



WEST SUSSEX COUNTY COUNCIL

# IMBERHORNE SCHOOL

Participation Achievement Support Success

Headteacher: Mr Jon Ford

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[www.imberhorne.co.uk](http://www.imberhorne.co.uk)

Ref: JBA/LB

Sept 2011

Dear Parent(s)/Guardian(s),

## **Re: Instrumental Lessons at School**

Lessons are available on a wide variety of instruments during the school day at Imberhorne. Some of the instrument lessons are provided by the West Sussex County music service and others are organised by private teachers (still through the school) who are fully qualified, experienced and have a full CRB police check, as you would expect.

The instruments for which private lessons are available are:

- Electric and acoustic guitar (Mr S. Bligh)
- Drum kit (Mr B. Matthews)
- Piano and Keyboard (Mr J. Barnett)

Guitar lessons last for 30 minutes and are taught in pairs or solo lessons. Piano lessons are available as a 20 minute solo lesson only. Drum lessons are only available on a solo basis for either 20 or 30 minutes.

If you would like your son or daughter to have lessons in one of the instruments named above, please complete the slip below and return with a cheque, made payable to the **respective teacher** as soon as possible to lower or upper school reception. Please mark the envelope for the attention of the **respective instrumental teacher**. Once you have applied for lessons the relevant teacher will contact you directly regarding a start date. If there are any delays in contacting you or you require any further information please contact the faculty administrator Lynne Brightwell by phone or email [reception@imberhorne.co.uk](mailto:reception@imberhorne.co.uk)

Any other instrument lessons should be applied for using the usual County forms available from the Music Department. Available lessons are:

- Woodwind
- Singing
- String
- Brass
- Guitar

The County will then contact you, but, in the event of any delay or queries, please refer directly to their office.

Lessons can only be started once full payment has been received. Assistance may be available with the cost of instrumental lessons and if you wish to talk to someone about this then please contact Jenny Barwell ([jbarwell@imberhorne.co.uk](mailto:jbarwell@imberhorne.co.uk)) and your enquiry will be dealt with in the strictest of confidence.

Also attached are the current terms and conditions. Please sign and return one copy with your cheque and keep a copy for your reference.

Yours faithfully,

**Miss J Barwell**  
**Head of Music**



Specialist Schools  
and Academies Trust  
EXCELLENCE AND DIVERSITY



**Instrumental Lessons – Reply Slip**



I would like my son/daughter to have instrumental lessons as detailed below and enclose the appropriate payment.  
(Please make cheques payable to the music teacher)

Teacher name: .....

**Electric Guitar:**

Joint Lesson	30 minutes	£ 75 per term
Solo Lesson	30 minutes	£140 per term

<b>Piano Lesson</b>	20 minutes	£ 95 per term
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**Drums:**

Solo Lesson	20 minutes	£ 95 per term
Solo Lesson	30 minutes	£140 per term

(Please delete as appropriate)

Student Name: .....

Tutor Group: .....

Date of Birth: .....

Own Instrument?      Yes/No

Contact number: .....

Email Address: .....

**Information and Conditions**

**Please sign and return with your cheque made payable to the respective teacher.**

Please note that minimum notice of a **half term** is required to terminate lessons.

All lessons are rotated throughout the term so that students do not miss the same school lesson too often.

There are ten lessons each term

Maximum group size is two students. Piano and drums lessons are only available on a solo basis.

If a student misses a lesson, it is at the teacher's discretion as to whether the lesson can be made up. This may be dependent on adequate time being available in the term. Where possible please make the teacher aware of any planned absences, such as school trips and exams, at least a week beforehand. Please contact the teacher directly if a student is sick.

The cost of lessons is detailed on the reply slip and is subject to review each year.

Please note that cheques are to be made payable to the teacher directly, not to the school. The arrangement for lessons is between the parent and the teacher and as such any correspondence should be directly between the parent and teacher where possible, not through the school.

The teacher reserves the right to discontinue the lessons, with prior consultation with parents, if they feel that the student is not progressing or has shown a significant lack of interest.

Lessons cannot commence until full payment has been received.

Any further queries or problems please contact the Head of Music.

I have read and accept these terms and conditions.

Signed.....

Date.....



## Copy to retain for your records.

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