



SCHOOLS SERVICE LEVEL AGREEMENT

Terms and conditions - *Page 1*

NON-FUNDED BAND / ENSEMBLE / INDIVIDUAL MUSIC LESSONS

Terms and conditions - *Page 10*

SERVICES

Ensembles / Bands [within and outside of schools] - *Page 16*

Funded Whole-Class [First Access] / Group Tuition - *Page 18*

Non-funded Individual / Small Group Tuition - *Page 19*

Private Instrumental Lessons - *Page 20*

Instrument Loan Policy - *Page 21*



Corsham Windband Association
Schools Service level agreement
Terms and conditions

1. PARTIES

- 1.1 These terms and conditions form the basis of the contract (hereafter referred to as ‘the Agreement’) between Corsham Windband Association (hereafter referred to as ‘CWA’) and Wiltshire Schools that request or receive any provision from CWA, funded or non-funded. Each Wiltshire School (hereafter referred to as ‘the Client’) is subject to and agrees to be bound by these terms and conditions in addition to the following policies:
- CWA Safeguarding Policy
<https://corshamwindband.org/safeguarding-policy/>
 - CWA Privacy Policy
<https://corshamwindband.org/privacy-policy/>
 - CWA Social Media Policy
<https://corshamwindband.org/wp-content/uploads/2026/02/CWA-social-media-policy-Feb-2026.pdf>
 - CWA Instrument Loan Policy (see page 23) or Gloucester Swindon Wiltshire Instrument loan: <https://ukwiltshire.speedadmin.dk/registration#/>
- 1.2 CWA reserves the right to vary these terms and conditions at any time and without notice. Any determination made by the CWA Founder/ Musical Director arising from the terms and conditions shall be final.
- 1.3 Both parties agree to act in good faith and in a reasonable and timely manner.
- 1.4 The aim is to provide funded and non-funded instrumental lessons to schools. Where CWA manages funded lessons, the Client may also purchase non-funded billed CWA music provision.
- 1.5 Where the Client has agreed that CWA will manage the billing of non-funded instrumental lessons delivered on the Client’s site, parents/carers will enter into a separate, individual agreement with CWA. The terms and conditions for this are detailed below.
- 1.6 Where the Client has requested to manage the billing for CWA non-funded instrumental lessons themselves, the Client will be responsible for managing the financial implications of this service e.g. debt and invoicing.
- 1.7 The Client agrees to adhere to the Client responsibilities described within these terms and conditions, no matter the billing arrangement agreed for any CWA provision – funded or non-funded.
- 1.8 CWA does not accept responsibility or liability for the use of any third-party services.
- 1.9 The key relationship manager for the Client will be the CWA Founder/ Musical Director.

2. PURPOSES

2.1 The purpose of these terms and conditions is to provide schools with a framework to arrange funded or purchase non-funded CWA music provision. CWA will work collaboratively with the Client to support the selection of provision that best meets their needs.

2.2 These terms and conditions define the rights and responsibilities of both CWA and the Client and detail any responsibilities that must be met by the Client to enable the provision of services.

2.3 Details of the services available, the costs and any specific restrictions or requirements of the Client are detailed below and can be confirmed by the CWA Founder/ Musical Director.

3. DURATION AND COMMENCEMENT

3.1 All CWA provision delivered as part of this Agreement except for individual instrumental lessons will, unless specified, commence at the start of an academic term and continue for 20 lessons (or longer, upon discussion with the CWA tutor).

3.2 Funded and non-funded instrumental lessons are delivered for 20 weekly sessions and can continue term-on-term, year-on-year by discussion with CWA tutors, until the Client gives written notice to CWA to cancel or amend the booking.

3.3 Requests for CWA non-funded music provision are required one full term in advance and the duration of any CWA provision (except instrumental lessons as described in 3.2) will be confirmed in writing prior to the provision commencing, along with details of any fees the Client will be liable to pay.

3.4 For non-funded provision CWA reserves the right to cease delivery of all music provision with immediate effect if the Client fails to make payment against any invoice within the payment deadline or the requirements of these terms and conditions are not met.

4. CANCELLATION AND CHANGES

4.1 Advance written notice is required to cancel or amend any CWA music provision prior to the agreed end date.

4.2 Advance written notice to cancel and/or change any CWA provision must be sent to the CWA Founder/ Musical Director.

4.3 CWA will allow the Client to cancel and/or change CWA music provision at three points in any academic year (based on a 3-term system) provided sufficient written notice is given as described in 4.4.

