



7 March 2023

Dear Parents and Carers

Re: Instrumental and vocal lessons – change of payment method

I am writing to inform you of a change in the way in which you will pay for your child's instrumental and vocal lessons at St Martin's.

In the past, you will have received an invoice from us, requesting payment to be made directly into the bank account of the Discovery Educational Trust. Moving forward, we will now be using ParentPay in order to receive payment for the tuition. Lessons will still be paid for in blocks of 5 or 10 per term, and we will still be requesting all payment in advance.

As a result of this change, we are having to implement a small price increase. The new charge will be £17.50 per lesson.

For the upcoming summer term, if your child has instrumental or vocal lessons with us, you will see the item 'Music Lessons' appear on your ParentPay account within the next couple of weeks, attached to the relevant sum of either £87.50 or £175.00. I politely request that payment is made at your earliest convenience, and absolutely no later than the deadline of **Wednesday 29 March at 3pm**. In the past, we were able to extend the payment deadline in exceptional circumstances, however with our new system of using ParentPay this will no longer be possible, as the item will be removed at 3pm on Wednesday 29 March. Any students that have not made payment by this deadline will be removed from our lists, and will not be able to receive lessons in the summer term.

I hope you find our new system a more efficient and streamlined method of paying for your child's music lessons, and this letter provides sufficient clarity. Should you have any queries, please do not hesitate to contact me on mharris@st-martins.essex.sch.uk.

Yours sincerely

Mr M Harris

Head of Music and Deputy Head of PE and Performing Arts Faculty

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Chief Executive Officer: Mr R Duff
St Martin's School is proud to be part of
the Discovery Educational Trust

