**Continuation of instrumental / vocal tuition at**

**\*insert school name\***

**In partnership with**

Dear parent/carer

Your child \*insert student name\* has been benefitting from instrumental lessons in school and you will soon receive a written report from your child’s teacher to inform you of their progress this year.

In the new academic year, the charge for tuition in school will be £\*insert payment amount\* per 11 week term.

EITHER

We will assume that your child wishes to continue with their lessons in the new academic year, on the same contractual basis as the current year, unless we hear from you to state otherwise.

OR

Please complete and return the attached reply slip to the school office, no later than **\*insert appropriate deadline\*,** to confirm that you are happy to continue with lessons on the same contractual basis as last year.

Please note, payment for the first term of lessons is due by \*insert date\* and should be made by \*insert payment method info\*

If you wish to discontinue lessons at the end of a term (autumn, spring, summer) please ensure you **give notice to the school in writing** by the preceding half term holiday. If insufficient notice is given, you will be required to pay for the next chargeable period in lieu of notice.

Please do get in touch if you have any questions or queries: \*insert relevant contact info\*

Thank you

\*appropriate school sign off\*

If option 1 is chosen above, delete this section:

|  |  |
| --- | --- |
| Student name: |  |
| Address (incl. postcode): |  |
| Class: |  |
| Parent email address: |  |

By signing this form you are agreeing to pay all fees **in advance** of each 11 week period and, in the event of wishing lessons to be discontinued at the end of a term, to give notice in writing to the school by the preceding half term holiday.

|  |  |
| --- | --- |
| Signed: |  |
| Parent / carer name: |  |
| Date: |  |