

Mr R Davis  
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Dear Parent/Carer

Your child has shown an interest in learning the Keyboard / Piano with me, Roger Davis, at school. Below is some general information about how the lessons will be given. Also, please find attached a 'Contract for Instrumental Tuition' which, if you would like your child to begin lessons, needs to be completed and returned to me via the school.

**Lessons:**

Each pupil will receive 20 minutes tuition a week (or 30 mins for more advanced players). The costs for this academic year are £9.00 for a standard 20 minute lessons, £13 for an extended individual 30 minute lesson, or £6.50 for a shortened lesson.

To help with the cost of lessons all pupils are entitled to access the starter subsidy (this will be done automatically), which deducts £3 off each lesson for the first six weeks. Some pupils may also be eligible for the Bursary scheme to further subsidise their lessons (please contact me for more information regarding this)

**Equipment Needed:**

Your child will need regular access to an instrument in order to establish a practice routine. Although there may be opportunities to play an instrument at school, these will be limited so being able to practise at home would be a distinct advantage.

In general pupils will work through a given series of books. Books are readily available to purchase from local music shops and I will advise your child in plenty of time when a new book is required.

**Payment:**

As I am a self employed musician, prompt payment is appreciated. I receive no financial support from the school; therefore my income is solely based on the invoices sent to parents. I will usually issue these invoices in the **1st week** of each half term, to be paid within two weeks of receipt. As far as is possible I would like to encourage online payment and would be very grateful if you would consider this. Alternatively, a cheque can be sent either directly to my home address, or via the school.

Yours sincerely  
Roger Davis  
BMus (Hons), MA

## Additional Contract Information

The arrangements for payment for instrumental lessons are set out below. Please read carefully before signing and returning the attached contract, keeping this page for your records.

- I aim to provide lessons on a weekly basis throughout each term.
- The invoice at the start of each half term will reflect the number of weeks before the next school break.
- The prices quoted on the contract will remain constant for academic year 2015-2016.
- Invoices are sent or emailed to the person named on the contract and must be paid **within two weeks of receipt**. If you feel there may be an issue paying a particular invoice, please contact me as soon as possible.
- If a lesson is missed due to illness I shall try to rearrange the timetable to include the extra lessons needed to 'make-up' the invoiced amount. If I am unable to accommodate the extra lessons, the following invoice will be amended accordingly. **If your child simply forgets the lesson, there will be no alterations made to the invoiced amount.**
- It is inevitable that some students may decide that they do not wish to continue lessons. Where a decision is made to discontinue lessons, **four weeks written notice** must be given by the parent/carer. During this period lessons must still be paid for.

## PRIVACY STATEMENT

As an instrumental teacher accredited to the Derby & Derbyshire Music Partnership I process personal data relating to clients, and to those who are interested in the services I provide.

I have received GDPR training and I am committed to complying with my legal obligations in respect of data protection and privacy. I only collect the personal data I need in order to provide you with the services you have asked me to provide or tell you about. This can include your name, contact address, email addresses, telephone numbers, your child's date of birth and school. I will collect information about you when you enter into a contract with me and make enquiries about my services. I will only keep personal data for as long as is necessary to provide my services, or for as long as I reasonably need to keep the information for lawful business purposes or to comply with a statutory or other legal requirement.

The Derby & Derbyshire Music Partnership have legitimate reason to access student names, instrument/voice, date of birth and attainment level to comply with statutory funding obligations to the Department for Education/Arts Council England. As such, the privacy policy on [www.derbyshiremusichub.org.uk](http://www.derbyshiremusichub.org.uk) applies. I may also need to share your personal data with other third parties including legal or other advisers, regulatory authorities, courts and government agencies.

