



HITCHIN BOYS' SCHOOL
An Academy Trust

APPLICATION FOR INSTRUMENTAL MUSIC LESSONS

Date _____

Student Name _____ Form _____

Home Address _____

_____ Telephone Number _____

Email _____

I wish my child to learn (*instrument*) _____

Individual 30 minute lesson £26.00 per week ☐

Please tick one box

Individual 20 minute lesson £17.70 per week ☐

They possess / do not possess their own instrument (*delete as appropriate*)

Present degree of experience _____

_____ (eg membership of choirs,
orchestras, learning another instrument)

If you are applying for remission of music fees, please tick here ☐

PLEASE READ THE ADDITIONAL FAQs/TERMS & CONDITIONS BELOW, AS IT FORMS THE BASIS OF OUR CONTRACT WITH YOU FOR INSTRUMENTAL AND VOCAL LESSONS.

Please sign to confirm you have read and understood the FAQs/Terms & Conditions below

Parent/Carer signature _____ Date _____

Head Teacher: Mr T E Bennett

Additional Information/Terms and Conditions for Instrumental/Vocal Lessons

Most of our instrumental teachers come from Hertfordshire Music Service; all are experienced professional musicians. We currently offer tuition on violin, viola, flute, clarinet, saxophone, trumpet, horn, percussion (including drum kit), classical and electric guitar, bass guitar, voice, piano, keyboard, theory. If you require tuition on another instrument, please contact us and we can arrange that through the Music Service.

Frequently asked questions:

What is the cost of lessons? The lessons for 2024/25 are:

30-minute lesson - £26.00 per lesson

20-minute lesson - £17.70 per lesson

Please note that from September 2024, lessons will be charged as follows; Autumn Term 24 12 lessons, Spring Term 25 10 lessons and Summer Term 25 11 lessons.

For students taking GCSE or A Level Music and BTEC Music Performance, fees are reduced by 50% for one instrument, if lessons are taken at HBS or at North Herts Music School. The reduction of fees is only applied up to & including the Spring Term before the final exams. For students wishing to continue music lessons into the Summer Term, these are charged at full price.

Regular attendance and practice are obligatory and once committed to, lessons must be paid for until the end of the course.

How many lessons do I get?

The fees cover the cost of 33 lessons per year; although term lengths do vary and so there may be more lessons in some terms and fewer in others. If, at the end of the year, there have been fewer than 33 lessons offered, you will be refunded the cost of any missed lessons.

When do the lessons take place?

Where possible, lessons take place during the school day but are on a rotating timetable, so students do not miss the same lesson each week. 6th Form students are taught during free periods or lunch breaks. This means it is essential that students check their timetable regularly and on the morning of their lesson.

What happens if a lesson is missed?

If the teacher misses a lesson, you will not be charged for that lesson; it will be made up or refunded after the end of the academic year.

If a student misses a lesson, there may be a range of reasons and outcomes:

If school is closed (weather, industrial action etc)	Lessons will be made up or refunded.
If the pupil is attending a non-compulsory school trip or a public exam	Please advise the Music Department as early as possible, to see if the lesson can be rescheduled. HMS rules require a minimum of a full weeks' notice to review a cancellation of a lesson for a school related reason. This cannot be guaranteed, and the lesson <i>cannot be refunded.</i>
If the pupil is ill	Lessons will not be made up if a student is ill as the lesson has been timetabled.

If a pupil forgets their instrument or has an injury which prevents them playing temporarily, they should still attend the lesson; the teacher will cover listening skills and/or theory work, which can still be valuable.

GCSE and A Level Study Leave

If your child is in Year 11 or Year 13, you will be sent a letter asking you to confirm if you would like lessons to continue after the Easter holidays. Please note that the lessons will be charged at **full price** in the summer term in Year 11 & 13 and that a full half term's notice is required in the event you would like lessons to cease.

How do I apply for lessons?

Contact Mrs White in the Music Office (email music@hitchinboys.co.uk) and ask for an application form. If an instrumental teacher has no spaces available, there will be a waiting list. Once an application form is signed by the parent/carer and the space has been accepted by the parents, it forms a legally binding contract with the school and an obligation to pay.

When will I be charged for the lessons?

You will be advised of your Music Fees each term by the school's Finance Office. You will be able to pay by Wisepay or cheque, made out to Hitchin Boys' School - please mark the envelope 'Music Lessons'. Music Fees are due for immediate payment and **prior to the start of the term they relate to**; non-payment will result in a student being removed from the teacher's list and the debt remaining with the pupil until paid.

Can I apply for financial assistance?

Financial support is a limited, capped fund that is available to apply for directly with Hertfordshire Music Service. For details on how to apply for remission and eligibility, please check on the Hertfordshire Music Service website (www.hertsmusicservice.org.uk).

Please note that if you currently receive financial support, you still need to reapply.

Timeline for Financial Support applications for September 2024

1. Applications for continuers open 1st February 2024 (Continuers applications will be prioritised until March 2024)
2. Applications will open to all students 1st March 2024.

To apply for remission, please apply using the following link:
<https://ukhertfordshire.speedadmin.dk/registration#/voucher>.

If you require further assistance, please email music.remission@hertfordshire.gov.uk or contact our Music department directly, music@hitchinboys.co.uk

If you are awarded remission, please let the school know. Until such time as remission is granted, lessons will be billed at full price and paid by the parent(s)/carer(s). If given remittance, please note that you will be required to pay an administration fee of £21 per term which the school finance office will invoice you for.

How do I get in touch with the instrumental teacher?

If you wish to contact your child's instrumental/vocal teacher, please write a note in your child's practice book, asking the teacher to contact you. Alternatively, you can contact the Music Office and we shall ask the teacher to contact you directly.

What should I do if I am not happy with the teaching that my child is receiving?

Please contact Mrs White directly via the Music Department, telling us your concerns and we shall deal with them as necessary.

What do I do if I wish to stop lessons?

The contract with **HBS requires a full half-term's notice in writing to the HBS Music Department**, if you wish to terminate lessons (i.e., by the October half-term holiday for lessons to terminate at Christmas). During the notice period, lessons will be charged, regardless of whether the pupil attends the lesson or not.

Does my child need to possess their own instrument in order to have lessons?

It is essential that your child is able to practise for their lessons and, to that end, they need to be in possession of an instrument. If necessary, contact Mrs White in the Music Office, who can put you in touch with establishments where instruments can be hired. It is also possible to take advantage of the Assisted Purchase scheme; please contact Mrs White or Mrs Strachan. Your child should bring his own instrument to every lesson (with the obvious exceptions of piano, keyboard and percussion).

Is my child's musical instrument covered by the school's insurance while it is in school?

No, your child's instrument is not covered by HBS insurance. We advise you to ensure that it is covered on your own insurance policy.