

Instrumental Tuition Terms and Conditions

Please read and keep for future reference

- The individual Peripatetic Instrumental Music Tutor will levy his/her charge via an invoice sent directly to you the parent.
- Invoices will be issued termly or monthly dependent on the tutor. The tutors would appreciate prompt payment.
- It is the responsibility of the student (can also be via parent) to inform the instrumental tutor if they are unable to attend an instrumental lesson for any reason (examinations/tests/trips etc). In **exceptional** circumstances students, parents/carers can change lesson times. Please ensure you give the instrumental tutor at least one week's notice so that timetables can be changed within school. Please bear in mind that changing a lesson time has a knock on effect with other students which can then also in itself cause problems so please keep requests for changes to a minimum.
- In the case of prolonged illness if the tutor is informed then credit or a refund will be given.
- Should a tutor be prevented by illness or any other cause from providing lessons, and should no substitute tutor be made available, credit will be given against next term's account, a refund being made only when no subsequent account is to be rendered.
- Instrumental tuition timetables will be published at the beginning of each Half term and displayed on the Music Department notice board. If a student misses a lesson due to forgetfulness or isolated day of illness or holiday, the tutor will not be in a position to make up the lesson.
- Students will be issued with a yellow booklet in their first lesson which the student and instrumental tutor will keep updated. This will allow the student to leave lessons. It is also to prevent truancy. **The student should inform their subject teacher before the lesson as a matter of courtesy to leave a lesson.** No curriculum teacher will refuse a student an instrumental lesson.
- **If parents wish to terminate tuition, Half a term's notice must be given in writing to the Peripatetic tutor. In absence of this notice half a term's fees are payable in lieu.**
- Lessons are arranged on a rotating timetable during a school day to ensure a minimal and evenly distributed impact on academic studies. Priority for lessons at lunchtime and after/before school is given to examination students (Years 10-13).
- Peripatetic tutors will prepare students fully for external practical examinations.
- Extra-Curricular activities are provided by the music staff free of charge. Students of all standards are encouraged to participate.
- Any issues regarding instrumental hire from the Love Music Trust should be dealt with directly with them.
- Any general matters relating to instrumental tuition should be referred to Mr Rawling.