4.4 Written notice for cancellations and/or changes must be received by the CWA Founder/ Musical Director by the following date:

- Monday 1st May 2026 for cancellations and/or changes effective from 1st September 2026

4.5 If the required written notice to cancel and/or change any CWA provision is not given by the dates described in 4.4, the Client will be liable for all costs where applicable until the end of the proceeding non-funded billing period for which sufficient notice can be given.

4.6 The Client understands that CWA teachers will be booked and paid based on their requests for CWA music provision, and the Client is liable for all non-funded charges arising from the requested provision for at least one academic term.

4.7 When CWA receives requests from the Client for services, the CWA Founder/ Musical Director will work in partnership with teachers to timetable CWA activities. If CWA is in a situation where they are unable to provide the services requested with available teachers, CWA will engage in conversation with the Client to find a resolution.

4.8 Any additional non-funded services or teaching hours/weeks above the initially agreed service provision must be requested and arranged in advance between the Client and CWA. The Client must not engage CWA teachers in private arrangements.

4.9 The Client may request additional funded provision throughout the academic year. Any such additional provision can commence at a mutually agreed point in the academic year, subject to staff, administration and instrument capacity being available.

5. REPORTING OUTCOMES

5.1 As a funded provider, CWA is required to provide data to monitor KPIs as well as to collate reports for Wiltshire Council, Corsham Town Council and funding organisations. The Client agrees to provide a full and complete annual data return relating to school-based musical activities in the previous academic year to CWA, including reporting on all protected characteristics categories as well as instrumental tuition upon request within 30 days.

6. NON-FUNDED FEES AND MISSED SESSIONS [for individual/group lessons]

6.1 CWA will deliver and invoice for any non-funded provision requested by the Client for the duration agreed except for school-billed instrumental lessons that will continue term-on-term, year-on-year (by discussion with CWA tutors) until notice is received to cancel or change the provision.

6.2 Privately funded lessons will be charged as follows:

- £17.50 for a 30 minute lesson
- £11.67 for a 20 minute lesson
- £8.75 per pupil for a shared 30 minute lesson (two or three pupils). CWA tutors will determine suitability.

Non-funded fees are reviewed annually.

6.3 Where the number of sessions offered differs from the number of sessions invoiced at the end of the academic year, a credit/debit will be applied where required.

6.4 The minimum written notice for rescheduling a session is one week. If the required written notice is not given to the CWA teacher, no credit will be due and the Client will be charged.

6.5 Whilst every effort will be made to accommodate requests to reschedule, if a session cannot be rescheduled by the CWA teacher within the academic year, no credit will be due and the Client will be charged.

6.6 Sessions missed by students due to reasons including, but not limited to, forgetfulness, short term sickness, school trips/activities (with no notice), exams, will not be made up or credited and the Client will be charged.

6.7 When a CWA teacher misses a session for reasons such as illness or travel delay, they will either reschedule the session within the academic year or a credit will be applied.

6.8 Any sessions missed by a CWA teacher may be rescheduled in a different academic term to the original missed session within the same academic year.

6.9 CWA will endeavour to provide a cover teacher in cases of extended staff absence; however, this cannot be guaranteed.

6.10 To assist in timetabling any tuition, the Client will provide notification to the CWA teacher in advance of the start of each term of any days where students will be unavailable for a lesson due to a school commitment or a suitable room/space at the school will be unavailable.

6.11 In the event of an emergency or closure of the Client's site (full or partial) or external venue due to an event outside CWA's control (e.g. force majeure, a pandemic, flooding, heavy snow, storm or industrial action), where alternative arrangements can be made in time, all CWA services may be delivered online. No credit will be due if alternative arrangements are not made in time and the Client will be liable for any charges for CWA services as a result.

6.12 If the Client's site or external venue closes due to reasons outlined in 6.11 above for an extended period of time (more than one week), it is expected that sessions and activities will move online via the Client's virtual learning platform, e.g. MS Teams and no credit will be due.

6.13 Credits for missed sessions will not usually be made on a term-by-term basis. Where the number of sessions scheduled by CWA staff differs from the number of sessions invoiced at the end of the academic year, a credit/debit will be applied where required.

6.14 The Client will be invoiced termly, and payment will be due within 14 days of the date on the invoice. Failure to make payment will lead to the cancellation of provision. For instrumental and/or singing tuition, CWA will invoice for 10 lessons in the Autumn term, 10 lessons in the Spring term and 10 lessons in the Summer term.

6.15 In the event that CWA is unable to deliver a fully funded activity, for example Whole-Class Teaching [First Access], CWA will suggest an alternative date.

7. QUALITY ASSURANCE, FEEDBACK AND DATA PROTECTION

7.1 CWA will provide performance management and professional development opportunities for all its teachers. CWA will also work in partnership with the Client to ensure effective quality assurance and monitoring of the teaching and learning provided by CWA against the CWA Ofsted Curriculum 2025 document (available on request).

