

Dear Parent(s) / Carer(s),

**Re: Instrumental and and Vocal Tuition**

We are very pleased to offer the opportunity for your child to learn, or continue learning an instrument at Chelsea Academy. Music is an important aspect of Academy life and we encourage every student to take the opportunity to continue, or start instrumental and / or vocal tuition with our visiting teachers.

These exceptional musicians, along with other professional musicians and teachers, will be offering our students tuition on a wide range of instruments. We are able to offer 10 lessons per term (30 minutes long). These lessons will be on the same day each week, but on a rotational timing basis during the school day. It may be possible to hire instruments on a termly basis, or to purchase them via the Academy or a number of national schemes. For more information please contact me on [allan.smith@chelsea-academy.org](mailto:allan.smith@chelsea-academy.org).

Chelsea Academy is committed to providing the greatest opportunities for all our students and we have been able to negotiate competitive fees from our instrumental and vocal teachers, to encourage all our students to take part if they wish. Payment of fees must be made within two weeks of each full term, to the Academy. Fees for the year will be put on ParentPay for the Academic year. Your child will continue to have lessons each year unless you provide a terms notice by email to me.

To apply for lessons, please complete the attached form and return it to the Academy, either via reception or to your child's learning coach. Please submit a separate form for each individual instrument/voice. Students will be placed on a waiting list and notified in writing to confirm their place and lesson times. A timetable will be displayed in the Music Curriculum Area at least three days before the lesson. The student is responsible for checking this timetable.

If you have any further queries regarding instrumental or vocal tuition please do not hesitate to contact me.

Yours sincerely,

Mr Allan Smith  
**Music Curriculum Leader**

September  
2025

## **INSTRUMENTAL AND VOCAL TUITION APPLICATION FORM**

### **Fees (10 lessons per term)**

**30 minutes** individual tuition - **£210.00** per term

### **Lessons available**

Violin, Cello, Double Bass, Flute, Oboe, Clarinet, Saxophone, Electric Guitar, Acoustic Guitar, Bass Guitar, Drums, Piano, Voice

### **Terms and conditions**

Payment must be made through ParentPay within two weeks of the term. If payments are late, your child is at risk of being taken off of the programme. If payment is not received by the fourth week, the place will be offered to a student on the waiting list in the following term. Payment for the full term will still stand. Your child will continue to have lessons each academic year unless notice is given or payment has not been received. You do not need to reapply each year.

Parents / carers must provide **A TERM'S WRITTEN NOTICE** if they wish lessons to cease, and payment will continue until the end of that period, as teachers are paid for each term's tuition.

### **Student's Details**

|                                                                                                         |                 |
|---------------------------------------------------------------------------------------------------------|-----------------|
| Full name:                                                                                              | Coaching group: |
| Choice of instrument:                                                                                   |                 |
| Please note that your child may be placed on a waiting list till a space for lessons becomes available. |                 |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| I wish to apply for music tuition for my child and I have read and understood the terms and conditions. I agree to give a term's notice, in writing, if my child wants to stop lessons or to change instrumental/teacher. I understand that if I do not give notice I will be liable for the term's fees. |  |
| Signed:                                                                                                                                                                                                                                                                                                   |  |
| Date:                                                                                                                                                                                                                                                                                                     |  |