



# St John's C of E Primary School

## Contract for Instrumental Lessons at St John's C of E Primary School Summary of Terms and Conditions

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

This contract is an agreement between the instrumental teacher and the parent/person with parental responsibility. Please communicate directly with the instrumental teacher on all matters relating to instrumental lessons.

### **Number of lessons per term/year**

- Visiting Music Teachers aim to teach 30 lessons of thirty minutes in a school year.
- The number of lessons given each term will vary according to the availability of the teacher and/or the different lengths of the three school terms.

### **Timing of lessons**

- **In Year 1 up to Year 5, lessons are given during school lesson time** on a rota timetable, and care is taken to ensure that pupils do not miss the same lesson period each week.
- In Year 6, teachers will endeavour to teach pupils outside of learning time, such as during break or lunch time or before/after school, should the Y6 teachers recommend this for your child.

### **Fees**

- The current fees are £210 per term for the Autumn Term and £210 per term for the Spring and Summer Terms for individual 30-minute lessons.
- Fees are **payable in advance, directly to the teacher**, and you will be invoiced directly by the teacher *at the beginning of each term*.
- *All fees must be settled upon receipt of invoice.*
- Fees will be reviewed before the beginning of each school year.
- Fees for music exams (and accompanists, where necessary) will be charged separately by your child's teacher.
- Sheet music and books must be purchased by the pupil, as suggested by the teacher. The teacher may choose to bring sheet music for pupils to lessons, in which case the teacher will invoice you separately for this.

### **Notice**

- **At least one full term's notice must be given in writing both to the teacher and to the Head of Music by the last day of term in order for lessons to cease at the end of the following term.** (e.g., for lessons to cease at the end of the Summer Term, written notice must be received before the end of the Spring Term). If notice is not received you will be **charged a full term's fees for the following term**. It is at your discretion whether these lessons will be taken by your child and the teacher should be informed upon receipt of the invoice whether you intend to take these lessons.
- If a termination of lessons is desired in the first term of tuition **ONLY**, written notice must be received by both the teacher and the Head of Music before the start of the half-term holiday of that term, and lessons can then be terminated at the end of that term.

### **Missed lessons/extra lessons**

- Lessons missed by pupils will be charged.
- A lesson may be cancelled by the teacher at any time, but the teacher will then carry the lesson forward to teach at a later date.
- Extra lessons may be given at the teacher's discretion, by prior arrangement.
- Should the school be closed (for example due to adverse weather) the visiting music teacher is under no obligation to make this lesson up, although they may choose to do so.

### **Instruments**

- Pupils are expected to possess their own instrument. Liability for the instrument's insurance remains with the parent/guardian. **The school has a few instruments available for hire. Please contact the Head of Music to check for availability.**
- Instruments may also be hired independently. Contact the Visiting Music Teacher for details of suitable instruments and schemes.
- Specialist insurers include: Allianz Cornhill Musical Insurance (0870 240 0303) [www.musical-insurance.co.uk](http://www.musical-insurance.co.uk) and E & L Insurance (0870 742 3710) [www.eandl.co.uk](http://www.eandl.co.uk)

I agree to music tuition being given on the terms described above and in the accompanying 'Notes to Parents for Guidance.' **This document forms a legal and binding contract between me and the Visiting Music Teacher and may be referred to should a dispute arise.**

## INSTRUMENTAL LESSONS – ST JOHN'S C of E Primary SCHOOL

### NOTES TO PARENTS FOR GUIDANCE

- ♪ These notes describe in further detail the terms under which music tuition is agreed between the Visiting Music Teacher and the parent.
- ♪ Visiting Music Teachers will aim to teach thirty lessons during the school year. The differing lengths of the three terms does mean that the number of lessons each term may vary.
- ♪ **A pupil should give a week's notice of any absence which will be caused by attending a personal holiday or school activity such as a field trip, visit, etc.** The Visiting Music Teachers will attempt to make up such lessons, if possible, but is not obliged to do so.
- ♪ The Visiting Music Teacher is not obliged to make up lessons missed due to pupil illness or forgetfulness.
- ♪ If a Visiting Music Teacher is late for a lesson, or cannot teach a lesson, the time will be made up at a later date or added to subsequent lessons. In the event that the lesson cannot be made up the fees for that lesson will be reimbursed.
- ♪ If the school is closed for any reason (e.g. adverse weather conditions) Visiting Music Teachers are not obliged to make up the missed lesson(s).
  
- ♪ Lessons for pupils in Year 1 to Year 5 are arranged during academic teaching periods on a rota system.
- ♪ In Year 6, teachers will endeavour to teach pupils outside the academic timetable if advised to by the Y6 teacher, but this is not always possible.
- ♪ Visiting Music Teachers will collect pupils from the classroom for their lessons.
  
- ♪ **Termination of lessons, a change of music teacher or any other alteration to tuition arrangements requires a full term's notice in writing to the Visiting Music Teacher and to the Head of Music, otherwise a term's tuition fees will be required in lieu of notice.** (Notice of termination/alteration must be received by the last day of term for lessons to finish at the end of the following term.)
- ♪ Instrumental lessons will continue from one academic year to the next unless one term's notice is given as per the contract.
  
- ♪ Visiting Music Teachers are self-employed, and reserve the right to decline teaching a particular pupil.
  
- ♪ For reasons of professional etiquette, a pupil may not be taught an instrument by a teacher in school if he/she is already being taught that instrument out of school by another teacher.
  
- ♪ A pupil shall be entered for a music examination by the teacher only when, in the teacher's judgement, he/she is fully prepared. All candidates to be entered for an exam must note that the deadline for entry is at least 2 months prior to the examination date. Full details of exam dates and deadlines can be obtained from the Visiting Music Teacher. Accompanists for examinations may be recommended by the Visiting Music Teacher but should be organised by the parent/carer.
  
- ♪ Pupils should practise daily between lessons in order to maintain progress. Even ten minutes daily will ensure good progress.
- ♪ Parents and carers are welcome to attend their child's music lesson once or twice a term with prior agreement with the Visiting Music Teacher.
- ♪ Please ensure that your child does not leave his/her instrument in school over the weekend.
  
- ♪ Parents are encouraged to contact the Visiting Music Teacher directly to sort out any minor problems or difficulties.
  
- ♪ Privately owned instruments, which must be clearly labelled with the owner's name, 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 cover to the full replacement value is strongly recommended. Specialist insurers include: Allianz Cornhill Musical Insurance (0870 240 0303) [www.musical-insurance.co.uk](http://www.musical-insurance.co.uk) and E & L Insurance (0870 742 3710) [www.eandl.co.uk](http://www.eandl.co.uk)