



Education Directorate

Cambridgeshire Music

New School Road

Histon, Cambridge

CB24 9LL

My ref: Instrumental and Vocal Tuition

Your ref: Lessons with Cambridgeshire Music

Contact: Business Team  
Telephone: 0345 045 1371  
E Mail: [cm@cambridgeshire.gov.uk](mailto:cm@cambridgeshire.gov.uk)

Dear Parent/Guardian,

Thank you for your enquiry regarding instrumental & vocal lessons with Cambridgeshire Music. We would love to be able to help you with your request so please head over to our website at:

[www.cambridgeshiremusic.org.uk](http://www.cambridgeshiremusic.org.uk)

Here you will find answers to questions such as which instruments are taught and can be loaned out, which schools are participating, fees and lesson durations.

The first step to getting your service fulfilled is to register with us. To do this, please complete the following steps:

1. Once you are on our website, on the main home page, you will see Account Holders, parents & guardians – please click the purple sign-in button.
2. Once you have clicked on this, please click on the blue hyperlinked text which says ‘account page’ which will take you to the registration set-up form.
3. Please complete the form and once completed, email us so that your account can be verified.
4. Once the Business Team have confirmed your account, please visit point one again and sign in using the details you registered with.
5. You will then be redirected to your account holder home page. Here you can see your details as the account holder and edit them as/when required.
6. Next, you will need to register your child/children as a student(s) and input all their details as well as selecting the school that they currently attend under the tab ‘Students’.
7. When ready click on ‘Your Bookings’. A button will appear which will allow you to ‘Add a new booking’. Here you will need to select the child you would like the request to be for and then the service ‘Instrumental & Vocal Studies’ from the drop down menu. Here you will then need to complete the rest of the form. We start all our lessons at 20 minutes over 12 weeks (a term).
8. Please note that at this stage you are not committing to lessons or a payment, just asking us to check for availability.
9. Once your booking is assigned to one of our tutors, you will receive a new automated email requesting payment and further communication regarding your lessons will then come directly from the assigned tutor.

If you have any queries, please contact us at [cm@cambridgeshire.gov.uk](mailto:cm@cambridgeshire.gov.uk) or call us on 0345 045 1371.

With best wishes,  
**The Business Team**  
Cambridgeshire Music