

Drapers’ Hall

Bayley lane

Coventry CV1 5NR

Telephone: 02476 788575

Email: [music@coventry.gov.uk](mailto:music@coventry.gov.uk)

Monday, 12 September 2022

Dear parents of [insert school] [insert provision type] Students,

Your child is having free instrumental lessons, provided by Coventry Music via [insert school]. As part of this they will be loaned an instrument to practice with at home.

Therefore we need you to please register on the following link

[https://ukcoventrymusic.speedadmin.dk/registration#/instrumenthire](https://ukcoventrymusic.speedadmin.dk/registration%23/instrumenthire)

to say that your child will be responsible for that instrument.

The loan is completely free of charge, as the school are covering all costs, but we need you to confirm you are happy for them to take the instrument home, and understand that you will be responsible for the instrument while it is in your care, and must return the instrument to the school or Coventry Music once your child’s lessons end.

Please accept the terms and conditions on the first page of the form, then fill in the next page as follows:

* Q1 select ‘no’,
* then go to Q5 select and select ‘yes’
* then select the instrument your child has chosen from the drop-down box (they should know which instrument it is).
* For Q8 select ‘yes’,
* put School name in Q9 and then your child’s year group in Q10
* For Q11, please select a group name if they also attend a music group at Drapers’ Hall or elsewhere.
* Add your permission to the terms and conditions on the final question, then click add application
* Next click ‘complete application’
* fill in your own and your child’s details on the form to ‘create new student’.
* It will ask for your child’s details first, then yours
* The questions in the ‘Questions’ section are optional
* In the ‘Invoice settings’ section, select “other payment” option as the hire is free for current students.
* Click the green ‘submit registration’. We will then be able to find your child on the system and allocate the instrument to them so they can take their instrument home to practice!

Please contact [music@coventry.gov.uk](mailto:music@coventry.gov.uk) or telephone our office on 02476 788575 if you have any problems completing the registration.

With best wishes,

[Insert Teacher name]

Coventry Music

Drapers’ Hall, Bayley Lane CV1 5RN