



SYDENHAM SCHOOL

Specialist Science and Mathematics School

Headteacher: Gloria Lowe, MA, NPQH
Dartmouth Road, London SE26 4RD
Tel: 020 8699 6731

Website: www.sydenham.lewisham.sch.uk
E-mail: info@sydenham.lewisham.sch.uk

Dear Parent/Carer,

We are delighted that your child will be attending Individual Peripatetic Music Lessons at Sydenham School. The Performing Arts are an extremely important aspect of student development and it remains a high priority for the school to continue provision across the Arts.

Protected areas:

Instrument hire will remain free and we will not be charging for extracurricular clubs such as; Swing band, Orchestra, Samba, Choir etc. **It is an expectation that your child attends an ensemble relevant to their instrument.** These groups are vitally important for developing ensemble skills and providing a platform for students to work with each other in new and challenging ways. **We would not want cost to become a barrier to your child's involvement in Music at Sydenham School.** Students in receipt of **Free School Meals** will be exempt from charges and students who are eligible for **Pupil Premium** funding will be charged at a reduced rate of 40%.

The cost of music lessons for individual tuition at Sydenham School

Fees from September 2021 for a term of, on average, **10 lessons** for all individual instrumental lessons at school (please note that some terms are longer than others therefore students may receive more than 10 lessons):

| Instrument | Individual lesson |
|--|--|
| Individual – 25 minute lessons Woodwind, strings, drums, guitar, drums, singing, piano, brass etc. | £137 per term (£13.70 per lesson on average) |
| Shared – 25 minute lessons Woodwind, strings, drums, guitar, singing, piano, brass etc. | ½ rate for 2 sharing - £68.50 (£6.85 per lesson on average) |
| Students in receipt of Pupil Premium – individual 25 minutes | £53.50 per term (£5.35 per lesson, on average) |
| Students in receipt of Free School Meals – individual 25 minutes | Free |



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| | |
|--|------|
| Hire/maintenance of instrument | Free |
| Extracurricular clubs e.g. Samba, choir, jazz band | |

Please note that students in receipt of **Free School Meals** will **not** be charged. When we are arranging lessons let us know that you are eligible for this concession.

Terms and conditions for student's music lessons

- We aim to teach a minimum of 30 lessons each academic year
- School terms are of variable length and are usually more than 10 weeks long. Our intention is to average 10 lessons per term
- If a student is absent for longer than four weeks due to illness or injury, this will be treated sympathetically
- Students entitled to Free School Meals or Pupil Premium must have this officially recognised. This information is held centrally
- Force Majeure (war, civil war, armed conflict, terrorist attack, government action, fire, flood, severe weather conditions, pandemic or epidemic or any other matter that is beyond our control). We cannot be liable if a lesson has to be cancelled due to Force Majeure. In this event we will endeavour to resume lessons as soon as possible. Information will be communicated via email, please ensure that contact details held by the school are up to date
- Missed payment will result in your child losing their slot. Please see payment guidance section below

Cancellation policy

- We will timetable a lesson and you will be charged for all lessons until you give us notice in writing. We must have half a term's notice in order to cover our costs
- To cancel lessons for the end of the half term, notice is required by the last Friday before that half term begins. For example; to finish at the end of the Spring term – notice must be given by the final Friday of the February half term.
- If you wish to cancel lessons then instruments must be returned at the final lesson.

Missed lessons

- We aim to deliver a minimum of 10 lessons per term. If a student misses a lesson due to a school CPD day or because the teacher is not available and this brings us under the agreed 10 lessons we will aim to reschedule the lesson.
- Lessons missed due to self-isolation of a peripatetic teacher or student will not be subject to refund, where the number of lessons remains above the agreed 10 per term. If the number of lessons results in fewer than 10 per term, lessons may be rescheduled where possible.



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- If you think your child may have missed a lesson, please do contact us as our Peri Music Tuition teachers keep registers
- We monitor the number of lessons delivered for every teacher each term. If we are unable to deliver 10 lessons in a term, we will either deliver an extra lesson the following term, or we will credit your account. The rate for 2020 is **£13.70** per 25 minute session.
- If you think your child has not received the minimum 10 lessons in a term, and you have not been credited or given extra lessons the following term, please contact the finance department so that we can check our teacher register
- There may be occasions when your child is unable to attend a lesson (for example sickness, school trips, and other eventualities). However, as these occasions are beyond our control we cannot offer credit or a refund. We will try to accommodate changes where possible, if students provide 24hours notice e.g. for a doctor's appointment. Our Peri teachers are only in on one day a week, however, so if a child is absent for a full day this may not be possible.

Payment Process

Below is the process for payment for Peri Music Tuition lessons based on a standard term:

- Approximately 2 weeks before the end of term you will receive an email reminder that payment is due (**Please see below for arrangements at the start of an academic year**). **It is your responsibility to ensure the school has an up to date email address for correspondence.**
- Families have 1 school week (plus school holiday) to pay that term's fee;
 - via ParentPay – look for 'Music Peri lessons'. Please contact the finance department if the correct fee is not shown.
- If payment is not made by the end of the first week back a member of our Team will be in contact.
- If payment is still not received (by the end of the second week) we have the right to remove a student from the register and reallocate the place. **Please note, you will still be charged for half a term until written cancellation is received – see cancellation policy above.**
- We understand that there are sometimes extenuating circumstances which may delay payment. We ask that parents inform us if they are unable to make a term's payment so we may anticipate any issues. Circumstances will be considered on a case-by-case basis.

First payment of the academic year.

Lessons will commence on the 9th Sept 2021. Payment will be expected within **two weeks** after that date.



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Our sincere thanks for your support in this.

The Music Team

Sydenham School

Perilessons@sydenham.lewisham.sch.uk

Finance Office

finance@sydenham.lewisham.sch.uk