

17 May 2024

Dear Parents and Guardians,

We are delighted that music plays an enriching and vibrant part of student life at Habs' Girls, both in and out of the classroom, with a wealth of ensembles, orchestras, bands, choirs and performing arts activities on offer each week.

We are keen to find out more about your child's musical interests and experience, so we can recommend particular groups and ensembles which they might like to join in September. To help do this, we would be grateful if your child could complete the relevant questionnaire by Friday 21 June.

**L4 Music and Me:** <https://forms.office.com/e/i6gUmrAwY4>

**L6 Ensembles and Choirs:** <https://forms.office.com/e/TRLX753wFK>

In addition to the wide range of co-curricular activities on offer, over 400 students across the Junior and Senior School have weekly individual instrumental or singing lessons in school, provided by our team of 25 Visiting Music Teachers.

Please find more information in our Starting Instrumental and Vocal Tuition Guide here [https://issuu.com/habselstreeschools/docs/habs\\_girls\\_-\\_instrumental\\_and\\_vocal\\_tuition\\_guide?fr=sOTZiYzczMjl5ODM](https://issuu.com/habselstreeschools/docs/habs_girls_-_instrumental_and_vocal_tuition_guide?fr=sOTZiYzczMjl5ODM) and on the Instrumental/Vocal Tuition Application Form which follows on the next page.

Should you wish your child to begin instrumental or singing lessons from September 2024, please complete and return the application form to Mr Neil Mitchell, Music Administrator, [nmitchell@habsgirls.org.uk](mailto:nmitchell@habsgirls.org.uk) by **no later than Friday 7 June**.

Yours faithfully,

Ms Mea Jenkins  
**Director of Music**

## Application for Instrumental/Vocal Lessons

If you are applying for tuition on more than one instrument\*, please use a separate copy of this form. Please return completed forms to Mr Neil Mitchell (Music Administrator) [nmitchell@habsgirls.org.uk](mailto:nmitchell@habsgirls.org.uk)



<b>Student's Name :</b>	<b>Form :</b>
<b>Name of Instrument (including voice) :</b>	
Do you own your own instrument?	Yes/No
Has your child played this instrument before?	Yes/No
If grades have been taken, please state which ones: .....	
What other instruments (if any) does your child play? .....	
Have any grades been taken on that instrument? .....	
<b>Parent Contact Name :</b> <i>(Please give correct nomenclature e.g. Mr &amp; Mrs, Dr &amp; Mr etc)</i>	
<b>Telephone Number :</b>	
<b>Email Address:</b>	
<b>Name &amp; Address for Invoices :</b>	
<b>Parent Signature :</b>	<b>Date:</b>

On receipt of your completed form the Director of Music will seek to allocate your child to one of our visiting music teachers. If there are no spaces available, your application will be placed on a waiting list and you will be informed of the current situation.

Your child's new instrumental/vocal teacher will contact you directly to organise arrangements for the first lesson. At this point, please make the teacher aware of any necessary learning adjustments that are in place for your child. You will be issued with an agreement to be signed and returned to the instrumental teacher. All our visiting music teachers are self-employed and will invoice you directly for payment of lessons.

Lessons are 30 minutes long and are rotated as much as possible. In U5 and Sixth Form, lessons are timetabled in free periods or at lunch/before or after school.

*\*Students in the **Junior School** (Years 3 to 6) are allowed **one** instrumental/vocal lesson per week.*

*\***Students in L4 and above** may have **two** instrumental/vocal lessons per week, in which case we will try to create a situation in which only one of the lessons is on rotation and the other one is before/after school or at lunchtime. This cannot always be guaranteed as is it dependent on the individual timetabling of the two visiting teachers involved. We do not recommend Senior School students having more than two music lessons in School.*

Who we are: Haberdashers' Girls School, Elstree (the School) is the Data Controller. Why do we need this data: to facilitate the provision of your child's instrumental lessons. What is the lawful basis for processing this data: legitimate business reasons. Who will this data be shared with: this data will be shared with the visiting music teacher allocated to teach your child. How long will we keep your data: we will keep your data for as long as we have a lawful basis to process your data. Please read our Data Protection Policy on our [website](#) for more detail. For further information, including our complaints process, please refer to the Privacy Statement on our website.