



AGREEMENT FOR INDIVIDUAL LAMDA TUTION

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

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

Prices for LAMDA lessons are shown below:

- 30 minutes lessons: £16.80

Number of lessons per term/year

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

Arrangement of lessons

- LAMDA 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 LAMDA teacher. You will be invoiced directly by the LAMDA teacher before lessons commence. Please direct payment to them, by either BACS or cheque.
- All fees must be settled before lessons commence. Please ensure the LAMDA teacher receives payment before the first lesson.

Notice

- At least four lessons' notice must be given in writing to both the LAMDA teacher and director of drama for termination of LAMDA 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 LAMDA teacher's discretion whether the lesson is made up.

- A lesson may be cancelled by the LAMDA teacher at any time, but this lesson will be carried forward.
- Should the College be closed (due to adverse weather conditions) the LAMDA 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 LAMDA 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 LAMDA 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 LAMDA teacher at three points throughout the academic year to highlight the progress which your child is making.

Drama Clubs/Performances

- The College encourages you to participate in any performances at the College to further your skills. It is expected that a student involved in LAMDA will take the opportunity to be involved, where possible, in Drama Clubs and other productions.

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