



# Gloucestershire Academy of Music

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## **APPLICATION FOR INSTRUMENTAL TUITION IN SCHOOLS**

Gloucestershire Academy of Music offers individual and small group music tuition on a wide range of instruments in primary schools throughout the county.

Our teachers are highly motivated and skilled musicians. They have all gone through a rigorous interview process to ensure that professional teaching standards are met.

Instrumental lessons are currently available on:

Woodwind	Strings	Brass	Other
Bassoon	Cello	Cornet	Piano
Clarinet	Double Bass	Euphonium	Keyboard
Flute	Guitar	French Horn	Percussion
Oboe	Viola	Trombone	
Recorder	Violin	Trumpet	
Saxophone		Tuba	

### **Instruments**

We do not provide instruments for hire. A  $\frac{3}{4}$  size guitar can be bought online for around £40 but other instruments may be worth hiring. They are available from [www.gloucestershiremusic.co.uk](http://www.gloucestershiremusic.co.uk)

### **Lessons and Fees**

There is a choice of individual or shared lessons (see the application form). The shared lessons add a social element to lessons, but any child will progress faster with individual lessons. At the teacher's recommendation, the pupils may move on to smaller group or individual lessons in order for them to receive more focused teaching. We offer quality music training aimed at making accomplished, happy performers. For the younger, pre-grade 1 pupils a 20 minute lesson option is available as concentrating throughout a longer lesson might be tiring for them.

There are 10 lessons each term. If a teacher is absent, the lesson will either be 'made up' later in the term or, if this is not possible, a credit will be issued on the following term's invoice.

### **Applying for lessons**

Please fill in the accompanying application form and send it to the address at the end of the form. Gloucestershire Academy of Music staff will put a teacher in touch with the school to organise lessons. You will then be invoiced directly by email once the teacher has confirmed that he/she is able to provide lessons as requested. Payment must be made on receipt of the invoice to ensure the commencement of lessons.

### **Enquiries**

If you have any questions, please email [schoolsmusic@gamusic.co.uk](mailto:schoolsmusic@gamusic.co.uk)



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## **Terms and Conditions**

Before completing the application form, please read the following terms and conditions and retain for reference.

### **1. Lessons**

1.1 All applications for tuition must be completed and signed by the pupil's parent/carer. Lessons cannot be arranged without parental consent or receipt of the deposit. If tuition cannot be arranged immediately, pupil details will be retained on a waiting list for 6 months.

### **2. Payment**

2.1 Payment for lessons is required termly in advance and is non-refundable. Payment may be made by

i) Full payment of invoice on receipt by cheque.

ii) Full payment of invoice on receipt by bank transfer to 'Gloucestershire Academy of Music', Sort Code 40 52 40; Acc. No. 00031239.

2.2 Payment must be made on receipt to ensure continuation of lessons. Failure to pay as agreed will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and Gloucestershire Academy of Music. Lessons missed due to suspension will be forfeited.

### **3 Financial assistance**

3.1 Where financial assistance is provided by a third party, invoicing to parents will be adjusted accordingly. Liability of lessons remains the responsibility of parents/carers unless 100% funding is provided by the third party.

### **4 Attendance, refunds and cancellations**

4.1 Gloucestershire Academy of Music aims to provide 10 lessons per term. If the total number of lessons in a term falls below this because of teacher absence, an appropriate credit will be made to the next invoice or a refund given.

4.2 Credits or refunds cannot be given for lessons missed by the pupil for any reason (unless due to long term illness or hospitalisation, in which case, written notice will be required, and should be provided as soon as possible). In the case of pre-planned events e.g. teacher training days, school visits, exams etc. 7 days' written notice is required. Although no guarantees can be made, the teacher will endeavour to re-schedule lessons. If a lesson is missed because of these circumstances and it cannot be made up, a credit or refund will be given. Please note that where absence from lessons is due to school related events, e.g. teacher training day, it is the parents/carer's responsibility to ensure notice is given to the agency.

4.3 In the case of shared lessons, if a single pupil is absent from a lesson for whatever reason, we regret that no refund can be made. If a whole group is unable to attend a lesson, Gloucestershire Academy of Music requires 7 days' written notice as detailed above.

