

## INSTRUMENTAL & VOCAL LESSONS

New applications for tuition starting in the **SPRING TERM 2019** should reach EMS by  
**Friday 9th November 2018**

Enfield Music Service provides instrumental and vocal lessons to children and young people who live or go to school in the Borough of Enfield. Lessons are provided:-

- mostly in schools during school time
- at the EMS Tuesday evening Music Centre (at Highlands School, Worlds End Lane, N21 1QQ)
- at the EMS Saturday morning Music Centre (at Houndsfield School, Houndsfield Road, Edmonton, N9 7RA)

There are limited places for lessons on Tuesday evenings and Saturdays mornings but you can apply to put your child's name on a waiting list.

### Lessons at school

Lessons can be given at your child's own school (*subject to available accommodation and there being sufficient pupils on your child's chosen instrument*). Most lessons take place during the normal school day and may be timetabled across curriculum time, lunch and break periods. Lessons, particularly in secondary schools, are often organised on a rota basis whereby the pupil has a different lesson time each week. Occasionally, with school and parental consent, instrumental lessons may take place just before or after the end of the school day.

### Type of lessons and cost of 9 lessons in Spring Term 2019

	Type of lessons	Length of lessons	Standard fees	Fees for pupils receiving free school meals **
All instruments (except double bass) (2 pupils together only for piano/keyboard & drum kit)	<b>GROUP</b>	<b>3 pupils taught together for 30 minutes, or 2 pupils taught together for 20 minutes</b>	<b>£58.00</b>	<b>FREE</b>
All instruments (except double bass)	<b>PAIRED</b>	<b>2 pupils taught together for 30 minutes</b>	<b>£76.00</b>	<b>£18.00</b>
All instruments	<b>INDIVIDUAL</b>	<b>20 minutes</b>	<b>£101.00</b>	<b>£43.00</b>
All instruments	<b>INDIVIDUAL</b>	<b>30 minutes</b>	<b>£152.00</b>	<b>£94.00</b>
<b>An additional fee of £12.00 is payable for lessons outside school in the evenings and on Saturdays.</b>				

The number of lessons given each term varies between 9 and 11, depending on the length of the school term. A registration document will be sent to you in advance of each term and will indicate the number of lessons to be given and the fee to be paid for that term.

### \*\*Free or subsidised lessons

Free or subsidised lessons are only available if your child's school has agreed to fund lessons for pupils receiving Free School Meals and for pupils in local authority care or adopted children. Please ask your child's school for details before completing and returning the application form or contact the Enfield Music Service office for advice.

### Free 'taster' lessons

Enfield Music Service can offer one term of free 'taster' lessons for **double bass**.  
 The charge for instrument hire will still apply (**£36.00**).

### Which instrument to choose

Enfield Music Service can provide lessons on the instruments listed in the table on the last page of this document. However, some schools may not be able to offer the full range of instruments due to accommodation restrictions and/or availability of suitable school resources. Some schools may restrict lessons to pupils in certain year groups. Please check with your child's school for details.

## HOW TO APPLY

Complete the application form on the next page and send it by post to:

**Enfield Music Service, Claverings Industrial Estate, Unit 10 & 11 Centre Way, Edmonton, N9 0AP**

or scan and send it by email to: [application@enfieldmusicservice.org](mailto:application@enfieldmusicservice.org)

## **Closing date for applications: Friday 9<sup>th</sup> November 2018**

**If we receive your form after this date, we cannot guarantee to provide lessons in the Spring Term 2019.**

If you wish us to acknowledge receipt of your postal application, please enclose a stamped self-addressed envelope.

### **HOW TO PAY**

- You can pay in full or in two equal instalments. If you pay in two instalments, the first instalment is due by Friday 9th November 2018 and the balance must be paid by Thursday 3<sup>rd</sup> January 2019.
- We prefer you to pay by debit/credit card online at [www.enfield.gov.uk](http://www.enfield.gov.uk) (select Enfield Music Service under the heading 'Make a payment'). You must write the World Pay reference no. on the application form, the amount and the date you paid.
- Or you can attach a cheque (payable to *Enfield Council*) to the application form. Please write your child's name and school on the back of the cheque.
- Cash payments can only be made at Enfield Civic Centre, Silver Street, Enfield EN1 3XA. (The Cashiers Desk is open 10.00am-2.00pm.) You must send us **a copy** of your cash receipt with the application form.