7.2 CWA reserves the right to change the CWA teacher, either temporarily or permanently with no notice.

7.3 To assist with improving the services on offer, CWA requests that the Client assists with regard to gathering evidence in the form of feedback from teachers and young people, data, videos and photography, subject always to securing the requisite consents from individuals to take images and collect data.

7.4 All data is collected, stored and deleted in line with CWA Privacy Policy available on the CWA website.

8. NON-FUNDED BILLING AND FINANCIAL SUPPORT

8.1 For non-funded paying services, including subsidies offered to students by the Client, which are delivered by CWA and chargeable to the Client, the Client will be charged on a termly basis.

8.2 Any queries CWA receives relating to non-funded school billed lessons will be directed to the contact email address of the Client held by CWA.

8.3 The Client will be liable for any charges once provision has been requested by the Client.

8.4 Provision may begin before an invoice has been issued.

8.5 Where the Client is passing on the cost of CWA provision to parents/carers, the Client remains liable for the full cost of all scheduled CWA provision, regardless of any failure to make payment by parents/carers.

8.6 Trial lessons/sessions are not offered unless they form part of an authorised special promotion.

8.7 Where the Client makes changes to their booking and the number of sessions scheduled differs from the number of sessions invoiced at the end of the relevant academic term, CWA reserves the right to charge for the extra sessions.

9. COMPLAINTS AND COMPLIMENTS

9.1 Please direct any notices, complaints, compliments or comments regarding the service to:

Dame Sonia Blandford

Founder/ Musical Director, Corsham Windband Association

c/o Pound Arts, Pound Pill, Corsham, Wilts SN13 9HX

Tel: 07894 885 264 / Email: sonia@corshamwindband.org

10. SERVICES OFFERED

The full list of CWA services available to schools is detailed in section 11 below.

10.1 There is an online request form available which can be used to request CWA services each academic year for individual lessons and instrument hire.

<https://corshamwindband.org/services/>

10.2 CWA will consider requests for services throughout the academic year on a case-by-case basis; however, any provision offered may be dependent on:

- Availability of suitable teachers
- Availability of instruments or equipment
- Availability of space or suitable resources at a school
- Availability of administrative support to process requests

- Availability of funding.

10.3 Provision that is needed to start in September of any given academic year must be requested by the end of March in the preceding academic year. This allows CWA to review any recruitment needs and interview new teachers where needed between April and July.

11. FUNDED WHOLE CLASS [FIRST ACCESS] / GROUP / INSTRUMENTAL LESSONS

11.1 CWA will schedule 20 lessons in the first instance, with an opportunity for discussion about further opportunities towards the end of the period, up to a maximum of 30 lessons in one academic year.

11.2 Due to the uneven duration of school terms, the number of sessions offered in each school term may vary.

11.3 Attendance records are kept for invoicing and record keeping and used as the source of information for any queries about accounts.

11.4 Instrumental lessons will begin as soon as possible following receipt of a request for, or extension of, existing CWA teacher time from the Client.

11.5 The Client must provide an online platform for CWA teachers to deliver online lessons where face-to-face lessons are not available or accessible.

11.6 The Client agrees to manage the timetabling of instrumental lessons and must oversee the adding of individual students to CWA lessons.

11.7 The Client will ensure instrumental lesson durations allow for CWA teachers to maintain the teaching and learning standards expected of CWA provision. For the avoidance of doubt, the minimum expected lesson durations are 20 minutes for individual lessons, 30 minutes for pair/ small group lessons (3 - 15 students), 30 - 60 minutes for whole-class sessions, 60 minutes for ensemble provision. The Client must agree any lesson durations below these minimum expectations with CWA on a case-by-case basis.

11.8 CWA will not agree to deliver individual or small group funded or non-funded tuition to a student who receives lessons on the same instrument from another (non-CWA) teacher.

Time of Lessons

11.9 Instrumental lessons normally take place during, but not limited to, the school day.

11.10 The Client accepts that instrumental lessons will usually result in a student being withdrawn from their normal school classes for the duration of the lesson.

11.11 The CWA teacher will agree a time and day for regular instrumental lessons with the Client and the Client will be responsible for sharing the details with students and the parents/carers.

11.12 The Client agrees to display the instrumental lesson timetables submitted by CWA teachers somewhere that students can check the time/day of their lessons.

11.13 The CWA teacher is not responsible for escorting children to/from lessons, although the CWA teacher will make every effort to ensure attendance is consistent.

Liability

11.14 CWA is responsible for whole-class and group instruments [belonging to CWA and Gloucester Swindon and Wiltshire Trust].

