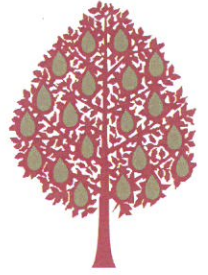


Perryfields



INFANT SCHOOL

Lawn Lane Chelmsford, Essex CM1 7PP

Tel: 01245 268714 Fax: 01245 344296

Email: admin@perryfields-inf.essex.sch.uk

Headteacher: Mrs Amanda Reid

23rd November 2017

Dear Parent / Carer of

Music Lessons

We are writing to inform you that unfortunately music lessons have to stop for this term. Unfortunately, the music teacher Jane Parker, had a car accident recently and is now signed off work recovering. Your child will have missed 3 of their lessons this term. We will be refunding this back to you very shortly. You may have this refund by cheque or you may use it towards next term's fees.

Music lessons will re-commence on Friday 12th January 2018 and finish on Friday 23rd March 2018. There will be 10 lessons during the spring term. We are hoping with teacher Jane Parker but Essex Music Services will provide an alternative teacher if need be. Lessons will continue to take place on Friday mornings and will be for 15 minutes. The cost for the ten lessons will be £70.00.

We would ask that as much notice as possible is given if you know your child is going to be absent for their lesson. Unfortunately, we cannot guarantee a refund although the music teacher will endeavour to make up the lesson.

Could you please sign the slip below and return this to school before lessons begin with your preferred method of payment. Payment can be made by cash or cheque or our preferred method is on-line at www.scopay.com/perryfields-inf. **Please make cheques payable to Perryfields Infant School.**

As previously discussed, musical instruments can be hired from Essex Music Services and parents are asked to organise this independently. Parents in receipt of state benefits or low incomes may be entitled to 50% reduction in hire charges and a reduction in lesson costs. Full details can be obtained from Essex Music Services - Tel No. 01206 798788.

Should your child wish to discontinue lessons at any time, please be aware that a **minimum** of two weeks' notice before the end of term is required to cancel lessons. The sessions have to be booked in advance therefore if the required notice is not given payment will still be due.

Yours sincerely

Mrs Amanda Reid
Headteacher



Perryfields Infant School - Music Lessons

Child's Name Class.....

- ☐ I confirm I would like my child to continue with their music lessons, provided by Jane Parker of Essex Music Services for 10 weeks, starting Monday 12th January 2018.
- ☐ I would like my child's 3 cancelled lessons refunded by a cheque for £21.00.
- ☐ I would like the £21 refund of my child's 3 cancelled lessons to be taken off the cost of lessons starting January 2018.
- ☐ I have paid £49.00 or £70.00* for 10 music lessons starting Monday 12th January 2018 via on-line payments at www.scopay.com/perryfields-inf.
- ☐ I enclose £49.00 / £70.00* cash / cheque for 10 music lessons starting Monday 12th January 2018. (Please make cheques payable to Perryfields Infant School)
- *Please delete as appropriate depending on how you would like your £21 refund.
- ☐ My child no longer wishes to have music lessons at school and I give permission for their place to be given to another child on the waiting list.

Contact Number.....

(This number will be given to the music teacher, in the event she needs to contact you at any time regarding the lessons)

Signed..... Date.....
(Parent/Carer)

Should you prefer, this can be paid during the Christmas holidays via on-line payments only.

Please return your form before the end of term to confirm your child's place.

Your child's place will be secured but please note lessons will not commence until payment is received is full.

Thank you