

Instrument and Vocal Tuition

Academic Year 2023-2024 – T&C

Please ensure you have read and understood the information below. If you have any questions please contact the ArtForms office via the details provided.

ArtForms works with a small group of schools to invoice parents and carers directly for instrument and vocal tuition.

Instrument and Vocal Lessons

Lessons normally take place once a week during the school day. The needs of most pupils are usually best met through learning in small groups. These groupings are decided by your child's ArtForms tutor, taking into account the needs of all learners. ArtForms tutors will teach an average of eight pupils an hour, split into multiple groups across the period of their visit to a school. School visits are usually divided into 15–20-minute group lessons.

ArtForms tutors may recommend an alternative instrument depending on suitability e.g., age/size of pupil. Please be aware that tuition availability may depend on the teaching provision already in place as it is not always viable to provide tuition for low pupil numbers. For more information on current provision in your child's school or academy please contact our office via educ.artforms@leeds.gov.uk.

Cost of Lessons

Small group lessons cost £246 per year, split across 3 school-termly payments of £82. We also offer 20-minute individual lessons which are available upon request, costing £648 per year split into 3 school-termly payments of £216. Your child's ArtForms tutor will be available to visit your child's school on a minimum of 34 weeks each school year, however:

- If for any reason the school is closed, your child is absent, your child is required by the school for other activities at the time of the lesson, or the school declines the option of a cover tutor, the full number of lessons may not be achieved. In these circumstances you will still be liable for the cost of these sessions.
- Where an ArtForms tutor is absent and no cover tutor is provided, you will still be owed that lesson. If on this basis 34 lessons are not provided, we will be happy to discuss an appropriate refund at the end of the academic year. Information on such absences will be communicated to the school as soon as they arise, who will then inform parents using an appropriate internal system.

By submitting an online form, you give permission for your child to access the services provided by ArtForms, Leeds City Council and agree to pay all fees owed in understanding all the information provided in this form. Lessons will continue unless cancelled in writing directly with our office by the end of a term, and the charge for a full term will be payable for lessons cancelled mid-term.

Charges are collected by Leeds City Council via a posted invoice. Direct debit payments may be arranged by calling the payment/arrangements number found on your invoice.

To guarantee lessons to start from September 2023, please submit this form no later than **May 26th 2023**. If forms are submitted after this date then lessons will start as soon as can be arranged, usually from the start of the following term. **Completing the form does not guarantee a place**. After submitting the form, we and/or your child's school will contact you to confirm whether a suitable space is available and give you a start date, usually the start of the following term or half-term.

Instrument Hire

ArtForms owns a stock of instruments to support pupils learning with an ArtForms tutor. Instrument hire is available for £16 per school term, per instrument. This charge will be included on your invoice along with the charge for the instrument lessons. If you wish to hire an instrument, **or are already doing so**, you will need to complete the indemnity form found in the last sections of the online form.

Should you wish to buy a new instrument for your child, there is a VAT-free scheme which covers most instruments; please email educ.artforms@leeds.gov.uk for more information.

No lessons will be provided until this form is completed and confirmation has been received.

This agreement is for the academic year **2023/24** only. A new agreement must be completed for each academic year. If you have any questions about our provision, please contact us using the details below:

ArtForms Music

Pudsey Civic Hall
Dawson's Corner
Leeds
LS28 5TA

Tel: [0113 378 2850](tel:01133782850)

Email: educ.artforms@leeds.gov.uk

Website: www.artformsleeds.co.uk/music

Data Protection Act 1998 & General Data Protection Regulation

By submitting the form(s), you are consenting to Leeds City Council using the information to process your application for music tuition. Your information will not be disclosed outside of Leeds City Council without your consent, except where we are required to do so by law. ArtForms is required to submit anonymised data to Arts Council England and will ensure compliance, in line with Leeds City Council's obligations under the Data Protection Act 1998 and the General Data Protection Regulation. Further information on how Leeds City Council process your information can be found at <https://www.leeds.gov.uk/privacy-and-data/data-protection-act>