



BROUGHTON HALL HIGH SCHOOL

Technology College

Yew Tree Lane, West Derby, Liverpool L12 9HJ

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Headteacher: Ms. S. A. Clarke B.Ed (Hons), M.Ed, NPQH

Date: July 2014

Dear Parent/Guardian,

Please find attached the application form for **Instrumental Lessons** for the Academic Year 2014/15. Applications are now open and responses are required by **Wednesday 3rd September**.

To proceed, please read the form carefully and return it to **Mrs Kelly** (Main School Office) in a sealed envelope, with your daughter's name, form and instrument requested clearly written on the front. Alternatively, online applications can also be made via the school website.

To secure your child's lessons, your first payment of £100 (cheque made payable to *Broughton Hall School Fund Account*) is required by **Friday 5th September**. This can be made by standing order or handed in to **Mrs Kelly** (Main School Office) in a sealed envelope, again with the above details written on the front.

A receipt for cash & cheque payments will be issued immediately and in the event a place cannot be allocated, your money will be returned to you. **Please do not make further payments until we have confirmed a place has been allocated.**

Please note: any outstanding monies for 2013-14 must be settled before a new contract will be accepted.

If you should experience difficulties with payments and wish your daughter to take part in instrumental tuition, you may apply in writing to **Mrs Kelly** (Main School Office)

We do hope your daughter enjoys her instrumental tuition at Broughton Hall and we wish her every success in her studies. Thank you for your support.

Yours sincerely,

Ms S Clarke

Ms S. Clarke
Headteacher

