



Kemnal Technology College

September 2021

Dear Parents and Carers

I can confirm receipt of your application for your child to take instrumental lessons through the KTC Instrumental Tuition Scheme.

The provisional arrangements have been made for your child to attend their lessons but I would be grateful if you could complete and return the slip in order for their timetable to be confirmed.

Your child's instrumental teacher will invoice you directly for the terms' lessons, so cheques should be payable to them and **NOT** the College. BACS payment is also accepted once this has been agreed with the instrumental teacher. Payment is expected by the third lesson of term with lessons charged at the following rates:

- 15 minutes individual - £90 for 10 lessons;
- 20 minutes individual-£120 for 10 lessons;
- 30 minutes individual- £180 for 10 lessons;
- 30 minutes 2 sharing - £90 for 10 lessons.

I enclose for your information a copy of the Terms and Conditions for Instrumental Lessons. I ask that it is kept for future reference.

If you have any further enquiries then please do not hesitate to contact me.

With very best wishes.

Yours faithfully

Mrs J Dyer
HEAD OF MUSIC & CREATIVE ARTS FACULTY

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To Mrs J Dyer - Head of Music

I have read, understood and accept the Terms and Conditions for Instrumental Lessons at Kemnal Technology College.

Name of pupil: _____ Form: _____

Instrument _____

Signature of parent/guardian _____

Email address of parent/guardian _____ Date _____

www.ktc-tkat.org

Executive Headteacher:
Mr Christian Cavanagh

Kemnal Technology College
Sevenoaks Way, Sidcup,
Kent, DA14 5AA

Tel: 020 8300 7112
Fax: 020 8300 5619
Email: admin@ktc-tkat.org



Kemnal Technology College Music Department

Terms and Conditions

1. The School's Commitment:

The School will arrange suitable tuition on the chosen instrument using well-qualified tutors: There will usually be 10 lessons per term, although some lessons may be carried forward into the next term if tutors are professionally engaged elsewhere:

Lessons missed by tutors will be made up during the year:

The Music Department will provide groups and ensembles for students to extend their music making skills as and when necessary:

Tutors will provide yearly assessments of students' progress in the Summer Term:

Timetables will be posted on the display board by the Practice Rooms at the beginning of each term.

2. The Student Commitment:

Students will attend lessons regularly and punctually: If a student cannot attend a timetabled lesson, they must inform the Head of Music at least 24 hours in advance:

Lessons missed by a student will not be made up by the tutor unless previously negotiated:

Students must practice regularly between lessons:

Students **will** be required to attend a relevant ensemble/band when they have progressed to the required level, which will enable the student to enhance their skills and participate in school assemblies and concerts.

3. The Parents/Guardians' Commitment:

Parents or Guardians will encourage their children to practice and develop their skills:

Will ensure fees are paid promptly at the beginning of each term when invoiced by their child's instrumental tutor, certainly by the third lesson of the term:

Support tutors and the Music Department in their work:

Purchase such music as is required for lessons:

Pay entry fees for examinations or festivals if necessary:

Encourage students to perform in assemblies and concerts at school:

Ensure that notice for the cessation of lessons is given **in writing** to their child's instrumental tutor or the Head of Music **at least half a term** in advance, otherwise they will be liable for the next term's fees.

4. Instruments

Wherever possible, Kemnal Technology College will loan an instrument to a student for a small fee for the first year:

Consumable items such as Strings, Rosin, Reeds, and Sticks etc. are the responsibility of the parents/guardians:

Parents and Guardians are responsible for the insurance and safe-keeping of any loaned instrument (most household policies will cover loaned musical instruments. Please consult your insurer for details):

Where a student wishes to continue lessons, Parents or Guardians are responsible for providing instruments after the first year.

Please note: these Terms and Conditions are subject to change without notice and are correct at the time of publishing.

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