

Monday, 18 December 2017

Dear Parent/Carer

I am writing to make you aware of some important changes that we are making to the way that we operate from next term.

I am delighted to confirm that from January 2018, we will finally be able to accept online payments for all of our activities. Parent/carers will be able to pay via PayPal or online bank transfer and details of how to do this will be included with your next invoice. **Please note that we will no longer be able to accept cash or cheque payments.**

To help ensure the safety of our staff, we will also be introducing an **Appointment Only** system when visiting our offices. To book an appointment you will need to call our office landline on 020 8640 8781 and speak to a member of our admin team. Please note we are able to book same day appointments but an appointment **MUST** be booked in advance to avoid being turned away.

If you have an instrument on hire from us that you no longer require, this must be returned by **no later than 4:30pm on Friday 12 January** to avoid being charged for the spring term. Instruments should be returned, by appointment only, to our offices at Gaynesford Lodge, Blake Close, Carshalton SM5 1LJ. Appointments can be made between the hours of 8:30am and 4:30pm, Monday to Friday. Our office will be closed for the Christmas break from 1.00pm on Wednesday 20 December to 8.30am on Wednesday 3 January.

If your son/daughter currently attends Wednesday Music School, Saturday Music School, or one of our bands, orchestras or choirs, they will be automatically enrolled for next term. **If your son/daughter can no longer attend, you must inform us in writing by 4.30pm on Friday 5 January to avoid being charged for the spring term.**

Please be aware that some contact details for some of our Senior Leadership Team have changed as follows:

For all queries regarding our bands & orchestras:
Khadija Dero, Ensembles & Events Coordinator
NEW mobile 07534 525406 email kdero@suttonmail.org

Part of



Supported using public funding by
Department for Education
ARTS COUNCIL ENGLAND



For all queries regarding our choirs:

Emily Murphy, Senior Leader for singing & vocal development
NEW mobile 07534 539263 email emurphy27@suttonmail.org

For all queries regarding Saturday Music School:

Hannah Keohane (nee Taylor), Senior Leader for First Access & specialist music teaching
NEW mobile 07534 539457 NEW email hkeohane@suttonmail.org

For all queries regarding Wednesday Music School:

Sarah Maxwell, Lead Tutor for Wednesday Music School
NEW mobile 07522 846097 email smaxwell8@suttonmail.org

Thank you for your support over the last term and may I take this opportunity to wish you a very merry Christmas.

Lewis Gibbs
Head of Music Service

Part of



Supported using public funding by
Department for Education | ARTS COUNCIL ENGLAND

