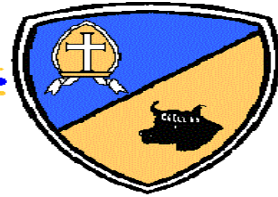


ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



Church Lane
Lowton
Warrington
WA3 2PW



01942 201140

web www.saintlukes.wigan.sch.uk

Headteacher: Mr S Hardaker e-mail enquiries@admin.saintlukes.wigan.sch.uk

06 January 2021

Dear Parents and Carers,

During this latest national lockdown and partial school closure Wigan Music Service has, understandably, suspended face to face music lessons for all children. They are, however, in a position to offer remote lessons for children who are existing instrumental learners. If you would like to take up this offer please complete the attached consent form and return it directly to the music service who will make the appropriate arrangements and take payment.

If you have already paid school for this half term's music lessons via Lunch Shop we will refund your payment later this half term.

Yours sincerely,

S Hardaker

Mr S Hardaker
Headteacher

Parental Consent

Temporary Remote Instrumental Lessons (via skype / TEAMS / Zoom etc.) from Wigan Council Music Service

- 1) Due to the current national lockdown, face to face instrumental lessons are paused. However, Wigan Music Service is undertaking to establish remote instrumental lessons for those pupils who are existing learners having instrumental lessons in the autumn term 2020. WMS instrumental tutors are freelance practitioners and not all are in a position to offer this remote service. As freelancers, it is at their own discretion as to whether they wish to undertake such work.
- 2) I understand that upon receipt of this form, the Wigan Music Service admin team will coordinate and administrate this remote tuition, but the details of when the tuition will take place will be handed over to the instrumental teacher who will contact me (parent) directly to negotiate a mutually convenient time.
- 3) I understand that signing this form will give explicit signed consent for Wigan Music Service to share my email address with a single named instrumental teacher. Wherever possible, this will be my child's regular instrumental teacher. This will enable the teacher to liaise directly with regards to the lesson arrangements and then to facilitate the video lessons (Zoom / Teams) themselves.
- 4) I understand that instrumental teachers are not employees of Wigan Council. They are genuinely self-employed. I understand that it will be entirely at the discretion of the instrumental teacher as to whether or not they choose to undertake remote teaching engagements.
- 5) All Wigan Music Service registered freelance tutors are DBS checked (Wigan Council), have received Safeguarding training and are experienced 'in-school' practitioners. Wigan Music Service will only ever invite appropriately qualified and experienced teachers to undertake remote lessons.
- 6) In signing this consent form I am agreeing to pay Wigan Music Service (Wigan Council) for the teaching services provided. I understand that I will be invoiced on a termly basis (in arrears) for the lessons received. In the first instance, I must notify Wigan Music Service directly BY EMAIL to musicserviceenquiries@wigan.gov.uk if I need to cancel the lesson. Teachers will make pay claims to Wigan Music Service based on the actual lessons delivered. Parental payment instructions will be provided at the point of invoicing.
- 7) ONLY A PARENTAL EMAIL ADDRESS SHOULD EVER BE DISCLOSED TO WIGAN MUSIC SERVICE OR THE INSTRUMENTAL TEACHER. NEVER SHOULD A CHILD'S EMAIL ADDRESS (OR ANY OTHER MEANS OF ELECTRONIC COMMUNICATION) BE DISCLOSED.
- 8) **I It is a condition of this arrangement that a responsible adult (normally parent) is present to oversee / supervise the remote lesson, remaining within the room throughout. Parents must ensure that a suitable room in the home is available for the lesson. This should be a shared space in the home (NOT a child's bedroom). There should be no distraction from siblings. Pupils must wear appropriate clothing.**
- 9) I acknowledge that freelance tutors will be establishing contact via their private email account. Parents must not use this email contact for any other purpose than the organisation of instrumental lessons.
- 10) I acknowledge that I will be entering into an agreement with Wigan Council Music Service for the provision of remote instrumental lessons and that I will be invoiced in arrears at their standard rates.

Name of Child: _____

School: _____

Name of my child's instrumental teacher _____

(IF YOU DO NOT KNOW THE NAME OF YOUR CHILD'S INSTRUMENTAL TEACHER IN SCHOOL OR YOUR CHILD HAS RECENTLY CHANGED SCHOOLS, PLEASE CONTACT US ON 01942 776169 AND WE WILL QUICKLY BE ABLE TO WORK OUT THIS INFORMATION FOR YOU.)

Instrument: _____

Lesson length you would like to arrange: 15 mins

(£8.25)

20 mins (£11.00)

30 mins (£16.50)

Are you currently in receipt of any subsidies for your instrumental tuition? (Wider Opportunities Continuation Subsidy or Assisted Tuition Subsidy) Yes/No

Parent email address: _____ Home

address:

Postcode: _____

Contact Phone Number: _____

I understand and agree to the terms described above. I give explicit consent for Wigan Music Service to forward my parental email address, the name of my child and their school to the instrumental teacher named above in order that the instrumental teacher can contact me directly to arrange remote tuition and facilitate the lessons themselves via a video conferencing platform of your mutual agreement.

Signed:

_____ Print: _____

Relationship to pupil: _____ Date: _____

Please print and sign.

Then, scan / photograph the whole document (BOTH PAGES) and finally email to:
musicserviceenquiries@wigan.gov.uk

(we need your signed consent for safeguarding and data-protection reasons)

PLEASE RETURN COMPLETED FROM AS SOON AS POSSIBLE