

INSTRUMENTAL & VOCAL LESSONS

New applications for tuition starting in the
SPRING TERM 2011
should reach EASS by
FRIDAY 5th NOVEMBER 2010

EASS office
Harmony House
63 Nightingale Road
Edmonton
London N9 8AJ

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**making music
make a difference**

EASS provides instrumental and vocal lessons to pupils in London Borough of Enfield schools. Tuition can also be provided at the EASS Saturday Music Centre, (at De Bohun School, Green Street, Southgate N14). There are limited places for some instruments at the Saturday Centre 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

<u>TYPE OF LESSONS AND COST</u>		Fee for 10 lessons in SPRING TERM 2011
All instruments except piano, keyboard and double bass	GROUP LESSONS 2 pupils taught together for 20 minutes or 3 pupils taught together for 30 minutes	£51.26
All instruments except double bass	PAIRED LESSONS 2 pupils taught together for 30 minutes	£69.40
All instruments	INDIVIDUAL LESSONS – 20 minutes	£92.53
All instruments	INDIVIDUAL LESSONS – 30 minutes	£138.80

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 adjusted accordingly.

FREE LESSONS

- Pupils from families in receipt of **Income Support** or **Income-Based Job Seekers Allowance** or **Income-Related Employment and Support Allowance** may be granted free group lessons. If group lessons are unavailable, pupils will be offered paired or individual lessons as appropriate. We do not offer free instrument hire. (*The provision of free tuition is subject to available funding.*)
- **Pupils in local authority care (looked-after children)** will be granted free tuition and free instrument hire.

FREE TASTER LESSONS (*subject to available funding*)

EASS is currently offering one term of free lessons to pupils wishing to learn certain instruments – indicated overleaf. If instrument hire is required, the hire fee (**£27.00**) will be charged. (*Pupils will be accepted for one course of free taster lessons on one instrument only. Free taster lessons will not be offered to pupils who have already received lessons on the same instrument through a wider opportunities whole class instrumental programme.*)

TRIANGLE TRUST BURSARY

Pupils from families who receive Working Tax Credit are eligible to apply for a bursary for a 50% discount on tuition fees. This applies to new starters in primary schools only who wish to learn instruments which are not included in the 'free taster lessons' category. The application will need to be supported by the pupil's school. (*Pupils who have already received lessons on the same instrument through a wider opportunities whole class instrumental programme are not eligible for Triangle Trust funding.*)

WHICH INSTRUMENT TO CHOOSE

EASS can provide lessons on the instruments listed in the table overleaf. 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 tuition to pupils in certain year groups. Please check with your child's school for details.

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 as a guideline.

INSTRUMENTS	EARLIEST RECOMMENDED SCHOOL YEAR (AGE)	SPECIAL NOTES	FREE TASTER lessons may be offered on the following *	INSTRUMENT HIRE AVAILABLE
BRASS				
Cornet, Trumpet, French Horn, Tenor Horn, Baritone, Trombone, Euphonium	School year 4-5 (age 9-10)	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 EASS office.	All brass instruments*	Hire available
Tuba	School year 7 (age 11-12)			
BOWED STRINGS				
Violin Irish fiddle	School year 2 (age 6-7)			Hire available
Viola, 'Cello	School year 3 (age 7-8)		Viola*, Cello*	Hire available
Double Bass	School year 4 (age 8-9)		Double Bass*	Hire available
GUITAR				
Acoustic Guitar	School year 4 (age 8-9)			
Lead Guitar Bass Guitar	School year 7 (age 11-12)	Not available in primary schools		
KEYBOARD / PERCUSSION				
Piano Electronic keyboard	School year 2 (age 6-7)	If you are unsure whether to opt for electronic keyboard or piano, please request an information sheet from the EASS office.		
Drum Kit	School year 4 (age 8-9)	Mostly only available in secondary schools or EASS Saturday Centre		
Tabla	School year 4 (age 8-9)	Currently at Saturday Centre only		Hire available
WOODWIND				
Recorder Irish tin whistle	School year 2 (age 6-7)			
Mini Bassoon	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 EASS office.	Oboe* Mini-bassoon* Bassoon*	Hire available
Flute, Oboe, Clarinet	School year 4 (age 8-9)			Hire available
Bassoon, Alto Saxophone	School year 5 (age 9-10)			Hire available
Tenor Saxophone	School year 7			Hire available
VOICE				
Singing	School year 7 (age 11-18)	Only in secondary schools.		

