



Direct Service Agreement - 2015: Please complete and return as soon as possible but no later than 5th December 2014 - you can also fill this form out online at:

www.cornwallmusicservicetrust.org

IF THE FORM IS NOT RETURNED BY THE DUE DATE THERE IS NO GUARANTEE THAT LESSONS CAN COMMENCE.

Name of Learner

School Attended

Specify Instrument

Approx. Standard (e.g. Grade 4)

Ensembles Attended

Parent/Guardian/Carer Name

Address

Contact Telephone Number (1)

Contact Telephone Number (2)

Email Contact

Subsidy Code (if eligible - please see 'Subsidies' section) please state 1,2 or 3

Type of Lesson i.e. Group of 4

(please discuss this with your CMST teacher and school)

Signature

Date

Print Name

Relationship to Learner

(Signing this form demonstrates that you accept the Terms & Conditions of CMST's service agreement and agree to be invoiced for services)



CHARGES PER SESSION (34 week provision)

There are various options available to learners, please liaise direct with your CMST teacher and school to discuss your options (*please refer to section 4 of Terms and Conditions for more details*).

- Group of 4/5 (30mins) £5.00
- Group of 3 (20mins) £4.50
- Group of 3 (30mins) £6.70
- Group of 2 (30mins) £10.00
- Group of 2 (20mins) £6.70
- Individual (20mins) £13.50
- Award student 1 to 1 (30mins) £15.00 partially funded by CMST - please contact the office for more details

MINORITY INSTRUMENTS

- Viola, Cello & Double Bass
- Oboe & Bassoon
- Tuba, Horn, Baritone & Tuba (including Euphonium)
- Bass Guitar

All the above instruments will receive an individual lesson or a lesson in a pair (depending on numbers, abilities and uptake) for 20 minutes at £5 per session. Subsidised by Cornwall Music Education Hub.

SUBSIDIES

1. Children currently eligible for free school meals and/or in care will receive £5 subsidy per lesson
2. Children with one or more parents serving in the British Armed Forces will receive £5 subsidy per lesson
3. Children, or parent, in receipt of Disability Living Allowance will receive £2.50 subsidy per lesson

Please fill out and return this entire document to:

The Administrator
CMST
% Truro School
Trennick Lane
Truro
TR1 1TH

Alternatively you can email this form back to office@cornwallmusicservicetrust.org

PLEASE DO NOT SEND PAYMENT WITH THIS FORM YOU WILL BE INVOICED ACCORDINGLY



Terms & Conditions

1. Parties: This Agreement is made between the parent/carer/guardian of the learner (the client) and Cornwall Music Service Trust – CMST (the service provider). It is not made with any individual teacher employed by Cornwall Music Service Trust.

2. Duration: This agreement will run from 1st January 2015. It is subject to review and may be extended or varied by agreement between the parties.

3. Intent: The intent is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

4. Instrumental & Vocal Tuition, Classroom & Ensemble Support:

4.1 Group size will be determined by the teacher in partnership with the client/school and will depend on instrumental and educational needs.

4.2 The timing of the delivery of services will be subject to teacher availability.

4.3 Tuition and ensemble support will be available on a weekly basis throughout the academic year for 34 weeks and will include 3 performance lessons.

4.4 Classroom support will be available for the full academic year (39 weeks)

4.5 When a teacher is absent, CMST will make every effort to find a supply teacher to cover the tuition or replacement lessons will be delivered before the end of the academic year.

4.6 If delivery cannot take place due to circumstances beyond the teachers' control and a notice period of 48 hours has not been given this delivery will be billed. Where possible the teacher will endeavour to reschedule.

5. CMST Responsibilities – Quality Assurance:

Response to urgent enquiries to CMST office will normally be within three working days. All non-urgent enquiries will receive a response within one week.

6. School Responsibilities: Schools must ensure that the teaching location and conditions are suitable for delivery of music lessons.

6.1 The school has a joint responsibility with CMST for the organisation of lessons and pupil attendance.

7. Charges:

7.1 Charges will be subject to review on an on-going basis. If charges need to be changed a terms' notice will be given.

7.2 Clients will be notified of the rates for the next financial year at the end of March. Rates from January 2015 are £40 per hour (or equivalent).

7.3 For instrumental and vocal provision there are various options available to schools and parents/carers as follows:

- Group of 4/5 (30mins) £5.00
- Group of 3 (20mins) £4.50
- Group of 3 (30mins) £6.70
- Group of 2 (30mins) £10.00
- Group of 2 (20mins) £6.70
- Individual (20mins) £13.50
- Award student 1 to 1 (30mins) £15.00 partially funded by CMST - please contact the office for more details
- Ensemble and Classroom Support charged at £40 per hour

8: Charging and Payment Procedures:

8.1 Clients will be charged at the latest at the start of term for that term's provision.

8.2 All individual and group lessons will be charged termly in advance, with a one term notice period with notice to be given no later than the final week of the preceding term in writing to CMST office. Thus lessons will only be given if they have been paid for.

8.3 Once the initial upfront payment has been made there will be a facility to pay by Standing Order, (electronic payments will be the preferred method).

8.4 Any queries relating to the calculation of charges should be directed to the CMST office.

9: Queries, Concerns and Complaints Procedure

9.1 Any queries, concerns or complaints arising during the course of this agreement should in the first instance be made to the Head of Cornwall Music Service Trust.

10: Music Service Trust Contact: All matters arising from this agreement should be referred to: **Cornwall Music Service Trust**, % Truro School, Trennick Lane, Truro. TR1 1TH