



Hounslow Music Service

Application Form

Individual Lessons

Saturday Music School

2016

**Fee: £183 per term
(All Instruments)**

The Green School for Girls
Busch Corner
Isleworth
TW7 5BB

Please read and keep this document for future reference

Hounslow Music Service – Individual Lessons at Saturday Music School

General

Individual lessons are available for any pupil on a Saturday morning at the Saturday Music School. Tuition is funded by the Department of Education and parental contributions.

How to arrange lessons for your child

Complete the attached application form and send this to the music office with your payment. We will do our best to provide lessons as soon as possible after receiving your application. We will contact you by email/telephone to arrange when these will start. If demand is too great for a teacher to accept all pupils to start at any time, then pupils will be accepted on a first come first served basis, following receipt of the application form at the Hounslow Music Office.

Lessons

The music service offers 30 lessons per academic year and lessons last for 30 minutes. There are usually 10 lessons in each term, and there is a published timetable of session dates available through the Music Office.

Instruments

Your child will need an instrument for their lessons. The Music Service is often able to hire instruments to pupils, depending upon availability, and we are also able to offer an Assisted Instrument Purchase Scheme whereby pupils receiving tuition through the service may be able to purchase new instruments at 0% VAT. Please note that the Assisted Instrument Purchase Scheme is only available in LA maintained schools. We are unable to hire drums or pianos.

Terms and Conditions

Fees

Fees are payable three times a year, at the beginning of each term. Lessons are terminated if invoices are not paid within the stated period.

Assisted Tuition Scheme (ATS)

The Music Service has agreed the level of assistance awarded to families in receipt of certain benefits (see attached schedule of fees). Assisted places are reviewed annually. Parents should notify this office immediately if their entitlement to benefit changes. Assistance for other reasons can be considered individually on receipt of written applications.

Assistance is available for one instrument only per child

Credits and refunds

We offer 30 lessons across the school year. Credits and refunds are normally considered at the end of the school year when it is clear how many lessons have been offered. If, for example, a teacher has been ill for three weeks during the Autumn Term and it has been impossible to arrange cover, there may be the opportunity to make up the missed lessons during the remainder of the year and invoices will be sent as normal. If, at the end of the year (July) it is clear that one or more of the three lessons has not been made up then please do contact the Hounslow Music Office by email or in writing.

If a pupil suffers a long term illness (ie four or more consecutive lessons missed) please advise the Music Office. Either a credit (for a continuing pupil) or a refund will be available. If a child opts to engage in another activity or is absent when there is a scheduled instrumental/vocal lesson, then this counts as a 'lesson offered' and no refund is available.

Withdrawals from courses of lessons

Written notice to withdraw from lessons without penalty must be received at the Hounslow Music Office by the following dates:

- 1st November (for withdrawal at the end of the Autumn Term)
- 20th February (for withdrawal at the end of the Spring Term)
- 11th June (for withdrawal at the end of the Summer Term)

Verbal notification by pupils is not accepted. If notification is received after these dates then half of the termly fee for the following term will be due in lieu of notice. Full fees are payable once lessons have commenced in any one term.

Temporary withdrawal from lessons

Lessons are offered during examination periods and pupils are expected to attend even if they are on study leave. Most pupils find that having something creative to complement their studies, in addition to revision, is not only possible but also beneficial. Continuing lessons cannot be guaranteed if pupils are withdrawn from the Instrumental/Vocal Tuition Scheme for a temporary period. However, parents may wish to pay for the lessons during the examination period in order to keep tuition open for the following year.

Reports

Instrumental/vocal teachers provide a comprehensive annual report in June.

Terms and Conditions

Parents and pupils are subject to all the terms and conditions set out in this document. Hounslow Music Service reserves the right to vary these terms and conditions when necessary.

Queries

Applications, withdrawals and queries relating to Instrumental/Vocal Tuition should be made to:

Instrumental & Vocal Tuition

Hounslow Music Service

4-8 School Road

Hounslow

Middx

TW3 1QZ

Tel 020 8583 2967

Email info@hounslowmusic.org

Monday to Friday, term time only

Please note that administrative staff are only available during term time and that the office is closed during weekends and school holidays.

Please retain these documents for your future reference

Schedule of Fees – Saturday Music School

2016

Saturday Instrumental lesson Scheme – Individual lesson

Standard Fee	£183	per term
Families in receipt of Income Support	£40	per term
Families in receipt of Income Based Job Seekers Allowance	£40	per term
Income Based Employment and Support Allowance	£40	per term
Guarantee Credit element of Pension Credit	£40	per term

*(A copy of your **current** benefit award letter must be sent with the registration form in order to qualify for these fees)*

Theory and Aural

Standard Fee	£40	each per term
Families in receipt of Income Support	£10	each per term
Families in receipt of Income Based Job Seekers Allowance	£10	each per term
Income Based Employment and Support Allowance	£10	each per term
Guarantee Credit element of Pension Credit	£10	each per term

Special Award Scheme

Pupils audition for places on the programme. Pupils who demonstrate exceptional potential who have a proven track record of practice may apply. The Award includes;

30 minute lesson on main instrument

Aural/Theory lesson

Membership of Saturday Specialist School Choir

Standard Fee	£199	per term
Families in receipt of Income Support	£42	per term
Families in receipt of Income Based Job Seekers Allowance	£42	per term
Income Based Employment and Support Allowance	£42	per term
Guarantee Credit element of Pension Credit	£42	per term

*(A copy of your **current** benefit award letter must be sent with the registration form in order to qualify for these fees)*

2nd Instrument for pupils on Special Award

Standard Fee	£125	per term
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Please note that assistance is available on one instrument only and so £125 will apply to lessons on a 2nd Instrument for all pupils on the Special Award

Sibling Discount – Special Award Scheme pupils only

50% reduction on Saturday Special Award scheme for siblings.