11.15 CWA does not accept liability for loss or damage to students' instruments or personal possessions.

11.16 Parents/carers should arrange appropriate insurance for musical instruments and equipment provided for lessons, often available under existing home contents insurance policies or specialist insurers.

12. SAFEGUARDING

12.1 CWA will ensure that all CWA teachers continue to satisfy the required safeguarding checks, induction training and pre-employment checks for work with children and young people.

12.2 The Client agrees that any teaching assistants and 1:1 learning support assistants will remain in the class during whole-class or large group provision to support the music learning of the students who require this additional support.

12.3 CWA will ensure the Client is informed of the required information to keep their Single Central Record updated as needed.

12.4 CWA will review and update as needed the CWA Safeguarding policy available to all Clients online here: <https://corshamwindband.org/safeguarding-policy/>

12.5 CWA will ensure that the Client is kept fully informed of any staff changes or concerns that may arise in order that action can be taken as soon as possible.

12.6 CWA will ensure the Client is notified when a teacher is ill and unable to attend, by 10:00am on the given day wherever possible.

12.7 In cases of planned absence or inability to deliver services, CWA will endeavour to provide at least one week's notice, and where possible, the CWA teacher will reschedule these sessions.

12.8 The Client must ensure access to basic first aid provision or a way to call for assistance is available to all CWA teachers whilst working on the Client's premises.

12.9 CWA teachers will be responsible for reporting any unauthorised absences from instrumental lessons to the Client on the same day.

13. CLIENT RESPONSIBILITIES

It is the Client's responsibility to:

13.1 Liaise directly with CWA teachers to inform them about any SEND student requirements e.g. My Support Plan details, school dress code, behaviour management or school reward policies and how the Client expects inappropriate behaviour to be managed.

13.2 Ensure CWA teachers are informed who the Client's Designated Safeguarding Lead is and their contact details.

13.3 At CWA's request, forward relevant key information and communications about CWA activities and opportunities for children and young people to parents/carers.

13.4 Where appropriate, ensure students are encouraged and given every opportunity to perform within the school, in CWA groups or at external large-scale events (e.g. CWA termly Concerts).

13.5 Manage any class registration process.

13.6 Agree all teaching dates prior to sessions commencing at the start of each term by working in partnership with CWA teachers.

13.7 Ensure that agreed dates are adhered to, and that notification of essential rescheduling requirements are reported at least one week in advance via email to the CWA teacher directly.

13.8 Comply with any requests for information from CWA to enable CWA to monitor and evaluate the services provided.

13.9 Ensure no fees are charged to CWA for delivering any requested CWA provision. This includes any fees for room hire that may be charged to private teachers.

13.10 Ensure that the requirements of the teacher are met so that the service can be delivered effectively and efficiently. These requirements include, but are not limited to the following:

- A suitable room be provided for the delivery of each service, which is of adequate size for the activity, free from distraction and any obstacles, ensuring that vision panels are in all doors and rooms are well ventilated and heated. Rooms should be situated where it is appropriate to play music without disturbing other activities in school.
- It is highly desirable that the room provided is consistent every week, with prior notice of any room changes, and suitable alternatives provided if strictly necessary.
- Use of school Wi-Fi to access online teaching resources is desirable.

13.11 Respond within 30 days to requests for the submission of data required for the purposes of monitoring and self-evaluation of the service, and for funders reports for which continued funding depends.

13.12 Do not seek to employ the same CWA teachers by private agreement to work directly for the school as instrumental teachers, within a six-month period of the teacher(s) working in the Client's school.

14. SCHOOL PARTNER MEMBERSHIP AGREEMENT

To secure a stronger partnership between CWA and Wiltshire schools, CWA and the Client agree to the following commitments.

CWA will support music making in schools by:

- Ensuring provision is inclusive and accessible to all young people.
- Delivering an engaging whole-class instrumental programme.
- Assisting or advising students with the loan or purchase of musical instruments.
- Designing bespoke musical provision that suits the needs and ambitions of each school.
- Facilitating peer to peer support networks, training and advice to schools.

- Continuing to train, support and develop CWA teachers' skills and expertise to ensure musical tuition is a consistently high standard.
- Making funding available to provide financial assistance to families facing hardship.
- Creating a varied programme of performance events.
- Developing a progressive pathway for students to follow through to professional music making.

