



Cleveland School

# **Instrumental Lessons**

Handbook for  
Parents/Carers

2025/2026

We are delighted that your child has decided to take up instrumental lessons.

We know that learning a musical instrument has a huge impact on a child's development both in terms of musical skill and in the holistic areas of self-confidence, self-esteem, organisation and self-discipline. Not only this, but research has shown that it simply makes children happier when they can play an instrument.

## Instrumental Teachers

Clevedon School is delighted to be able to offer tuition on a wide range of instruments your child wishes to learn. Your child will be expertly taught by our wonderful team of peripatetic teachers, each of whom hold a vast range of musical knowledge and professional experience:

Mr T Bradley – Drums

Mr E Gerlach – Ukulele

Mr R Heathcote – Piccolo, Flute, Clarinet, Oboe, Bassoon

Mr M Lawrence – Acoustic Guitar, Electric Guitar and Bass Guitar

Mrs K Read – Voice

Mr R Sansom – Cornet, Trumpet, Trombone, French Horn, Tuba, Euphonium

Mr J Talbot – Piano, Keyboard

Mrs A Welch – Violin, Viola, Cello, Double Bass

## Lesson Lengths & Cost

	<b>Price per Lesson 2024/25**</b>	<b>Price per Block</b> (block cost is variable depending on number of weeks per term, figure below is based on 11 weeks in a term)
<b>Individual Lesson 20 Minutes</b>	£14.99	£164.89
<b>Individual Lesson 30 Minutes</b>	£22.48	£247.28
<b>Group Lesson 20 Minutes*</b>	£7.50	£82.50
<b>Group Lesson 30 Minutes*</b>	£11.24	£123.64

\*Group lessons are subject to availability, where not possible, students will be offered an individual lesson. Group lessons are shared between two or three pupils.

Pupil Premium – A subsidised rate is payable by parents/carers of students eligible for Pupil Premium funding and those in receipt of Free School Meals. If you are unsure whether your child qualifies, please contact the music department.

\*\*Please be aware that fees for each year are subject to increase – current figures show cost for 2024/25 academic year.

## Lesson Blocks

Our team of highly skilled visiting teachers offer 33 lessons over the course of the six terms of the academic year (most terms allow for 11 lessons). These are referred to as blocks and are outlined below:

**Block 1 - September to December (Christmas Break)**

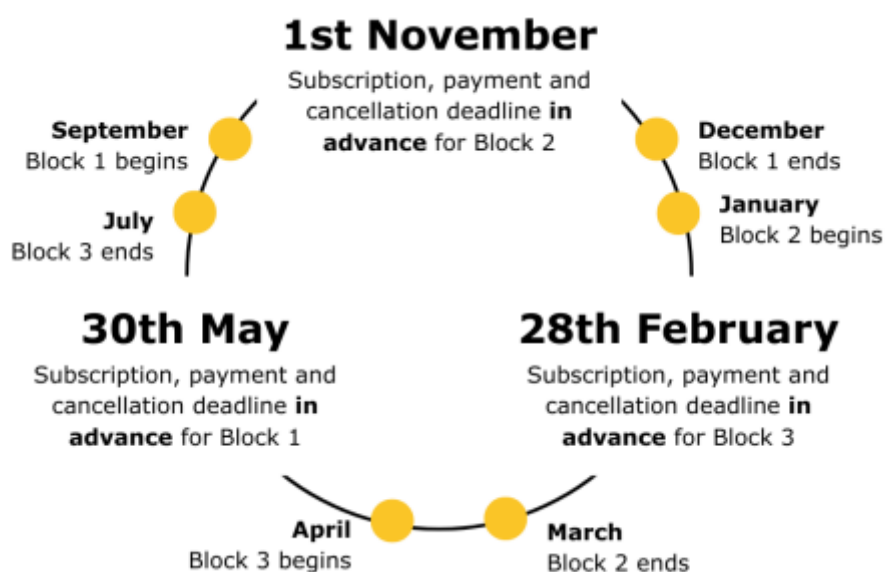
**Block 2 - January to April (Easter Break)**

**Block 3 - April to July (Summer Break)**

Students will come out of their normal curriculum lessons to receive their instrumental tuition and lessons will take place on a rotation in order that the same lessons are not missed every week. Students should arrive 5 minutes before their lesson start time. Instruments can be stored in the lockable music store. The code will be given to students who request it.