We are unable to give assistance for Contributions Based Income Support, Job Seekers Allowance and Employment Support Allowance.

Paired lessons are available under the Saturday Instrumental lessons scheme in certain circumstances.

Fees are subject to an increase annually in April

Financial assistance with fees is only available for one instrument (lessons and hire charges) per child. If an additional instrument is taken up, then full fees will be due on those extra lessons and hire.

Additional Time on either Special Award/Instrumental Lessons

It is possible, depending on teacher availability, to purchase a longer lesson on your main instrument. The additional fee will be as follows;

45 minute instrumental lesson – Special Award	£295	per term
60 minute instrumental lesson – Special Award	£395	per term

Instrumental Hire Fees – FREE for pupils on Special Award

Violin, Viola, Cello, Bass

Standard Fee	£29	per term
Families in receipt of benefits as outlined above	£10	per term

Trumpet, Trombone, Tuba or other brass instruments

Standard Fee	£29	per term
Families in receipt of benefits as outlined above	£10	per term

Acoustic Guitar

Standard Fee	£18	per term
Families in receipt of benefits as outlined above	£10	per term

Flute, Clarinet, Oboe

Standard Fee	£32	per term
Families in receipt of benefits as outlined above	£10	per term

Saxophone

Standard Fee	£36	per term
Families in receipt of benefits as outlined above	£10	per term

Please note that instruments will be available for collection from the Music Office in Feltham. We do not have the facilities to deliver instruments to individual schools. Only limited stocks of instruments are available for hire and these will be allocated on a first-come-first served basis.



Individual Application Form - £183
Saturday Music School –2016

Please complete in BLOCK CAPITALS and return as soon as possible
To: **Hounslow Music Service, 4-8 School Road, Hounslow, Middx TW3 1QZ**

INSTRUMENTAL TEACHER (If known) _____

INSTRUMENT _____ SCHOOL _____

STUDENT (please use BLOCK CAPITALS)

Surname _____

Forename _____ M/F

Date of Birth (dd/mm/yy) _____ Year Group _____

Special Educational Needs/Medical Conditions YES/NO (please give details on separate sheet)

If the student is NOT a beginner, for how long have they been learning? ____ Years ____ Months

PARENT/CARER (Please use BLOCK CAPITALS)

Surname (Mr/Mrs/Ms/Miss/Dr/Rev) _____

Initials _____ Forename _____

Address _____

_____ Postcode _____

Tel No: Home _____ Work _____ Mobile _____

Email _____

PAYMENT and AGREEMENT (please tick)

I enclose my remittance for the fee
Cheque/postal order no. _____ (payable to HOUNSLOW MUSIC SERVICE)

If in receipt of benefits please contact the music office on 020 8583 2967 for further information.

I wish my son/daughter to have instrumental lessons with the Hounslow Music Service

Signed _____ Dated _____

Monitoring information

Ethnic Origin How would you describe your ethnic origin
 (use information below)

Home Language (use information below)

ETHNIC ORIGIN

HOME LANGUAGE

White British - English	WEN	Amharic	AMH
White British - Scottish	WSC	Arabic	ARA
White British – Welsh	WWE	Armenian	ARN
Other White British	WOB	Bengali	BEN
White Irish	WHR	Chinese - Cantonese	CAN
White Traveller of Irish Heritage	WHT	Chinese - Other	CHO
White Gypsy/Roma	WRO	Creole - English	CRE
White Albanian	WAB	Creole - French	CRF
White Bosnian-Herzegovinian	WBO	English	ENG
White Croatian	WCR	French	FRN
White Kosovan	WKO	Farsi	FRS
White Serbian	WSE	Ga	GHA
Turkish/Turkish Cypriot	WTU	Gaelic	GLC
Any other White background	WOW	Greek	GRE
Mixed/Dual: White and Black Caribbean	MWB	German	GRM
Mixed/Dual: White and Black African	MBA	Gurjarati	GUJ
Mixed/Dual: White and Asian	MWA	Hindi	HIN
Any other mixed background	MOT	Italian	ITA
Indian	AIN	Malay	MLY
Pakistani	APK	Other - Please specify	OTH
Bangladeshi	ABA	Polish	PLH
Sinhalese	ASI	Portuguese	POR
Sri Lankan Tamil	ASL	Pashto	PSH
Any other Asian background	AOT	Punjabi	PUN
Black Caribbean	BLB	Serbo-Croat	S-C
Black Nigerian	BNI	Singhalese	SGL
Black Ghanaian	BGH	Somali	SOM
Black Somali	BSO	Spanish	SPA
Other Black African background	BAO	Swahili/Kiswahili	SWA
Any other Black background	BOB	Tagalog/Filipino	TGL
Chinese	CHE	Tamil	TML
Afghanistani	OAF	Turkish	TUR
Arab other	OAR	Twi	TWI
Filipino	OFI	Unclassified	UNC
Iranian	OIR	Urdu	URD
Iraqi	OIQ	Vietnamese	VTM
Kurdish	OKU	Welsh	WLS
Lebanese	OLE	Yoruba	YOR
Any other Ethnic Group	OOE		
Refused	REF		
Information not yet obtained	NOT		