



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 Student,

You have been accepted to receive instrumental lessons at Sydenham School. Since there are limited spaces available, we consider it extremely important that students attend **every** lesson. This also ensures good value for money for paying families.

Here are some important rules/guidelines:

- Always check the timetable on the school website (on the music page <https://www.sydenham.lewisham.sch.uk/curriculum/subjects/performing-arts-and-pe>) first thing on Monday morning to make a note of your time for that week. Not knowing your time will **not** be considered a valid reason.
- If you are unable to attend your instrumental lesson, you must let Mr Balcombe, or your child's Peri teacher, know at least **one day in advance** of the lesson via email. If excuses are given *after* your instrumental lesson, they will not be accepted
- You must attend any group sessions related to your instrument. Please ask if you are unsure which applies to you.
- If you are ill on the day of your lesson you must inform Mr Balcombe, or your child's Peri teacher, know as soon as possible, otherwise it may be recorded as an absence.
- You will need to miss a short period of a class lesson every week for instrumental lessons. You must let your teacher know *before* the lesson that you will need to be excused and at what time. You must take your Peri Pass with you (in your planner) and show it to any member of staff who asks to see it on the corridors.
- If you borrow an instrument from the school, a letter must be taken home, signed by an adult and brought back to the school. If you are removed from the list then that instrument must be returned immediately.
- It is your responsibility to care for your instrument. We will provide strings/reeds etc. However, if the instrument is lost or maliciously/accidentally damaged then this is the responsibility of the hirer at that time. Please do inform us if you notice any issues with an instrument so that we can prepare for any maintenance. Please do treat the instrument as if it were your own.
- If ONE lesson is missed with no reason provided an email will be sent home.
- If TWO lessons are missed with no reason provided, there will be an email home and phone call. If **THREE** lessons are missed with no reason provided, you may be removed from the list but will still be liable for costs until formal cancellation is received.

Thank you for following these guidelines.

These guidelines **are in addition** to our Terms and Conditions document which also includes further information regarding payment arrangements.

Please ensure that you and your child read the guidelines along with the general terms and conditions. Please sign and return the form to your Peri teacher.



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Yours Sincerely

The Music Team
Sydenham School

Name of student: _____ Tutor Group: _____

(please tick)

- **My child is in receipt of free school meals**
- I have read and understood the instrument lessons guidelines.
- I have read and understood the terms and conditions document.

Signed (Student): _____ Date: _____

Signed (Parent): _____ Date: _____ Email
address (for communication purposes regarding Peri lessons only):