As part of this Agreement, the Client commits to supporting the aims and vision of CWA by:

- Maintaining good communications with the CWA teachers, providing a named contact for music.
- Reporting any concerns or issues promptly so CWA can support as necessary, quickly and efficiently.
- Liaising with the CWA teacher to ensure any instrumental timetables are suitable.
- Encouraging students to express themselves through the language of music.
- Considering the use of e.g. Pupil Premium funding to assist certain students with the cost of instrumental lessons.
- Ensuring a school staff member (Teaching Assistant and any 1:1 support staff) is present at all whole-class music sessions where possible.
- Allocating a space in the school for the safe storage of music instruments or equipment away from heat, direct sunlight or damp.
- Making suitable equipment available for music tuition to be delivered including Wi-Fi access or an internet enabled school device for teaching online lessons or accessing cloud-based content.
- Ensuring the requirements of any CWA teacher are met so that CWA services can be delivered effectively and efficiently.

15. INTRODUCTION FEE – FAIR WORKING PARTNERSHIP AGREEMENT

15.1 Where a client engages CWA to provide a member of staff to deliver Tuition within the school/setting, the Client acknowledges that CWA is performing the role of a music charity.

Signed:

Headteacher / Music Coordinator

School:

Contact details:



Corsham Windband Association

Non-Funded Band / Ensemble / Individual Music Lessons

Terms and conditions

These terms and conditions form the basis of the contract ('the Agreement') between Corsham Windband Association ('CWA') and customers ('you'). You agree that these terms and conditions apply to the delivery of the services under the Agreement, and you must comply with the following policies (where applicable):

- CWA Safeguarding Policy
<https://corshamwindband.org/safeguarding-policy/>
- CWA Privacy Policy
<https://corshamwindband.org/privacy-policy/>
- CWA Social Media Policy
<https://corshamwindband.org/wp-content/uploads/2026/02/CWA-social-media-policy-Feb-2026.pdf>
- CWA Instrument Loan Policy (see page 23) or Gloucester Swindon Wiltshire Instrument loan: <https://ukwiltshire.speedadmin.dk/registration#/>

CWA reserves the right to vary these terms and conditions at any time upon reasonable written notice to you.

1. BAND / ENSEMBLE SESSIONS

CWA will aim to offer a minimum of 30 sessions over the academic year. Due to the uneven length of school terms, the number of lessons/sessions scheduled in each term may vary.

1. Fees for memberships of CWA bands / ensembles meeting outside of schools are invoiced to parents/ carers after the first two (short) terms as a monthly fee of £12 or a yearly fee of £144.
2. A schedule of CWA bands/ ensembles sessions for the year will be provided in advance.
3. Attendance at all sessions is expected.
4. CWA membership forms can be found on CWA website.

2. INSTRUMENTAL TUITION

1. CWA will invoice for 10 instrumental sessions each term.
2. You will be invoiced termly, in advance, and you must pay the invoice within 14 days of the date on the invoice.
3. You should contact CWA immediately if you are in financial difficulty.
4. Failure to make payment will result in the cancellation of tuition.
5. Fees are reviewed annually.

3. NON-FUNDED TEACHING

Teaching is normally given in individual, shared or group lessons, based on age, instrument and musical progress.

1. The lesson types offered are:
 - individual lesson – 20 or 30 minutes
 - shared lesson (two or more pupils) – 30 minutes
 - group lesson (up to 20 pupils) – 30–60 minutes
2. CWA may offer other lesson types at Pound Arts, Pound Pill, Corsham, Wiltshire SN13 9HX, or in agreement with schools at their request.
3. The size and membership of a group may be subject to change without notice (e.g. due to differing rates of progress).
4. When a shared or group lesson reduces to just one pupil, unless a suitable pupil is immediately available to replace the leaver/s, the lesson will be offered in the next academic term as an individual 20- or 30-minute lesson, charged at the appropriate individual lesson fee. You can also request to remain on the waiting list until CWA can integrate other pupils to make a viable group or shared lesson. CWA will charge the group 30-minute lesson rate for the remainder of the current academic term for the remaining lessons.
5. When a pupil is enrolled for a group or shared lesson and no other suitable pupils are available to commence the requested lesson, you may be offered an individual 20- or 30-minute lesson, charged at the appropriate individual lesson fee. You can also request to remain on the waiting list until CWA can integrate other pupils to make a viable group or shared lesson.
6. CWA will not give tuition to a pupil who receives lessons on the same instrument from another (non-CWA) teacher.
7. CWA reserves the right to change the CWA teacher, either temporarily or permanently without notice.
8. Progress is monitored continuously.

4. TIME OF INSTRUMENTAL LESSONS

CWA non-funded lessons and activities will usually take place outside school hours.

5. COMMENCEMENT

Lessons and memberships will begin as soon as possible following receipt of a completed registration form provided by the school or completed on the CWA website:

<https://corshamwindband.org/services/> Your child will be placed on a waiting list whilst tuition is arranged.