## Payment & Subscription Cycles

If you enrol your child onto instrumental lessons, you will enter the cycle as outlined below. The cycle allows us to accurately forecast and allocate our teaching staff for the term ahead. **Payments via ParentPay, enrolments and cancellations for all instrumental lessons are expected in advance as outlined below.**



## Enrolments

Should you wish to enrol your child on any of the offered instrumental lessons, please email Mrs Dalby-Anning: [panning@clevedonschool.org.uk](mailto:panning@clevedonschool.org.uk).

All enrolments will be handled in line with the appropriate cycle:

**For lessons to start in Block 1 (September) – 30th May**

**For lessons to start in Block 2 (January) – 1st November**

**For lessons to start in Block 3 (April) – 28th February**

Providing there is availability with the instrumental teacher, your child will be added to the timetable for the start of the appropriate block as outlined above. Should there not be availability for your child to take up lessons, they will be added to a waiting list for an available space to become available. You will then be contacted to reconfirm their and your interest and added to the instrumental timetable in line with the next available block.

**If you are enrolling for the first time, you will receive an email requesting your first payment in advance. Please ensure this is paid in line with the deadline stated in the email to confirm your child's enrolment. If you are re-confirming your child's enrolment, a payment item for the lesson will be automatically added prior to the deadline. If you make full payment and complete the enrolment form, your child's lessons will continue into the next block as instructed by you.**

## Cancellations

If you wish to cancel your child's instrumental lesson(s) you will need to email Mrs Dalby-Anning to ensure a cancellation form is sent to you.

**Please note, we are not able to accept cancellation requests made via email only. The cancellation form sent to you must be completed.**

As you have already made payment in advance, no further action is needed. An email will be sent in due course to confirm the cancellation.

All cancellations will be handled in line with the appropriate cycle:

**For lessons to stop at the end of Block 1 (December) - 1st November**

**For lessons to stop at the end of Block 2 (April) - 28th February**

**For lessons to stop at the end of Block 3 (July) - 30th May**

## Payments via ParentPay

Clevedon School is a cashless school; therefore, we ask all parents to use ParentPay to pay for instrumental lessons. You can choose to pay the full amount in one sum or split the payments in a way that suits you and your family.

All payments must be received in advance, as outlined in the subscription cycles outlined above.

We understand that circumstances can change, so we ask that you notify us via email should there be any issue with payment(s) prior to the total amount due.

**Important: If a payment has not been made on or before the deadline outlined in the subscription cycles and we have not had contact from you via the enrolment form, we will assume you do not wish for your child to continue lessons. Therefore, your child's lessons will stop at the end of the closest cycle.**

## Timetables

Timetables are published through Microsoft Calendar linked to students' school email addresses. Students can access the calendar by responding 'accept' to the emails received when a new calendar entry has been made. By 'accepting' the invitation, the lesson will automatically be added to the students' calendar in their Outlook app on their phone or when they log into their school account on a laptop/computer. If you or your child is unsure of how to do this, please ask your child to visit the Music Office where a member of the department will be happy to help.

Alternatively, timetables are displayed per week on the Music Department noticeboard as in previous terms. Students will be able to see the week ahead only as a printed version. To see the term ahead, students will need to access the termly Microsoft Calendar as described above. Students can scan the QR code for each timetable on the music noticeboard which will allow them to see the term ahead. Phone use is in line with Performing Arts Acceptable Use Policy and students must ask a member of staff to use their phone to avoid unnecessary confiscation.

## Absence Procedure & Missed Lessons

Lessons missed by students (for any reason at all, including illness, exams, trips or appointment) **cannot be made up or refunded unless they are able to arrange a swap prior to their lesson with another student.** If a student knows in advance that an instrumental lesson clashes with e.g. an exam or a school trip, it is sometimes possible to swap times with another student, if they give enough notice. This should be written **notice of at least two weeks via email to Mrs Dalby-Anning** to allow time for the timetables to be amended and agreed with instrumental teachers.

We understand some students forget their lessons; this is normal. In the event your child does not attend their lesson, their instrumental teacher will try to find them on school site. If a teacher misses an instrumental lesson for any reason, then every attempt will be made to offer an extra lesson at the end of the block. If this is not possible then a refund will be made for each missed lesson. **Unfortunately, we are unable to refund or make up any lessons that are missed due to reasons beyond our control i.e. fire evacuation.**

## Contact Information

We hope that you found this guide helpful, should you require further assistance, have any concerns or queries regarding your child's instrumental lessons, please do not hesitate to contact the music department:

**Mrs Dalby-Anning**

[panning@clevedonschool.org.uk](mailto:panning@clevedonschool.org.uk)

01275 876744