

APPLICATION FOR MUSIC TUITION TERMS & CONDITIONS

Important notice – after your initial application you will not need to re-apply for following years. The application will stay on file and your child will continue lessons unless and until you submit a full half term's notice or until the end of the spring term of year 11. If students wish to take lessons in sixth form you will then need to re-apply and unless notice is given it will be assumed that they will continue until the may half term of year 13. Arrangements can be made to continue lessons during study leave if required.

For students starting in Year 7, lessons will commence early in the Autumn Term. For students applying mid-year, lessons will usually commence at the start of the following half term. **IT IS THE RESPONSIBILITY OF THE STUDENT TO CHECK THE NOTICE BOARD IN THE MUSIC DEPARTMENT TO CONFIRM LESSON DATES AND TIMES. TIMETABLES ARE ALSO AVAILABLE ON GOOGLE CLASSROOM.** If the student is in any doubt about lesson dates and times they will need to speak to the Head of Music. Your child's music teacher may contact you directly, using the email address supplied, regarding progress and/or attendance.

Payment

Once your child has started lessons you will be sent an invoice at the beginning of each term. Payment is due within 14 days of the date of the invoice and can be made via WisePay, for those currently enrolled at Ashlyns, or by cheque payable to Ashlyns School.

Lessons missed by the student will be forfeited unless prior arrangements have been made. Students are expected to attend lessons during sports events, study leave and special activity days unless they have made a personal arrangement with their teacher. The teacher will make every effort to make up lessons missed by him/her so that 33 lessons are completed during the course of the academic year. Lessons missed due to unforeseen school closures, such as snow, will be made up if possible.

Termination of Lessons

Students who wish to discontinue lessons must give a full half term's notice, which should be given at the end of a term or half term rather than part way through. Parents are required to give notice in writing to Mrs Marval at School Office or by email to musictuition@ashlyns.herts.sch.uk. This MUST be a FULL clear half term's notice otherwise half a term's fees will be charged in lieu.

Remission of Music Fees

If you require information regarding remission of music fees contact HCC's Customer Care Centre 0300 123 4048 or at www.hertsmusicservice.org.uk/remission-criteria.

If you receive Income Support, Income-Based Jobseeker's Allowance, Income-Related Employment Support Allowance or Child Tax Credit (with an annual taxable income of no more than approximately £16190.00 and not in receipt of Working Tax Credit) or if you receive either Child Tax Credit payable at a rate higher than the family element or Working Tax Credit, Housing Benefit or Council Tax Benefit you **may** be eligible for assistance with fees and should contact the Customer Care Centre on the above number for advice. **The school must be informed if you are applying for assistance or you will be invoiced for the full charges. PLEASE NOTE THAT DUE TO CHANGES IN FINANCIAL SUPPORT PROVIDED BY HMS THERE IS NOW A REQUIREMENT TO PAY £21.00 PER TERM TOWARDS LESSONS IF APPLYING FOR 100% REMISSION. Lessons with remission of fees are only available up to a 20 minute individual lesson.**

Please note new applications for Music Tuition where the student is also applying for remission of fees must be received by the end of June for lessons starting in September. Thereafter it is unlikely lessons will be able to commence until a full half term has passed from the receipt of the application.

AS/A2 students studying Music

The School will pay the fees for a thirty minute individual lesson for Year 12 students for three terms and for **Year 13 up to the summer half term holiday. If you wish to donate this subsidy to school funds please show this where indicated on the application form.**

GCSE students studying Music

An individual twenty minute lesson is recommended as a minimum. The school will subsidise lessons and pay £21.00 per term towards the total of cost of whatever lesson(s) you opt for. **If you wish to donate this subsidy to school funds please show this where indicated on the application form.** Please note that **subsidised lessons for Year 11 will stop at the end of the Spring Term. If you wish to continue lessons while on study leave you must contact Mrs Marval in writing. These lessons will be charged at the full rate.**

Insurance of Musical Instrument(s)

Please make sure your instrument is adequately insured. Home insurance policies may not be suitable. Storage is provided on the understanding that this is at the owner's risk.

Assisted Purchase

There is a scheme whereby instruments can be purchased at reduced cost and in instalments. Information on this scheme is available from Hertfordshire Music Service.