Dear Parent/Carer

**New Online System for registering Music Lessons**

From February 2018, all children wishing to participate in music lessons are required to register with Essex Music Services using the simple online form below. This will only need to be completed once, and tuition will continue each term unless you choose otherwise.

To start/continue music lessons, please visit:

https://ukessex.speedadmin.dk/tilmelding#

Once the school has confirmed your request, you will pay for the lessons through www.payyourschool.co.uk

Please note that if you do not register your child online, they will not receive music tuition. Many parents have used the same online system for instrument hire, registering for county music courses, and for music tuition discount vouchers, and we are confident that it is simple to use – on average the sign up process takes less than three minutes.

Essex Music Services have spent the past three years with the Danish team SpeedAdmin in creating a clear and easy online system for parents, carers, teachers and school to use. It removes complicated paperwork, enables better communication, and allows us all to focus on the most important part – enabling every child who wishes to study music to do so the best of their ability. We are the first in the UK to use the system, which is in use for music tuition in Denmark, Germany, Norway, and Sweden, and will soon be used by other music services around the UK.

We understand that you may have questions as to how to register with the online system. We have included some easy to use ‘how to’ guide below to help you. If you require more assistance with this process, please come to the school office for help.

Yours sincerely

Mrs Giles
Receptionist
How to register:

1. Click ‘Start’

2. Select your Child’s school in the box on the left

3. Click on ‘Instrument Tuition’

4. Select the instrument you require by clicking the green box on the left

5. In the comments box, please give enter any details useful to your school – whether your child has played the instrument before, if they are a beginner, whether they have their own instrument, if it is their choice for a free GCSE lesson, etc

6. Select the type of course – 15, 20 and 30 refer to the length of lesson in minutes
7. Click ‘Register’
8. Click ‘Next’
9. Click on ‘Register New Student’ and enter your child’s details

10. Click ‘Next’ and enter your own details as their parent/carer
11. Click ‘Next’ - you are able to enter a second carer’s details here but it is not necessary. Click ‘Skip second parent/guardian’ if you wish to move straight on.
12. Answer the simple questions and click 'Next'

13. Read the terms and conditions, check the box and click 'Next'

14. Check your sign up summary screen and click 'Confirm registration'

15. You will receive an email confirming this has been complete; your school will receive your request, and notify you as to when it has been successful.