



WIDFORD LODGE PREPARATORY SCHOOL

**MUSIC LESSONS**  
POLICY AND APPLICATION FORM

- **Length of lessons:** 30 minutes (unless arranged otherwise with relevant music teacher)
- **Cost:** The cost of each 30-minute lesson is £19 Parents will receive an invoice from their child's music teacher before the beginning of each term. Payment should be in the teacher's account by the time the first lesson of the term is given. The invoice will usually be for 10 lessons although there may be some variation in this according to the length of the term. In the case of late payment, lessons may be withheld.
- **Discontinuing lessons:** Notice of **one term** is required if a child wishes to discontinue lessons. For example, if your child wishes to discontinue lessons in the Summer Term, notice has to be received by the beginning of the Easter Term. To give notice, please notify in writing or by email, both the relevant instrumental teacher and Mrs Poole (Head of Music).
- **Missed lessons:** If a child misses a lesson because of an activity in the school calendar, the teacher will endeavor to rearrange the lesson. However, if a child misses a lesson for reasons such as authorized leave, illness, medical appointments or forgetfulness then the lesson will not be rearranged or reimbursement issued.
- **Reports:** A written report on your child's progress will be given in the Summer Term. In the meantime, the instrumental teachers will be available to discuss any issues you may have regarding your child's progress.
- **Lesson timetables:** Instrumental lessons generally take place during regular school hours. Instrumental teachers with more than one pupil will place the children on a rotation system in order that children do not miss the same school lesson each week. Whilst every effort is made to prevent children missing English, Maths or Science, there may be a small number of instances a term where this is unavoidable. Parents who feel they would prefer their child not miss curriculum lessons should consider seeking instrumental tuition for their child outside school when lessons can be taken out of school hours.
- **Data Protection:** The music teacher seeks your name, email address and contact details for the purposes of the music sessions and to facilitate contact. It will be used for this purpose only and the music teacher shall retain this information for as long as they teach your child and may retain it for a short while after to, for example, deal with any pending issues such as payment of fees. The music teacher shall not share this information with any other third parties unless your consent has been sought. Personal data will be handled in accordance with the Data Protection Act 2018.

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I have understood and accept the above regulations and conditions concerning the provision of music lessons at Widford Lodge School.

Signed.....  
(Parent)

Date.....

Print name.....

(Please keep a copy of this document for your records)



WIDFORD LODGE PREPARATORY SCHOOL

**Pupil Details**

First name..... Surname.....

Class: .....

**Music lesson details**

Please state which instrument your child wishes to learn:.....

If your child has previously had lessons on the above instrument, please give details

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If your child has previous experience of music lessons on another instrument please give details

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Signed: .....

Date: .....

Please return to Mrs Poole when completed