1. Membership of bands and ensembles is determined by teaching staff.
2. Trial instrumental lessons are not offered unless they form part of an authorised special promotion.

3. Trial sessions for ensembles and bands may be offered by CWA.
4. You must advise CWA in writing as per clause 11.5, if you no longer wish your child to be on the waiting list for any tuition you register for.

6. SUPERVISION

1. CWA only accepts responsibility for pupils during CWA lesson/session time and during breaks in band/ensemble practices. At all other times, responsibility lies with the school or parents/carers.

7. INSTRUMENTS / ACCESSORIES

1. CWA agrees to assist with loans and advise on the purchase of instruments, music and accessories as required. See CWA services.

8. LIABILITY

1. CWA does not accept any liability for loss or damage to pupils' instruments or personal possessions.
2. It is advisable to arrange appropriate insurance for these items, often available under existing home contents insurance policies or via specialist insurers.

9. BEHAVIOUR

1. Pupils are expected to behave in a responsible and courteous manner at all times, to attend lessons regularly and to practise between lessons.
2. Failure to adhere to the CWA Code of Conduct may result in tuition being withdrawn.
<https://corshamwindband.org/safeguarding-policy/>

10. MISSED LESSONS

1. Where the number of lessons scheduled differs from the number of lessons invoiced, a credit/debit will be applied in the summer term.
2. CWA requires at least one week's written notice to reschedule a lesson to be given to the CWA teacher. If this required written notice is not given to the CWA teacher, no credit will be due.
3. Whilst every effort will be made to accommodate parent/carer requests to reschedule, if a lesson cannot be rescheduled by the CWA teacher within the academic year, no credit will be due.
4. Lessons missed by pupils without good reason not caused by the school or CWA including, but not limited to, short term sickness, forgetfulness, clashing commitments, school trips and activities will not be made up or credited.
5. When a CWA teacher misses a lesson for reasons such as illness or travel delay, they will either reschedule the session within the academic year or a credit will be applied.
6. Rescheduled lessons may be scheduled in a different term to the original missed lesson but will be in the same academic year.

7. CWA will endeavour to provide a cover teacher in cases of extended staff absence, although this cannot be guaranteed.
8. If a lesson venue closes due to an emergency due to an event outside CWA control (e.g. force majeure, a pandemic, flooding, heavy snow or industrial action), provided arrangements can be made in time, lessons and membership activities may be moved online, and no credit will be due.

11. WITHDRAWAL OR CHANGES

1. Lessons, band/ensemble tuition and memberships will continue term-on-term and year-on-year until written notice to withdraw from lessons, ensemble tuition or membership is received.
2. A pupil may only withdraw from lessons, band/ensemble tuition or membership at the end of a term with written notice.
3. A pupil may usually only change the duration or lesson type from the start of a new term with written notice.
4. Written notice for withdrawals and / or changes to lessons must be requested via the CWA website or by sending notice to Dame Sonia Blandford:
sonia@corshamwindband.org / Phone: 07894 885 264.
5. Any notification by pupils or the parent / carer(s) directly to a CWA teacher or the school or a third party will not be accepted.
6. Written notice for any withdrawals or changes to CWA tuition must be received by the beginning of the upcoming half term break (i.e. if you wish to withdraw and or make changes for the start of the spring term notice must be received by the autumn half term break).
7. If the number of lessons scheduled differs from the number of lessons invoiced at the point that lessons cease, CWA will credit for lessons not scheduled and reserves the right to charge for any additional lessons scheduled.

12. CONTACT DETAILS

1. Once agreed with the teacher, please contact CWA to request provision, including your child's name, instrument, lesson received and where they normally have their lesson. Requests can be made through the CWA website or by contacting the Founder/ Musical Director, Corsham Windband Association, c/o Pound Arts, Pound Pill, Corsham, Wiltshire SN13 9HX / sonia@corshamwindband.org / Phone: 07894 885 264.
2. Invoice queries should be raised by contacting CWA as per point 12.1.
3. Written notice for withdrawals should be requested as per point 12.1.

13. FINANCIAL SUPPORT

1. Financial support is available for lessons with a CWA teacher for families on low incomes. This is funded by Corsham Town Council/ Wiltshire Council and other sponsors, administered by CWA.
2. Please note that financial support cannot be applied retrospectively.

3. You must have received confirmation of any financial support from CWA before enrolling a pupil for lessons.
4. If lessons are booked before financial support is confirmed by CWA, you will be liable to pay all fees in full.
5. Support is granted for an academic year. Financial support will be withdrawn if eligibility changes during the year.
6. You must re-apply for financial support in the summer term each year.
7. Continuing eligibility is also subject to satisfactory attendance and continued musical progress.
8. Financial support is subject to funding availability so please note that confirmation that a pupil is eligible for help with music fees through the application process does not guarantee that your child will receive financial support.
9. CWA operates a waiting list once available funding is fully allocated.

