



## AGREEMENT FOR INDIVIDUAL MUSIC TUITION

This document is an agreement between the instrumental teacher and the parent/guardian. Once lessons have commenced, please communicate directly with the instrumental teacher on all matters relating to instrumental lessons unless it relates to a concern regarding timetabling or the quality of provision.

Once happy with the agreement please fill in the Individual Music Tuition Application Form and you will receive confirmation of your lesson with a lesson timetable.

Prices for instrumental lessons are shown below, but please note that prices vary between teachers, once you have applied for your lessons you will receive confirmation and the price for your lesson:

- 20 minutes lesson: £10.50 - £11.50
- 30 minutes lesson: £15.75 - £17.25

Number of lessons per term/year

- A total of 34 lessons of 20 or 30 minutes are given in an academic year.
- The number of lessons given each term will vary according to the availability of the instrumental teacher and/or the different lengths of the six school terms.

Arrangement of lessons

- Instrumental lessons are given during school time on a rota timetable which will be timetabled by the Performing Arts administrator.
- Students should ensure that they are familiar with their timetable so they are punctual to their weekly instrumental lessons.

Fees

- Fees are payable in advance, directly to the instrumental teacher. You will be invoiced directly by the instrumental teacher before lessons commence. Please direct payment to them, either by BACS or cheque.
- All fees must be settled before lessons commence. Please ensure the instrumental teacher receives payment before the first lesson.
- Sheet music must be purchased by the student, as suggested by the instrumental teacher. The instrumental teacher may choose to bring sheet music for students to lessons, in which case the instrumental teacher will invoice you separately for this.

Notice

- At least four lessons' notice must be given in writing to both the instrumental teacher and director of music for termination of instrumental lessons.

Missed Lessons/Extra Lessons

- A register will be kept and an email will be sent to parents/guardians after two consecutive lessons are missed.

- Lessons missed by students will be charged. It is the instrumental teacher's discretion whether the lesson is made up.
- A lesson may be cancelled by the instrumental teacher at any time, but this lesson will be carried forward.
- Should the College be closed (due to adverse weather conditions) the instrumental teacher is under no obligation to make this lesson up, although they may choose to do so.
- It is the parent or guardian's responsibility to notify the instrumental teacher of any planned absences at least two weeks in advance (e.g. College trips, exams, appointments) in order for a charge not to be incurred by the instrumental teacher.
- If a student is unable to attend their lesson due to a direction by the College (e.g. a student needing to sit an examination with no or little warning) the College will reimburse the parent.

#### Reporting

- Parents will receive summative feedback by the instrumental teacher at three points throughout the academic year to highlight the progress which your child is making.

#### Instruments

- Students are expected to possess their own instrument. Liability for the instrument's insurance remains with the parent/guardian.
- Instruments may be hired independently if the College does not own a specific instrument which can be used as a short-term loan. Contact the director of music for any instrument queries.

#### Ensembles

- The College encourages music making with others and a wide variety of ensembles exist to further musical enjoyment in this way. It is expected that a student who plays a musical instrument at the appropriate standard will partake in an ensemble group.

I agree to music tuition being given on the terms and conditions described above. The document is an agreement between the parent/guardian and the instrumental teacher and be referred to should a dispute arise.