

September, 2018

Dear Parents/Carers,

Reminder Re. Conditions for Payment of Music Fees

We would be grateful if you could pay for your child's music lessons as soon as possible **and no later than the 'pay-by' date of 18th October, just before Half Term. If payment has not been received after two reminders have been sent out, lessons will be withdrawn. Should this happen, you will still be liable for the payment of any lessons already received.**

Just to remind you of the conditions that apply and have always applied with regard to the payment of music fees:

- If fees have not been paid by the 'pay-by' date, **and we have not heard from you so that we could make appropriate arrangements,** then we will assume that you no longer require the place for your child, and we will collect any borrowed instruments. Any lessons received will have to be paid for, and your child's place will be offered to the next child on the waiting list.

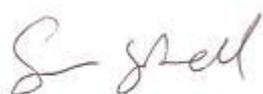
If you **do** want your child to start or continue having lessons, please send in your remittance as soon as possible, and **no later than Thursday 18th October, just before Half Term.**

- If you are experiencing financial difficulties or there is any problem or delay with paying the fees on time, but you wish your child to continue receiving music lessons, then please contact me to discuss the matter as soon as possible so that we can work out a solution. My email address is: scampbell17.210@lgflmail.org
- If you wish your child to **stop** having lessons, **we must receive half a term's notice as set out in the Contract, and we must receive this information from you in writing.** It will be expected that your child will attend these final sessions for which you would have already paid, unless you let us know otherwise.
- **Please note that, if we do not receive half a term's notice from you IN WRITING, you will still be required to pay HALF A TERM'S FEES IN LIEU OF NOTICE, regardless of whether your child has, or has not, attended any lessons.**

School music lessons still offer very good value for money, and there is always a large number of children on the waiting list, which is why we need prompt payment for lessons at the beginning of term, or else notice that a place is not required so that we can offer it to the next child on the waiting list.

Thank you for your co-operation.

Yours sincerely,



Miss Campbell
Assistant Music Coordinator