14. HEALTH AND SAFETY

Whilst every care is taken to ensure the health and safety of your child, whilst on a site used by CWA for delivering music tuition, CWA is only responsible for supervising your child when in a lesson or activity and during breaks in band/ensemble practices.

1. CWA is not able to provide general supervision at other times. Therefore, students remain in the care of accompanying adults and schoolteachers before and after lessons or activities.
2. Health and safety is a joint responsibility, so please bring to our attention anything that may give you cause for concern.
3. Access to basic first aid provision and a way to call for assistance is available at all CWA sites.

Signed:

Parent/ Carer

Contact details:



SERVICES

- **Ensembles / Bands**
- **Funded Whole-Class [First Access] / Group Tuition**
- **Non-funded Individual / Small Group Tuition**
- **Private Instrumental Lessons**
- **Instrument Loan Policy**



CWA Band/ Ensemble membership allows an individual pupil to attend one or more CWA ensembles (outside of school) for an inclusive £12 monthly fee / £144 per year.

1. The CWA Band/ Ensemble membership fee will be reviewed annually.
2. The funded [sponsored] CWA Band / Ensemble membership fee available to specified pupils replaces all individual CWA ensemble fees. Once the funded CWA Band/ Ensemble Membership is processed, a 100% discount will be applied to fees for any CWA band/ensemble the specified pupil attends.
3. A pupil can apply to join additional ensembles which are suitable at any time.
4. If a CWA Band/Ensemble is not suitable for a pupil, CWA staff will offer options for alternative ensembles where possible.
5. Any decision made by CWA staff about the suitability of a CWA band/ensemble for any pupil is final.
6. The CWA Band/ Ensemble membership applies to an individual pupil only and cannot be shared with another pupil.



CORSHAM WINDBAND ASSOCIATION

FUNDED WHOLE CLASS [First Access] / GROUP

PRIMARY SCHOOL PROJECT

FULLY FUNDED options are available to up to four year groups per primary phase school (KS1 and KS2). Additional costs for tuition or instrument hire are confirmed below.

Instrumental lessons are a fun and exciting way to learn and make new friends. CWA firmly believes that by providing children with a strong foundation in music they will go on to progress faster and further, not only in their musical studies, but in all other aspects of their school life. The vision for CWA whole-class/group project [First Access] is that it acts as a route into instrumental learning for students, having experienced the fun and enjoyment of learning with their friends.

The CWA whole-class instrumental tuition programme enables a whole class or year group to learn an instrument together, during the school day, with a CWA specialist instrumental teacher.

In order to be inclusive, this programme is available to all Corsham and Chippenham primary phase schools in 2025-26.

All offers of CWA whole-class/group projects are subject to staff and instrument availability.

Class sets of instruments are loaned to schools free (subject to funding) for up to a full academic year.

Whole-Class Lessons

- Students learn an instrument together as a whole class, or whole class split into two groups.
- Each whole-class session will last 30 - 60 minutes per class.
- A CWA teacher will be funded to deliver up to 30 sessions per class in one year group and schools have the option to extend the project upon discussion with the tutor.
- Instrument hire is free of charge to the school, subject to funding.
- Assistance in monitoring each pupil's musical progress throughout the year will be offered to the class teacher/s.
- The CWA teacher will work with the school to create at least one performance or presentation opportunity for the students to share their new skills.

Small Group Lessons

- Students learn in groups of up to 15.
- A CWA teacher will be funded to deliver 10 sessions per term per small group and students have the option to continue lessons.
- Instrument hire is fully subsidised for this option.

- As this option is more flexible, students may have the option to choose between two different instruments.
- If students choose to continue lessons beyond the period of funded lessons, the parent/carer books and pays for lessons directly with CWA.

Please discuss these options with Dame Sonia Blandford (Founder/ Musical Director) in the first instance: sonia@corshamwindband.org / 07894 885 264



Non-funded Individual/ Small Group Cost for 2026: School Billed tuition is charged at £35 per hour, per teacher if parents/carers apply to CWA directly for lessons.

CWA will provide:

- Professional, inspiring instrumental music teachers.
- Individual, shared or group lessons of 3-6 students.
- Lessons in a variety of instruments and musical genres.
- Management of the administration of instrumental music tuition at your school.
- All ongoing quality assurance and safeguarding checks.
- Billing to parents/carers directly – your school does not need to charge families.
- School billing is also available to those schools who wish to manage the billing and administration of instrumental lessons themselves.

