



Dear Parents/Guardians,

September 2023

**INSTRUMENTAL & VOCAL LESSONS IN SCHOOL**

All pupils at Cox Green have the excellent opportunity to learn a musical instrument in school alongside their studies. Aside from learning a lifelong skill, learning an instrument can have many benefits to pupils when joining secondary school, academically, practically and socially. Here at Cox Green, we offer tuition in any of the following disciplines: piano, strings, classical or electric guitar, brass, woodwind, drum kit and voice. Whether your child is completely new to learning an instrument or has undertaken lessons before, our peripatetic teachers take on pupils of all abilities.

Instrumental and vocal lessons are provided by highly qualified visiting peripatetic teachers. Lessons are twenty or thirty minutes long and take place on a weekly basis and are throughout the school day. In order to accommodate this, our peripatetic teachers work to rotational timetables to minimise students missing time from one particular subject.

Our fees for academic year 2023/24 are as follows:

Berkshire Music Service:  Violin	Individual – 20 minutes = £19.60 Individual – 30 minutes = £29.40
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Woodwind (saxophone / flute / clarinet)	£20 per week for 30 minutes
Brass (trumpet / trombone / tenor horn / euphonium / baritone)	£19 per week for 30 minutes
Drums	£19 per week for 30 minutes
Piano	£19 per week for 30 minutes
Guitar	£19 per week for 30 minutes
Voice	£19 per week for 30 minutes

Payment is organised directly with the instrumental tutors. Please do not send any money for lessons until you receive an invoice from your child's tutor, once group sizes have been settled.

We understand that this is an extra and if you are unsure whether to commit to buying an instrument, we have many at school that we are able to lend out during the time your child is undertaking lessons. Please contact me directly if you are interested in borrowing a woodwind or brass instrument at [n.killick@coxgreen.com](mailto:n.killick@coxgreen.com)

If you are interested in your child undertaking lessons, please read carefully the full terms and conditions which are set out below this letter. To apply for instrumental and/or vocal lessons complete the form at the end of this letter and return to [n.killick@coxgreen.com](mailto:n.killick@coxgreen.com). The peripatetic teacher will be in contact upon receipt of your application to confirm your child's place.



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Highfield Lane, Maidenhead, Berkshire, SL6 3AX  
Tel: 01628 629415  
Email: [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com)

All timetables will be on display in the Music Department at the beginning of term. Should you have any queries, please email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com)

Whilst it is not a prerequisite to join ensembles, we do hope that you will encourage your son/daughter in this enjoyable, sociable and skill-refining aspect of music-making.

Please keep this letter and the Terms and Conditions for your records as these form the basis of your contract with us.

Yours sincerely

Miss N Killick  
Associate Senior Leader for Creative Arts  
Subject Lead for Music



## **TERMS AND CONDITIONS for the teaching of instrumental and voice lessons at Cox Green School – please read carefully and retain this information for your records.**

### **Our commitment**

We will provide an average of ten lessons per term across the year. To minimise disruption to other classes, lessons are arranged during school time on a rotational basis through the week. All instrumental/vocal lesson timetables will be posted on the Music Department noticeboard.

If a teacher is absent for a prolonged period and we are unable to provide a replacement, a refund will be made for the lessons missed.

We regret that we are unable to provide a refund when lessons are missed by your son/daughter through illness or for any other reason but the instrumental teacher will attempt to re-arrange, when possible, where a week's notice is given due to appointments, trips or exams.

We will, wherever practicable, respect the preference for group size expressed on the application form but reserve the right to vary this as timetables are organised according to the ability of those applying.

Your child's instrumental/vocal tutor will invoice you for music lessons at the start of each term based on the lesson type.

### **Your commitment**

- Commit to lessons on a rolling basis (i.e. from one term/academic year to the next).
- **If you wish to terminate lessons, this may only be done at the end of a full term, subject to half a term's notice in writing, e.g. If your son/daughter wishes to cease tuition at the end of the Autumn term, we will require notice in writing before the Autumn half term holiday.**
- Note that once lessons have been booked with our visiting teachers, we are unable to make any refund as are committed to paying them.
- **Pay all invoices within 14 days of receipt.** Payment will be organised directly with the teacher. We reserve the right to levy an administration fee if more than one reminder has to be sent.
- If appropriate, organise hire of an instrument to facilitate practice outside of lessons (if you would like further details of places to hire instruments, please email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com))
- Tuition may be withdrawn from any student if effort, behaviour or attendance is unsatisfactory.

### **Your son/daughter will:**

- Regularly check the instrumental & vocal noticeboard to see the time of their lesson/s for the following week.
- Attend all of the timetabled lessons. Where they are unable to attend they should advise their teacher as far in advance as possible to try re-organise the lesson slot (this includes calendared school events in which your child's involvement might not be obvious).
- Follow the practice guidelines provided by their teacher.



### APPLICATION FORM for Instrumental/Voice Lessons

Lessons are available in the following instruments:

Piano	Bass Guitar	Flute	Trumpet
Voice	Violin	Clarinet	Trombone
Percussion/Drum Kit		Saxophone	Tenor Horn
Electric Guitar			Baritone
Classical Guitar			

Child's Name:	Tutor group:
Instrument/s for which lessons are required (max. 2)	Current standard (e.g. working towards Grade 2)
1.	
2.	

It may be necessary for your child's instrumental/vocal teacher to contact you from time to time. Please provide your details below:

Name of Parental Contact	
Telephone number	
Email address	

Please detail any other instruments currently played and the standard reached:

***I accept the Terms and Conditions for the teaching of instrumental and voice lessons at Cox Green School as set out on the attached sheet. I confirm that I will pay the fees on a termly basis upon receipt of an invoice.***

**Signed:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_