



THE BARCLAY SCHOOL

Date form received:

BARCLAY SCHOOL INSTRUMENTAL APPLICATION FORM

I/We would like _____ (FULL NAME) to take up instrumental lessons as follows (please tick one):

- Individual 20 minute lesson = £136 per term (11 lessons) per instrument
- Individual 30 minute lesson = £204 per term (11 lessons) per instrument
- Shared (2 Students) 30 minute lesson = £102 per term (11 lessons) per instrument

Prices are subject to changes as per Herts Music Service guidelines.

Please tick one box below and complete a separate form for each instrument.

Cello		Guitar (Classical)		Trombone	
Clarinet		Guitar (Modern)		Trumpet	
Double Bass		Keyboard		Tuba	
Drum Kit		Music Technology		Violin	
Flute		Piano		Voice	
French Horn		Saxophone			

Hertfordshire Music Service guidelines state:

- Lessons can only commence at the beginning of term or after a half term.
- To cancel lessons half a term's written notice to the Finance Department is required.
- Lessons can only be cancelled at the following dates:

Notice of Cancellation received by:	Last lesson will occur the week of:
Friday 21st October 2016	Monday 12 th December 2016
Friday 16 th December 2016	Monday 6 th February 2017
Friday 10 th February 2017	Monday 27 th March 2017
Friday 31 st March 2017	Monday 22 nd May 2017
Friday 26 th May 2017	Monday 17 th July 2017
Friday 21 st July 2017	Monday 16 th October 2017



THE BARCLAY SCHOOL

Please tick as appropriate:

I agree to pay Instrumental Tuition fees upon receipt of invoice and agree with the Hertfordshire Music Service terms & conditions attached.

I am in receipt of tax credits/benefits and would like to apply for help towards the cost of lessons. I have already submitted a "How Can We Help?" benefits form to Hertfordshire County Council requesting help with music lessons. This form is available online from:

<http://www.hertsdirect.org/services/edlearn/canhelp/>

For further information you can phone the helpline on 0300 123 4048 or email howcanwehelp@hertscc.gov.uk

If you are eligible for help with music lessons, you will need to pay £20 per term to your school or music centre in order to receive this additional financial support. Please note this fee is not refundable.

I understand that lessons cannot commence until confirmation of my child's entitlement has been received from the Hertfordshire Music Service.

Parent/Carer's Name and Address (for invoicing)

MUSICAL HISTORY

Currently having lessons on the following instrument(s): _____

Number of years/months having lessons above: _____

Current level/grade: _____

Place where tuition take place: _____

Signed: **(Parent/Carer)** **Date:**



THE BARCLAY SCHOOL

Hertfordshire Music Service Terms & Conditions

FEES

Fees are invoiced when a place has been accepted and are payable in advance, at the start of each term. Current charges are listed separately. Fees are based on 33 lessons in an academic year; the number in each term may vary according to the length of the term, but fees are charged in 3 equal termly amounts. Payment can be made by cash, cheque (The Barclay School), or via the School Gateway (invoices are payable within 21 days).

MISSED LESSONS AND CREDITS

When a teacher is available at the scheduled lesson, but the student is unable to attend, the lesson is forfeited and no refund can be given. When a teacher is absent, every effort will be made to make up the lesson at a future date, but if this cannot be done a credit will be issued which will then be calculated at the end of the academic year. Attendance records are kept for invoicing and used as the source of information for any queries about accounts. It is the student's responsibility to give the Music Department one week's notice to change a scheduled lesson in exceptional circumstances. We will try to make alternative arrangements, although we cannot guarantee to always be able to do this.

TERMINATING LESSONS

Lessons can only be stopped at the end of a term. To discontinue lessons or membership of a group activity, half a term's written notice to the Head of Music is required. This needs to be received by the Friday before half term for finishing at the end of that term. In the absence of written notice, a further term's fees will be payable. Autumn term leavers receive 11 lessons, Spring term leavers 22 lessons and Summer term leavers the full 33 lessons.

FINANCIAL SUPPORT

Funding is available for school age students for families on low incomes, funded and administered by Hertfordshire County Council (HCC) through the Music Service. Please note that the scheme cannot be provided retrospectively. An application must be submitted together with the required proof of eligibility before tuition can be confirmed.



THE BARCLAY SCHOOL

Support is granted for an academic year but will be withdrawn if eligibility changes during the year. It is necessary to re-apply in the summer term each year. Continuing eligibility is also subject to satisfactory attendance and commitment information is available at the Music Centre, or online at: www.hertsmusicservice.org.uk/remission/. Applications are made online at www.hertsdirect.gov.uk/freeschoolmeals, or by calling Hertfordshire County Council's Customer Service Centre on 0300 123 4048. Financial support is subject to availability, so please note that confirmation that your child/children are eligible for help with music fees through the application process does not guarantee that your child will receive a lesson or financial support.

INSTRUMENTS

Loan instruments provided by the Music Service or The Barclay School must be covered by insurance and responsibility accepted for loss or accidental damage. The insurance requirements and any applicable loan fee will vary according to the value of the instrument and details will be provided when a loan arrangement is made. **The Barclay School does not accept responsibility for privately owned instruments.** We recommend that you insure instruments at replacement value through a specialist music insurance company that will provide sufficient cover outside the home. Information is available from the music centre.

Corporate insurance covers your rights in the event of loss or damage occurring to instruments as a result of actions by Hertfordshire County Council employees where they are deemed to have been negligent.