

POLICY DOCUMENT FOR STUDENTS AND PARENTS

TUITION IN WOODWIND

Dear Parent/Carer,

September 2020

Thank you for showing an interest in Woodwind lessons here in school. This agreement is between you and Mrs Shirley Screech. Please note the following:

Lessons will be delivered in accordance with current academy policy and following guidance issued by government and music associations to ensure the safety of students whilst undertaking lessons, visiting instrumental teachers will be made aware of them. They can be summarised as follows:

Well ventilated rooms of adequate size will be used.

Lessons will be delivered in a side by side manner to avoid face to face contact.

There will be gaps between lessons to enable wiping down of all touch points before the next student arrives and allow student to leave without crossing a bubble.

When attending lessons students will move around school so as to avoid crossing bubbles.

Students will enter the performing arts area via a separate entrance equipped with sanitiser.

Student to have their own copies of music, no sharing of instruments or consumables such as drum sticks. This should include a pencil and rubber.

Where appropriate students should have their own instruments, they should be properly cased and cleaned at the end of a lesson.

HOW TO BEGIN INSTRUMENTAL LESSONS: - NO SHARED LESSONS UNLESS STUENTS ARE IN THE SAME YEAR GROUP BUBBLE.

Complete a registration form

Pay fees in advance to Mrs Screech

Single lessons 10 x 20mins per term £100

Shared (2) 10 x 20mins per term £50 per pupil

Cheques should be received during the first week of each term, and should be addressed to Mrs Screech and given to Mrs Ashmore as soon as possible.

Once your son/daughter is fully registered and fees have been paid, their name will be entered onto the timetable that will be emailed to students, it is not possible to currently post timetables on a noticeboard.

It is entirely the student's responsibility to check the notice board at regular intervals to see when their name appears.

CONTINUING OR ENDING LESSONS

For planned absence or illness on the day of their lesson, it would be appreciated if the school was notified before the lesson time. If a student misses a lesson without notification, then a note will be issued asking the student to explain why they did not attend their allocated lesson time.

A full half term's written notice is necessary from parents informing Mrs Screech of their intention to discontinue lessons.

All lessons made available to the student must be paid for, including days when the student is absent from school. Where students miss a lesson due to no fault of their own (instrumental teacher absence or school closure) then lesson time will be made up at a later date. If lesson times cannot be made up, then a refund will be given. Money cannot be refunded once the commitment to a term's lessons has been made.

If you have any further questions, please do not hesitate to contact me. I can be contacted easily by email ashmorej@weyvalley-academy.co.uk

Yours faithfully,

Mrs J. Ashmore, Assistant Vice Principal. Head of Performing Arts

WOODWIND LESSONS REGISTRATION FORM

Please complete in BLOCK CAPITALS:

To: Mrs Ashmore, Performing Arts Department, The Wey Valley Academy / Mrs Shirley Screech:

I have read and understood the Policy Document for Students and Parents on Instrumental Lessons, and wish my child to receive instrumental tuition.

Student's name

Tutor Group

The student wishes to have:

A 20 minute individual lesson

A 20 minute shared lesson (please circle)

I enclose cash/a cheque (made payable to Mrs S. Screech).

Please write your child's name and tutor group on the back of the cheque.

Ten lessons per term @

£100 for individual lessons

£50 for shared lessons

Signed Parent/Carer

Date

Title (Mr/Mrs/Ms/Miss/Dr)

Parent/Carer's Surname

Initial

Address

.....

E-mail address

Daytime Contact Telephone Number

Wey Valley Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

Rob Russell, BEd (Hons), Principal

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