Your school will provide:

- A teaching space in school, suitable for the instruments on offer.
- Information to parents/carers when required.
- Encouragement and support for good attendance.
- Annual or termly school calendar to the CWA teacher.
- Opportunities to celebrate the progress of your students.

CWA teachers normally require a minimum of 1 hour tuition time to attend your school; however, this may be reduced in special circumstances.

To express an interest in offering students at your school new instrumental lessons, simply contact the CWA Founder/ Musical Director: sonia@corshamwindband.org.

Lessons take place at school during the school day and can commence at set times throughout the school year, subject to staff availability.

CWA can also apply any subsidies your school wishes to make available to your students. Simply confirm that your school will offer subsidies on the online request form: <https://corshamwindband.org/services/>



Corsham Windband Association

Instrument Loan Policy

1. Overview

1.1 The Owner: Corsham Windband Association is a registered charity based at The Pound Arts Centre, Corsham

1.2 The Hirer: Usually the parent or carer

1.3 The School: For whole-class/group [First Access] instrument loans, this is the school a pupil attends to receive their lessons.

2. Criteria

2.1 Fully subsidised instrument loans are available during the academic year to pupils who meet the following criteria:

- Pupils taking part in whole-class/group project (First Access)
- CWA Band/ Ensemble members

3. Cost

3.1 The cost of all CWA whole-class/group project instrument loans is included in the cost to the School taking part in a CWA whole-class/group project for the duration of the 2025 – 2026 academic year. The CWA whole-class/group project will be reviewed on an annual basis and is subject to change without notice.

3.2 The CWA whole-class/group project for 2025 – 2026 is fully funded using Wiltshire Council, Corsham Town Council, CWA or charitable trust funding at £5,000 per year per class.

4. Duration

4.1 CWA whole-class/group project instrument loans operate on an academic yearly basis and end after the final session or concert supervised by a CWA teacher. CWA will contact the School toward the end of the loan period to outline further options available to the Hirers and the School from September 2025.

4.2 Factors that may influence availability of a CWA whole-class/group project loan instrument include instrument stock levels and, in the case of the programme, availability of CWA teachers.

5. Commencement

5.1 The instruments will be delivered to the School in advance of the CWA whole-class/group project sessions starting and will be under the care of the School from this time and whenever an instrument is on the School's site until either CWA collects the instruments or a Hirer completes a loan agreement.

5.2 For the Hirer, CWA whole-class/group project loans start from the date the Hirer completes and returns the First Access instrument loan agreement and the CWA teacher has delivered an induction to pupils on how to look after and care for the instrument. Once the agreement is returned and the induction is complete, the Hirer is responsible for looking after the instrument and ensuring the pupil brings it to the School for each CWA whole-class/group project session.

6. Changes in lesson venue or teacher

6.1 CWA whole-class/group project instrument loans can continue whilst a pupil attends CWA whole-class/group project lessons at the School. Where a pupil leaves the School, the instrument must be returned to the School.

7. Damage and/ or loss

7.1 In the event of accidental damage to a CWA whole-class/group project instrument, CWA will bear the cost of replacement or repair.

7.2 In the event of loss or theft of a CWA whole-class/group project instrument, CWA will investigate the loss/theft and liaise directly with the Hirer to determine the details. Where any damage, loss or theft is found to be malicious, if any instrument is kept after a request to return it is sent or if the instrument is sold or donated, the Hirer will be liable for the full repair or replacement cost, payable to CWA.

7.3 The Hirer must not authorise any repairs or maintenance, nor should the Hirer attempt to carry out any repairs personally. CWA does hope that parents/carers will support their child with routine care in accordance with any instrument care guidance issued by CWA.

7.4 In the event of any problems with the CWA whole-class/group project instrument, in the first instance the Hirer must contact the School who will in turn contact the CWA teacher.

8. Insurance

8.1 CWA provides insurance cover for the CWA whole-class/group project instrument.

9. Returning the loan instrument

9.1 The CWA whole-class/group project instruments will be returned to the School before the end of the academic year.

9.2 CWA will work in partnership with the School to ensure clear returning instructions are given to the Hirer before the end of the year. CWA will contact the School before the end of the loan period with options for continued loan/hire availability, where possible.

9.3 The CWA whole-class/group project must be returned in good condition, complete with any accessories and in its original case.

10. Maintenance and consumable items

10.1 For CWA whole-class/group project instrument loans only, the Hirer or School will not be required to bear the cost of consumable items such as strings, resin, oil or reeds. These items will be made available to pupils and the School during the CWA whole-class/group project sessions by CWA staff.