



**Terms and Conditions for Independent Instrumental Tuition from September 2021**

Please read through the contract **very carefully**, and if you are happy to proceed, complete and return to Mrs J Williams, Head of Music **who will pass this information on to the relevant tutor.**

**Pupil Name:** ..... **Form**.....

**Address:** .....  
.....  
.....  
.....

**Name of Parent/Carer:** .....

**Telephone/Mobile number of Parent/Carer:** .....

**E-mail (Parent/Carer):** .....

**Instrument:** .....

**Approximate standard:** .....

**Tutors have asked that we make parents/carers aware that:**

- Parents/Carers will receive an invoice at the beginning of each term from the tutor which should be paid within **21 days** from date of invoice. **Tuition will not be continued after this time**

**The tutor reserves the right not to commence or to discontinue lessons due to non-payment of fees, lack of progress or poor attendance.**

- **Six weeks written notice is required for cessation of lessons – payment is required for this period**
- Payment should be made **directly** to the tutor, by cash, cheque or internet transfer if available (see invoice for details)
- The tutor will be available for a minimum of 30 lessons per academic year, averaging at least 10 per term where possible
- The tutor will determine the type of lesson appropriate to the pupil
- Any shortfall in the number of lessons available will be made up in the previous or ensuing term. If this is not possible, the tutor will refund the parent/carer in full for any lessons not delivered.
- Every effort will be made to avoid examination sessions and School trips, but it is the responsibility of the **pupil** to inform the tutor **in advance** of any known absences (e.g. holidays or medical appointments)
- It is the responsibility of the pupil to attend lessons punctually and at the correct time each week. (Timetables from tutors are displayed outside G6)

## Money will not be refunded for forgetfulness

- A discretionary remissions policy will operate at the School. Please write to the Headteacher in confidence before completing the contract with the tutor
- It is the responsibility of the pupils to practise (10-20 minutes at least three times a week – longer and more frequently for advanced pupils) and prepare any theory work set
- Pupils should bring their own instrument to School for tuition (except voice, piano, keyboard and percussion). Instruments should be **clearly labelled on the outside of the case** and insured as the School accepts no responsibility for loss or damage

Specialist tutors can give advice about suitable instruments to purchase or hire.

- I give permission for the personal information and details on this form to be shared with the relevant independent instrumental tutor.
- I agree to the terms and conditions above which are prescribed by the tutors and would like my daughter/son/ ward to commence lessons as soon as possible.
- I understand that should these Terms and Conditions may be subject to change due to the ongoing situation regarding Covid-19

Please tick above

Signature of Parent/Carer: .....

Name of Parent/Carer: .....  
(please print clearly)

Date: .....

### 2021 - 2020

- £7.00 per paired lesson of 20 minutes
- £9.50 per paired lesson of 30 minutes
- £11.00 per individual lessons of 20 minutes
- £14.00 per individual lessons of 30 minutes