

# Direct Billing Instrument and Vocal Tuition 2024-2025 Terms and Pricing

**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 number of schools to invoice parents and carers directly for instrument and vocal tuition. We refer to this as Direct Billing for the model these schools engage with our service.

## Instrument and Vocal Lesson

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 at least 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](mailto:educ.artforms@leeds.gov.uk).

## Cost of Lessons

Small group lessons cost £261 per year, split across 3 school-termly payments of £87. We also offer 20-minute individual lessons which are available upon request, costing £680 per year split into 3 school-termly payments of £227. 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.

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 2024, please submit an online application via our eepos online portal no later than **May 31st, 2024**. 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 an application does not guarantee a place.** After submitting the form, we 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 £18 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 you will need to complete the section found on the online application 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](mailto:educ.artforms@leeds.gov.uk) for more information.

## Cancellation Period

Lessons are cancellable up to the end of a term. If you or your child wish to stop lessons part-way through a term then the full charge will still apply for that term, even if the child has not participated in the lessons. Parents must contact our office directly to confirm cancellations. We may provide a 1-2 week grace-period at the start of each term for cancellations but this is offered at our own discretion.

**No lessons will be provided until an online application is completed, and confirmation has been received.**

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

Email: [educ.artforms@leeds.gov.uk](mailto:educ.artforms@leeds.gov.uk)

Website: [www.artformsleeds.co.uk/music](http://www.artformsleeds.co.uk/music)

## Data Protection Act 1998 & General Data Protection Regulation

*By submitting the following 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>*

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