

## Terms and Conditions of One-to-One Lessons 2016

From time to time we will update these regulations and conditions, and will always contact you to notify of any changes.

### 1. How Individual lessons are organised

Parents / carers may opt for Individual lessons of 30 minutes or 20 minutes length. Lessons will take place during school time, at your child's school. Pupils will be encouraged to take part in their school's ensembles.

### 2. How pupils are accepted

It is not always possible to offer teaching on the full range of instruments in every school. The instrumental teacher will be told about each new application and, together with the school, will decide when lessons can start. This depends on the spaces available, which is why lessons may not always be able to start immediately. We will notify you as soon as lessons are available.

### 3. The cost of lessons

The fee for one-to-one lessons from September 2015 is £6 per 20 minute lesson, or £9 per half hour lesson. Half hour lessons are thoroughly recommended for optimum progression in an instrument.

As standard, there will be 6 weekly lessons per half term. Please ensure payment is sent before the end of the last half term to ensure we can deliver the lessons.

### 4. Income Support Fund

For children who receive free school meals, the price for one-to-one lessons is £4 per 20 minute lesson, or £6 per half hour lesson. The same conditions apply to these lessons.

### 5. How to pay for lessons

The first invoice will be sent out through the school, with an application form. Subsequent invoices will be sent out via your child's instrumental teacher, before the end of term for lessons in the following term. The parents of pupils on the waiting list will not be asked to pay any money until the start date for lessons is confirmed.

### 6. What happens if payment is late?

If full payment does not reach us by the date shown on the invoice, the pupil will not be entitled to have lessons until the teacher has been told that payment has been received. This may mean that important elements are missed which could affect the pupil's progress. Once the teacher has been told that payment has been received, lessons can then start again providing that the lesson place has not been filled. No refund or credit will be given for any lessons missed because of late payment.

### 7. If you want to stop lessons

You must contact Student Teaching **before** half term if you wish lessons to stop at the end of that term. If we do not receive sufficient notice of withdrawal or if a pupil decides to stop part way through a term, there will be no credit or refund of fees already paid.

### **8. If the teacher misses a lesson**

The standard course of teaching is 6 lessons per half term. For shorter half terms, Student Teaching will adjust the invoice accordingly. If a teacher misses a lesson, Student Teaching will automatically credit a free lesson to your child, to be completed that academic year. Please contact us if you would prefer a refund.

### **9. If the pupil misses a lesson**

Where lessons have been missed because the pupil has been absent, a refund will not be given except for special reasons such as prolonged illness (greater than half a term). Refunds will not be given because the pupil has been absent due to occasional illness, school trips, examinations, study leave, forgetfulness or similar reasons.

### **10. Reporting on progress**

Progress will be monitored continuously through the use of the Study Book. These will Regular contact should be maintained between teacher and parent by means of the weekly Study Book or, if urgent, by email. Where a pupil is not progressing at a reasonable rate, you will be consulted and targets set for improvement.

### **11. Obtaining an instrument**

All pupils will need to have an instrument for lessons and for practice between lessons. Please look at our Instrument Hire Scheme for help in this matter, or contact us to hire more classical instruments.

### **12. Other costs**

You are expected to provide music and accessories and to pay for any external examination for which you wish your child to be entered, including accompanist's fee.

### **13. Privacy notice**

Please read our Data Protection Policy for full details on how we will use your child's progress information to ensure quality lessons are maintained.

Please remember to tell Student Teaching if you move house, change your contact details, or if your child moves school. We aim to provide lessons in the new school but we need to know immediately about the change in order to make the necessary arrangements.