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 pad) at home for regular practice.]

INSTRUMENT HIRE

Instruments available to hire from EASS are shown in the Table above. The instrument hire fee is £27.00 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 EASS AIP Scheme. The AIP Scheme is subject to certain conditions and details can be sent to you on request.

APPLICATION FORM FOR INSTRUMENTAL/VOCAL LESSONS - SPRING TERM 2011

Have you ever previously applied to EASS for instrumental lessons for this pupil?	Yes	No
Do you wish your child to receive lessons at his/her school	Yes	No
Do you wish to put your child's name on our waiting list for lessons at the Saturday Centre? If yes, please send us this form but DO NOT send any payment at this stage.	Yes	No

PUPIL'S LAST NAME		PUPIL'S FIRST NAME	
School			Upper or Lower
Date of Birth		School Year Group	Male / Female
Address			
Post Code			
Name of Parent/Carer			
Home Telephone No.	Mobile:	Email:	
Choice of Instrument	Has your child had lessons on this instrument before? <i>yes no</i> If yes, state level of achievement	Has your child ever learnt any instrument at school in a whole class programme? <i>yes no</i> If yes, state which instrument	

Please ✓ the appropriate box to indicate your choice of lessons/instrument hire:

£51.26 GROUP LESSONS (*not available for piano, keyboard*)
- if we can't offer group lessons, tick if you will accept PAIRED , tick if you will you accept INDIVIDUAL instead

£69.40 PAIRED LESSONS
- if we can't offer paired lessons tick if you will accept INDIVIDUAL instead

£92.53 INDIVIDUAL LESSONS, 20 MINUTES

£138.80 INDIVIDUAL LESSONS, 30 MINUTES

£27.00 INSTRUMENT HIRE

Please tick this box if you will be providing your own instrument

Please ✓ as applicable

- I attach a cheque (*payable to Enfield Council*) for £ as **full / half** payment.
(*Please write the pupil's name and school on the back of the cheque.*)
- I wish to apply for Free Taster Lessons. (*This only applies to certain instruments - see Table on opposite page*)
(*You should attach payment for instrument hire if required.*)
- I wish to apply for free lessons as I am in receipt of:
income support / income-based job seekers allowance / income-related employment and support allowance.
(*You must attach proof of your benefit and send the instrument hire fee if applicable.*)
- I wish to apply for free lessons (and hire) as this pupil is in local authority care.
Please state which authority is supporting this child
- My child has special educational needs (*please attach a letter giving full details*).
- I receive Working Tax Credit and wish to apply for a Triangle Trust Bursary for 50% tuition fee discount.
(*Applicable for primary school pupils only. You should attach your payment for half the tuition fee.*)

Please read the notes and conditions overleaf and sign below.

Signature of Parent/Carer:Date

For office use only:	Date received	
Payment / Docs		

HOW TO APPLY

Complete the registration document overleaf, attach your cheque or benefit documents and send it to
Enfield Arts Support Service, Harmony House, 63 Nightingale Road, Edmonton, London N9 8AJ

before FRIDAY 5th NOVEMBER 2010

If we receive your form after this date, we cannot guarantee to provide lessons in the Spring Term 2011.

We will accept payment of fees in two equal instalments. You should pay at least half the fees by the above date and we will send you a reminder for the balance to be paid by Wednesday 5th January 2011.

If you are applying for free tuition, you must attach up-to-date proof of income support, income-based job seekers allowance or employment and support allowance (income related). This should be a letter from Job Centre Plus or a copy of a recent bank statement with your name and address showing the benefit you are receiving. You will be required to send this proof each term you re-register for lessons.

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

Once lessons have been arranged, we will send a yellow Practice Notebook for your child to take to his/her lessons, and you will be able to use this 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 sent.
- 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 2011, 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 2011, any refund will be made at the discretion of EASS.
- EASS reserves the right to cancel free tuition if a pupil is absent without good reason on three or more occasions in any one term, or if a pupil is not making satisfactory 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.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 require further information, please contact the EASS Office –

by telephone: **020 8807 8881**
by email: **info@enfieldartssupportservice.org.uk**
or log on to our website: **www.enfieldartssupportservice.org.uk**

The information you provide will be stored on a computer database and will be processed strictly in accordance with the guidelines of the Data Protection Act.