



Please provide your details and the tuition your child would like and we'll try our best to find a suitable slot.

- 1) Please fill in the form below and email/post it to the Music Service office - contact details are below.
- 2) We will check availability and notify you of available slots. If there are no slots at the present time you will be added to our waiting list.
- 3) To accept the slot, you must make payment for the tuition online at:
www.walthamforest.gov.uk/music-service
- 4) Before tuition starts the office staff will ask you to complete a registration form for your child.

Full terms and conditions are on the reverse.

[illegible]

			Full price	Low Income*
Which lesson length would you prefer?	20m	<input type="checkbox"/>	£145.00	£100.50
	30m	<input type="checkbox"/>	£206	£145.00

* Subsidised fees are available for families who are entitled to free school meals. Eligibility will be verified with our Benefits Service.

		Mon	Tue	Wed	Thu			Sat
When would you like the lessons?	16:00 - 18:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30 - 11:00	<input type="checkbox"/>	
	18:00 - 20:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11:00 - 13:00	<input type="checkbox"/>	

Date form completed	D	D	M	M	2	0	Y	Y
---------------------	---	---	---	---	---	---	---	---

The School Lodge
Woodbury Road
Walthamstow E17 9SB
(Site is in the grounds of Walthamstow School for Girls on the corner of Church Hill and Woodbury Road)

Tel: 020 8496 1584
Email: music.service@walthamforest.gov.uk

B. Waltham Forest Music Service (WFMS) full terms and conditions

By signing this form, I agree and understand that:

- All terms are 10 weeks long and dates will be published at walthamforest.gov.uk/music-service.
- **Payment must be made online at least two weeks before tuition begins for that term.**
- If fees remain unpaid my child will not be eligible to participate in WFMS services including, but not limited to, events and exam entry.
- If notice is not received and my child does not attend at the start of term, the slot will be released and made available to others on our waiting list.
- If the teacher misses the lesson, he/she will attempt to make it up at the end of term and if this is not possible I will receive a credit/refund for that lesson.
- If my child misses a lesson for any reason, fees will not be refunded as the teacher will still be here and the lesson will not be made up.
- If Music School is cancelled due to unavoidable circumstances such as severe weather, lesson fees will not be refunded and lessons will not be made up.
- The service will not administer any medication but will pass information to medical personnel.
- WFMS is under a duty to protect the public funds it administers and so may use the information provided on this form within the council for the prevention and detection of fraud.
- WFMS may share this information with other bodies administering public funds for this purpose.
- WFMS is required to provide aggregated information to funding organisations such as Arts Council England. Such statistics are used to monitor the effectiveness of WFMS. It is not possible to identify individual children from this information.

C. Confirmation and acceptance of slot by parent/carer

By signing here, you agree to the following statement: I would like to accept the one-to-one slot stated below for my child's instrumental tuition and I will make full payment for the term. I will pay future fees in advance, at the end of term for the following term.

Signed

Date

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

Waltham Forest Music Service
The School Lodge, Woodbury Rd,
Walthamstow E17 9SB

Telephone 020 8496 1584
Email music.service@walthamforest.gov.uk

D. Lesson availability (completed by Music School staff)

The following teaching slots/tuition times are available.

	Tuition/Inst type	Day	Time	Teacher								
Offered:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Tuition can start on:	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>				D	D	M	M	2	0	Y	Y
D	D	M	M	2	0	Y	Y					
Date of reply:	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>				D	D	M	M	2	0	Y	Y
D	D	M	M	2	0	Y	Y					
Payment made on:	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>2</td><td>0</td><td>Y</td><td>Y</td></tr></table>				D	D	M	M	2	0	Y	Y
D	D	M	M	2	0	Y	Y					
Payment receipt number:	<input type="text"/>											
Instrument number (if hired)	<input type="text"/>											