



Laurie Parkinson CT ABRSM

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Freshbrook

Swindon

SN5 8RJ

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A Swindon Local Authority Approved Instrumental Tutor

Dear Parent/Guardian

Brass lessons at your school

Thank you for enquiring about brass lessons at your school. I am a Local Authority Approved teacher and have been providing brass lessons in Swindon schools for a number of years.

As you can see from the table overleaf, there are a number of different lesson options. Please mark your choices in order of preference and send your completed form to Mr Laurie Parkinson at the above address.

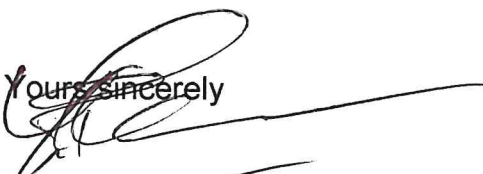
Please read carefully my **terms and conditions**:

1. Payment – payment is required in advance at the start of each term. Lessons will not commence until payment is received.
2. Non Attendance - it is important that I am given at least **one week's** advance notice in writing of any pre-planned event which results in a student being absent from a lesson (field trips, doctors' appointments etc). This gives me the opportunity to try to re-schedule the lesson for that week. If the missed lesson cannot be re-scheduled, this will either be refunded or will be credited against next term's lessons.

Please note: Absence due to a student forgetting to attend, illness/accidents or family holidays will **not** be re-scheduled, credited or refunded.

3. Non Provision of Lessons – if I am unable to teach a lesson, it will be re-scheduled. If this is not possible then the lesson will either be refunded or credited to next term's lessons.
4. Cancellation of Lessons – I require four weeks advance notice in writing of any students wishing to discontinue lessons. Lessons cancelled mid-way through a term will **not** be refunded.

If you have any queries please feel free to contact me using the details provided above.

Yours sincerely

Laurie Parkinson

Brass Lessons Application Form

Please send signed form to: Mr Laurie Parkinson, 20 Uxbridge Road, Freshbrook, Swindon, SN5 8RJ.

I would like my son/daughter (delete as appropriate) to attend brass lessons.

Student's Name.....

School.....Class/Year.....

Parent/Guardian Name and Address.....

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Contact Telephone Number.....

Email.....

i would prefer invoices to be sent via post/email (delete as appropriate)

Lesson Options

Lesson Choice	Cost	Order of Preference (first, second or third)
A – 15 minutes (individual)	£6.25	
B – 20 minutes (individual)	£8.35	
C – 30 minutes (individual)	£12.50	

- There will be 10 lessons in the Autumn Term 2020
- There will be 10 lessons in the Spring Term 2021
- There will be 10 lessons in the Summer Term 2021

Making a total of 30 lessons in the year.

Further lessons (e.g. during school holidays) may be undertaken by arrangement.

Do not send any payment yet as confirmation of your child's brass lessons and invoice will follow shortly. Payment is required in advance for the whole term. This avoids unnecessary administration during lesson time and maximises the time spent teaching.

I have read and agree with the terms and conditions for brass lessons:

Signed.....Date.....