### **HOW TO APPLY FOR FREE/SUBSIDISED LESSONS**

If your child's school has agreed to fund or part fund lessons because your child receives Free School Meals (FSM), or is in local authority care, or adopted, you must attach to your application form:

- **a letter signed by the school confirming the school will fund the lessons**

Once lessons have been arranged, Enfield Music Service will issue a letter confirming your child's lessons. We will send a Practice Notebook for your child to take to his/her lessons which you can use to communicate with the instrumental tutor.

### **Notes and Conditions**

- If we cannot provide the lessons or hire you have requested, we will return/refund any fees you have paid.
- If you cancel lessons (or hire) after we have assigned a tutor (or instrument) to your child but before the beginning of the Spring Term 2019, we will deduct a £10.00 cancellation fee from any refund due to you. If you cancel lessons after the beginning of the Spring Term 2019, any refund will be made at the discretion of Enfield Music Service.
- Enfield Music Service and/or the school will monitor the attendance and progress of pupils receiving free or subsidised lessons, and schools may withdraw funding for poor attendance or inadequate progress.
- Tutor absence -  
If the instrumental tutor is absent and your child does not receive the number of lessons paid for that term, you will be reimbursed automatically after the end of the term.
- Pupil absence -  
**Pupils having individual lessons and all pupils in a group/pair**
  - subject to the tutor being given **at least 3 weeks advanced notice of absence** (e.g. for school trip, exam, work experience etc) the tutor will try to re-organise the lesson. If the lesson cannot be made up then you will be reimbursed for the missed lesson. However, this does not apply to lessons at the EMS Saturday Centre or EMS Tuesday Centre where missed lessons cannot be refunded for any reason whatsoever.**Single pupil in a group/pair**
  - we regret that no refunds can be made if a single pupil from a group/pair is absent, for any reason whatsoever.

If 3 weeks advanced notice of absence has not been given, we regret no refund will be made for a missed lesson.

If you have any queries or need further advice regarding your application, please contact the Enfield Music Service Office

by telephone:

**020 8807 8881**

by email:

**[info@enfieldmusicservice.org](mailto:info@enfieldmusicservice.org)**

website:

**[www.enfield.gov.uk](http://www.enfield.gov.uk)** (search 'Enfield Music Service' to find the EMS pages)

# **APPLICATION FORM FOR INSTRUMENTAL/VOCAL LESSONS SPRING TERM 2019**

## **How will we use this information about you?**

**Required information:** We will only use this information to enable us to provide the products and services you have requested from us and to produce anonymous data reports for management purposes and data returns to Arts Council England. We will pass the name of the pupil and school details to our tutors so they can identify the pupil and arrange lessons.

**Circle answer**

Are you applying for lessons to be given at your child's school?	Yes	No
Are you applying for lessons at the EMS Saturday Music Centre (at Houndsfield School)	Yes	No
Are you applying for lessons at the EMS Tuesday Evening Centre (at Highlands School)	Yes	No

## **REQUIRED PERSONAL INFORMATION:**

<b>Pupil's last name</b>		<b>Pupil's first name</b>	
<b>School</b>		<b>School site (if applicable)</b>	
<b>School year group</b>	<b>Date of birth:</b>	<b>Female / Male</b>	
<input type="checkbox"/> Tick this box if the pupil has special educational needs, and attach a letter giving details			
<b>Name of Parent/Carer</b>			
<b>Address</b>		<b>Post Code</b>	
<b>Home Tel. No.</b>	<b>Mobile:</b>	<b>Email</b> <i>(please write clearly)</i>	
<b>Choice of instrument</b>	Have they had lessons on this instrument before? YES / NO	If yes, please state level of achievement:	

## **OTHER INFORMATION:**

Have you ever previously applied to EMS for instrumental lessons for this pupil?	Yes	No
From time to time we would like to send you details of music activities which your child may be interested in. Please indicate if you would like to receive such information.	Yes	No

