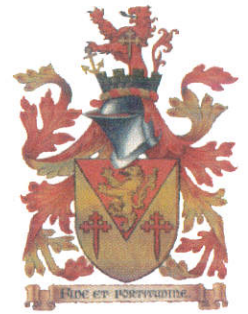




WESTCLIFF HIGH SCHOOL FOR GIRLS

An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BS



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13th October 2017

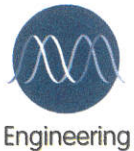


Dear Parents/Carers

In response to some parents/carers enquiring about signing up for instrumental lessons we have arranged to open a payment on ParentPay for half a term's instrumental lessons. We are proud to offer instrumental lessons in a large number of instruments, and we aim to provide for all students should they require lessons in any instrument, in addition to offering music theory and aural lessons.



If your daughter/son is interested in receiving instrumental lessons at school, please make a payment via ParentPay for 20, 30 or 40 minute lessons, indicating in the 'comment' box which instrument you require.



Your payment will confirm that you agree to the terms and conditions on the attached page, as well confirming your daughter/son's lessons in the timetables. Your daughter/son should then check the music notice board on Monday mornings before school each week as the lesson times change every other week in a rota system.



Payment must be made by 25th October. Due to the nature of creating the timetable, no late payments will be accepted.

Terms and Conditions

Your payment on ParentPay confirms that you agree to the following:

Your daughter/son will receive 20, 30 or 45 minute lessons in the instrument indicated in the comment box upon payment.

Your daughter/son will check the notice board in the Music Department to ensure she/he knows her lesson times each week. These lesson times will change every other week, so your daughter/son must check to ensure she/he is aware of any lesson changes.

Your daughter/son is required to inform her/his teacher in advance if she/he is aware of any circumstance that will result in a missed lesson. The instrumental teachers are not obliged to make up these missed lessons but will make every effort to do so.

Missed lessons by the teacher will be made up across the term or, where this isn't possible, will be made up the following term.

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Notice of cancelling lessons or discontinuing lessons will be given half a term in advance.

Students in Year 10, 11, 12 and 13 will receive lesson times outside of curriculum classes; before school, break, lunch, after school or in free periods. All effort will be made to ensure student miss as little lesson time as possible, however students in Year 7-9 will be timetabled during curriculum classes.

Please contact me if you have any questions or concerns regarding instrumental lessons at Westcliff High for Girls.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Morrison'. The signature is written in a cursive style with a large initial 'R'.

Miss R Morrison
Music Subject Leader