



Joyce  
Frankland  
Academy

Newport

Established 1588 free Grammar School of Newport



## PARENT/CARER COPY

September 2022

Dear Parent/Carer

### Musical Instrument Lessons Terms and Conditions 2022/2023

To enable your son/daughter to start/continue with musical instrument lessons at the Academy, please read the following Terms and Conditions then sign and return the acceptance form, for our records.

Please note the following Terms and Conditions:

- **Students and parents agree to pay for lessons for a whole term, fees are payable in one instalment before commencement of the respective term.**
- If payments are not received by the deadline, one reminder will be sent via Parent Mail followed by one postal request, if neither payment nor correspondence has been received within one week of the final request, lessons may be discontinued until payment is received. No further reminders will be sent and payment will still be due to the school.
- Lessons will be allocated at the same time each week.
- There will be 10 sessions per term.
- If for some reason the teacher is absent, they will endeavour to make up lost sessions.
- Lesson times will be posted on the notice board outside the Main Hall, it is the responsibility of the student to check these at the beginning of each half term to confirm lesson times.
- **Notice must be provided by email to [cfaiers@joycefrankland.org](mailto:cfaiers@joycefrankland.org) if a pupil wishes to withdraw from lessons. This must be received and acknowledged by the following dates:**
  - a. **21st October 2022 to stop lessons at the end of the Autumn term**
  - b. **10<sup>th</sup> February 2023 to stop lessons at the end of the Spring term**
  - c. **26<sup>th</sup> May 2023 to stop lessons at the end of the Summer term**
- Notifications and reminders are sent via Parent Mail please therefore ensure your information is up to date on this site to avoid delays in receiving important information or changes to lessons.

#### Charges

- 15 minutes (1 x 15 minutes lesson for a minimum of 10 weeks) £98.75 per term
- 30 minutes (1 x 30 minutes lesson for a minimum of 10 weeks) £197.50 per term

Payment is by pmx.parentmail

Assistance is available in specific circumstances as defined in the Governing Body's Charging & Remissions Policy.

If you are experiencing problems with pmx.parentmail or require more information regarding financial assistance, please contact the Finance department via [accounts@joycefrankland.org](mailto:accounts@joycefrankland.org)

Yours faithfully

Carol Faiers

Explore, Fulfil and Flourish

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Principal: Duncan Roberts Joyce Frankland Academy, Newport, Saffron Walden, Essex CB11 3TR  
Tel: 01799 540237 Fax: 01799 542189 Email: [jfaadmin@joycefrankland.org](mailto:jfaadmin@joycefrankland.org)

Joyce Frankland Academy, Newport is a charitable company limited by guarantee and registered in England and Wales with the company number 08135395.  
The registered office is at Joyce Frankland Academy, Bury Water Lane, Newport, Essex CB11 3TR.

## ACCEPTANCE FORM: MUSICAL INSTRUMENT LESSONS 2022/2023

Please sign and return to reception or by email to [cfaiers@joycefrankland.org](mailto:cfaiers@joycefrankland.org) within one week of receipt.

Thank you.

I ACCEPT THE MUSICAL INSTRUMENT LESSONS TERMS AND CONDITIONS 2022/2023

Childs Name ..... Form ..... Date .....

Name ..... Signature .....

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