4.4 If your child is withdrawn, excluded or suspended from school and lessons cannot be provided in school, Schools Music office must be informed immediately to discuss future provision of lessons. Otherwise missed lessons will be forfeited.

4.5 Lessons for the next term may be cancelled before the end of the current term. Written notice of cancellation must be provided before the last day of the term, otherwise a 4-week cancellation fee will be payable. E.g. to stop lessons in January, written notice must be given before the last day of the Autumn Term in December. If this is not provided, an invoice for 4 weeks' lessons will be sent in that January.

4.6 All information regarding 4.2, 4.3, 4.4, and 4.5 should be sent to Gloucestershire Academy of Music ([schoolsmusic@gamusic.co.uk](mailto:schoolsmusic@gamusic.co.uk)) and not to the school or individual teacher.

### **5 Liability**

5.1 Schools Music does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

### **6 Terms and Conditions**

6.1 Gloucestershire Academy of Music reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by Gloucestershire Academy of Music regarding these Terms and Conditions shall be final.

***Please note that these Terms and Conditions are legally binding. Your signature on the Application form confirms that you have read and understood them and that you agree to abide by them.***



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## APPLICATION FORM

Please complete all sections on both sides in BLOCK CAPITALS

### PART 1 -STUDENT DETAILS

Name..... DOB..... Male/Female .....

Address.....

.....

.....

..... Post Code .....

Parent/Carer (print)..... Signature.....

Home telephone..... Mobile .....

Email..... \* (Essential for communication)

Current School..... School Year Group (e.g. year 6).....

Does the student have any barriers to learning that we can do anything to help with?.....

.....

Does the student have any musical experience?.....

### PART 2 - LESSON REQUESTS

Instrument (e.g. Guitar).....

Please circle which lesson you would like:

Cost per term for 10 lessons

No. of Students	15 mins	20 mins	30 mins
Solo lesson (1 pupil)	£91.50	£122.00	£183.00
Shared lesson (2 pupils)	-	£61.00	£91.50
Group Lesson (3 or more pupils)	-	-	£61.00

\*Please note -The number in the shared/group lesson will depend on the number of similar applications received. Students may be encouraged to form a smaller group or to have individual lessons to progress more effectively or if there are not enough students to form a group, an individual option will be offered.

IMPORTANT - Payment of tuition fees is within two weeks of the invoice. Please refer to terms and conditions for full details.

Gloucestershire Academy of Music is a Company registered in England no. 2796427 and a registered charity no.1085708

[schoolsmusic@gamusic.co.uk](mailto:schoolsmusic@gamusic.co.uk)

[www.gamusic.co.uk](http://www.gamusic.co.uk)



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## APPLICATION FORM (CONTINUED)

### DECLARATION

On behalf of the student named overleaf, I apply for instrumental/vocal tuition with Gloucestershire Academy of Music. I have read the Terms and Conditions and agree to pay fees when required. I understand that lessons will be renewed automatically, and that if I wish to cancel lessons I must ensure that my request in writing is received before the last day of term, otherwise a 4 week cancellation charge will be payable (see condition 4.5)

Signed (Parent/carer)..... Date.....

**Please note that these Terms and Conditions are legally binding. Your signature confirms that you have read and understood them and that you agree to abide by them.**

**Please return your completed form to your school office in an envelope marked 'Schools Music', or directly to Gloucestershire Academy of Music at the address below.**

If you have any queries regarding the application process, please email [schoolsmusic@gamusic.co.uk](mailto:schoolsmusic@gamusic.co.uk).

**Note to School Office/Parent - Once application forms are completed by parents, please send them as soon as possible to Schools Music, Gloucestershire Academy of Music, Barbican House, 31 Barbican Road, Gloucester GL1 2JF**

### DATA PROTECTION

All personal information held on computer will remain confidential to Gloucestershire Academy of Music and will not be shared with unauthorised individuals or external companies. However, to facilitate the provision of lessons on school premises, information may be shared with authorised individuals at your child's school. Under the Data Protection Act, you have a right to receive a copy of the personal data we hold on computer. To receive a copy, please contact the office via [schoolsmusic@gamusic.co.uk](mailto:schoolsmusic@gamusic.co.uk)