Please ✓ boxes where applicable	Standard fees (9 lessons)		Fees for pupils receiving free school meals in local authority care or adopted			
GROUP LESSONS 3 pupils taught together for 30 minutes, or 2 pupils taught together for 20 minutes	£58.00		FREE		Free or subsidised lessons are only available if your child's school has agreed to fund or part fund the lessons. You must send us a letter from the school confirming the amount of funding the school will pay. Tick that you agree to pay all remaining fees not funded by the school. <input type="checkbox"/>	
PAIRED LESSONS 2 pupils taught together for 30 minutes	£76.00		£18.00			
If group/paired lessons are unavailable will you accept 20 minute individual lessons: Yes / No						
INDIVIDUAL LESSONS – 20 minutes	£101.00		£43.00			
INDIVIDUAL LESSONS – 30 minutes	£152.00		£94.00			
INSTRUMENT HIRE	£36.00		£36.00		Will have own instrument	
Additional Music Centre venue charge	£12.00		£12.00			

**PAYMENT OPTIONS BELOW: You must pay now if you are applying for lessons at your child's own school.**  
(If applying for lessons out of school, do not pay until we have told you a place is available at one of our Centres.)

Amount	please circle	Payment method	
£	Full / Half payment	Online at <a href="http://www.enfield.gov.uk">www.enfield.gov.uk</a> Use <b>Registration Doc 1000</b>	Insert World Pay reference number:  Date of payment:
£	Full / Half payment	Cheque (payable to Enfield Council)	Please write the pupil's name and school on the back of the cheque.

Please read the above statement and the Notes and Conditions on page 2 of this document and sign below.

Signature of parent / carer:..... Date:.....

We do NOT recommend that pupils already receiving private lessons also have lessons through EMS on the same instrument. The suitability of instrument depends on the age and size of your child, and the earliest starting age we recommend is shown in the table below as a guideline.

INSTRUMENTS	EARLIEST RECOMMENDED SCHOOL YEAR (AGE)	SPECIAL NOTES	INSTRUMENT HIRE AVAILABLE
BRASS			
Cornet, Trumpet, French Horn, Tenor Horn, Baritone, Trombone, Euphonium	from school year 4 (age 8-9)	Brass instruments should only be considered when front adult teeth are firmly established. Consideration should also be given to the age and size of the child. If in doubt, please seek advice from the brass tutor at the school or contact the EMS office.	Hire available
Tuba	from school year 7 (age 11-12)		
BOWED STRINGS			
Violin	from school year 2 (age 6-7)		Hire available
Viola, 'Cello	from school year 3 (age 7-8)		Hire available
Double Bass	from school year 4 (age 8-9)	One term of free' taster' lessons available. (Lessons may only be available at one of the EMS out of school venues.)	Hire available
GUITAR / UKULELE			
Guitar / Ukulele	from school year 3 (age 7-8)		
Lead Guitar Bass Guitar	from school year 7 (age 11-12)	Not available in primary schools	
KEYBOARD / PERCUSSION			
Piano Electronic keyboard	from school year 2 (age 6-7)	If you are unsure whether to choose electronic keyboard or piano, please request an information sheet from the EMS office.	
Drum Kit	from school year 4 (age 8-9)		
Indian Tabla / Harmonium	from school year 3 (age 7-8)	Only at EMS Saturday Centre	Hire available
WOODWIND			
Recorder	from school year 2 (age 6-7)		
Mini Bassoon, Clarineo	from school year 3 (age 7-8)	These woodwind instruments should only be considered when front adult teeth are firmly established. Consideration should also be given to the age and size of the child. If in doubt, please seek advice from the woodwind tutor at the school or contact the EMS office.	Hire available
Flute, Oboe, Clarinet	from school year 4 (age 8-9)		Hire available
Bassoon, Alto Saxophone	from school year 5 (age 9-10)		Hire available
Tenor Saxophone	from school year 7 (age 11-12)		Hire available
VOICE			
Singing	from school year 5 (age 9-10)		

### **Providing an instrument**

You will need to provide an instrument for your child's lessons and for practice at home.

(A pupil learning piano, keyboard or drum kit will have lessons on the school's instrument but should have access to their own piano, keyboard, drum kit (or practice pads) at home for regular practice.)

### **Instrument hire**

Instruments available to hire from EMS are shown in the table above. The instrument hire fee is **£36.00** per term.

### **Assisted Instrument Purchase Scheme**

If you intend to buy an instrument, you may be able to save the cost of VAT by purchasing the instrument through the AIP Scheme. The AIP Scheme is subject to certain conditions and details can be sent to you on request.