraws without giving notice, two lessons' fees will be payable - as the teacher will be available for these lessons to take place.

APPLICATION FORM FOR REMOTE MUSIC LESSONS 2021/2022

Student's name:

Year/Tutor Group from September 2021:

Address:

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Home Telephone No: Mobile No:

Email:

Parent/carer's name for contact by teacher:

Lesson requirements

Lessons are currently available 'face to face' or 'online'

Please state instrument(s) and tick box for type of lesson and lesson length required.

PLEASE DO NOT ENCLOSE ANY FEES WITH THE APPLICATION

Once received, this form will be passed to the music teacher who will contact you by email to offer lesson times available. The teacher will phone/text if they do not receive a reply to the email.

Instrument (State instrument):

Please tick preferred lesson type: Face to Face Online

Please tick lesson length: Individual - 30 minutes Individual - 20 minutes

It is important to note that most face to face and online lessons take place after College with the exception of some Guitar/Ukulele lessons which are available during the College day

Any additional information which you feel is relevant:

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I HAVE READ AND ACCEPT THE GENERAL INFORMATION / TERMS OF CONDITIONS

Signed: Parent/Carer Date:

PLEASE RETURN COMPLETED FORM VIA EMAIL TO k.pugh@collingwood.surrey.sch.uk OR RETURN TO KINGSTON RECEPTION IN AN ENVELOPE MARKED FOR THE ATTENTION OF MISS K PUGH, HEAD OF MUSIC