

Instrumental and Lessons at Hampton Hill Junior School

Summary of Terms and Conditions

Please read the attached 'Notes for Guidance' for a full description of Terms and Conditions

All pupils taking instrumental lessons within school are expected to perform in at least one of the school's ensembles, we can advise on suitability of groups for all abilities.

Number of lessons per term/year

- A total of 30 lessons are given in a school year
- The number of lessons given each term may vary according to the availability of the teacher and/or the different lengths of the three school terms

Timing of Lessons

- Lessons are given during the school day

Fees

- Fees are payable directly to the teacher and you will be invoiced by the teacher, to be paid by the first lesson of each term. Please post cheques directly to them or leave in the school office
- Fees will be reviewed before the beginning of each school year
- Fees for exams and accompanist are charged separately and paid directly to the exam centre on booking an examiner
- Sheet music must be purchased by the pupil, as suggested by the teacher

Notice (or discontinuation of lessons)

- If a change or termination of lessons is desired, notice must be received in writing by both the teacher and Ms Humphries no later than the seventh day after the start of a term in order to discontinue lessons at the end of that term. In the first term of tuition only, notice may be received up until the start of the half-term holiday in order to discontinue lessons at the end of that term.
- Lessons must be paid for in full terms and if lessons are discontinued part way through a term, parents will still be liable to pay for the remainder of that term. In addition, if notice is not received within the timeframes and in the manner set out above, parents will be liable to pay a cancellation fee and will be charged a half term's fees (equivalent to 5 lessons) in lieu of lessons for the following term.

Missed lessons/extra lessons

- It is the **parent's responsibility** to inform the teacher of any other school activity which may affect the timing of their instrumental lesson a week in advance, it may not be possible to make these lessons up
- Lessons missed by pupils without notice will be charged for
- A lesson may be cancelled by the teacher at any time, but the teacher will then carry the lesson forward
- Extra lessons may be given at the teacher's discretion, by prior arrangement

Contracts and Disputes

- The contract for lessons is between the visiting music teacher and the parent or guardian
- The school can not intervene in the event of a dispute between the teacher and parent

I agreed to music tuition being given on the terms described above and in the accompanying Notes for Guidance of Parents.

Child's Name.....Class.....

Parent/Guardian Name.....Signature.....

Contact No.....Email Address.....

Date.....*Please return this form directly to your instrumental teacher*

Instrumental Lessons

Notes for Guidance of Parents

These notes describe the terms under which music tuition is agreed between the visiting music teacher and the parent. The agreement for music tuition constitutes a contract between the visiting music teacher and the parent and the school can not intervene in the event of a dispute between the teacher and parent.

Thirty lessons will be given by the teacher in a school year. The differing lengths of the three terms does mean that the number of lessons given each term may vary. Lessons missed by the teacher will be made up. **Parents of the pupil should give a week's notice of any absence which will be caused by attending a school activity or medical appointment.** The teacher will attempt to make such lessons up but is not obliged to.

Termination of lessons or any other alteration to tuition arrangements requires a half term's notice in writing to the visiting teacher and Ms Humphries. (Notice of termination received within seven days after the start of a term satisfies this condition and lessons finish at the end of that term.)

A pupil shall be entered for a music examination only when, in the teacher's judgement, he or she is fully prepared.

Reports will be written once a year on the progress of all pupils receiving instrumental tuition. Parents are encouraged to contact the visiting music teacher directly to sort out any minor problems directly through email or telephone. It is important for your child's progress that parents are able to supervise and encourage regular practice and the support of the visiting music teacher is there for your queries too.

Privately owned or hired instruments, must be clearly labelled with the owner's name (please label bows separately), are not covered by the school's insurance policy, and any such instrument brought to the school is done so at the owner's risk. Insurance to the full replacement value is strongly recommended.

September 2021