



Self-Discipline

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Music Department Student, Parent/Carer and Teacher Private Music lessons Agreement – Year 7 students for 2020

Return this form (pages 2, 3 and 4) in an *envelope* by **Friday 15th May 2020** marked for the attention of 'Mrs Martin – Music Department'.

Student information

Please print all details.

Student's Name:	Form:
Parent/Carer Name:	
Address:	
Postcode:	
Home Phone Number:	Mobile Phone Number:
Email address (parent/carers):	
My son would like to learn (please select the instrument) piano/voice/drums/flute/guitar/clarinet/saxophone/trumpet/trombone/violin and we would like the school to organise tuition for him.	
Please indicate your son's standard (e.g. beginner, grade 1, 2 etc) _____	

Please refer to the school's Privacy Notice published on the school website explaining how and why your information is used and how long it is stored for.

1. Fees

Lesson fees quoted are termly for 10, half an hour lessons and will be paid pro rata for lessons of less than half an hour's duration. The fees for private music tuition are in accordance with the scale of charges determined by Wallington County Grammar School. The charges will be published at the start of each academic year (normally 1st September) and may increase annually. Notice of any increase in charges will be published in writing before the beginning of the term in which the increase is to take effect.

2. Lessons

Lessons will normally be given weekly. The number of lessons in a term may vary according to the length of the school term. I understand that the lessons will be on a rota basis during the school day.

3. Conditions

The conditions as set out overleaf will apply to this agreement, which continue from the first lesson until the end of the student's academic career at Wallington County Grammar School unless terminated in accordance with the conditions contained in paragraph 8 overleaf. Please note that a new student who starts lessons would be committing themselves for at least a total of two terms.

Paragraph 8:

1. In the case of a student's poor attendance, poor behaviour or insufficient time devoted to practice, lessons may be discontinued by the teacher without notice.
2. Lessons may be discontinued by the parent/carer giving the teacher one term's notice in writing of the intention to cease music lessons. Such written notice must be issued no later than the first day of the final half term block of music lessons. Failure to comply with these conditions will render the student liable to the next full term's fees. Please note that a new student who starts lessons would be committing themselves for **at least** a total of **two terms. (2 x £165)**
3. The teacher will respond within seven days with a receipt acknowledging the cancellation of lessons. Should you not receive this, please contact the teacher or the Head of Music immediately.

4. Parent/Carer contact

The parent/carer is required to provide the teacher with a contact telephone number (or numbers) so that the teacher may contact the parent/carer directly if necessary.

The teacher will have permission to use his/her personal phone number, email address and home address to contact the parent/carer, but this private info must only be shared with parents/carers and should not be shared with the student. All contact should always happen between the teacher and the parent/carer directly. Should you have concerns about any of these issues or wish to deny permission, please contact Mrs D Owen (Deputy Headteacher on dowen13.319@wcfgs.foliotrust.uk).

5. General

- a) The Student/Parent/Carer agrees to pay for any music/strings/reeds or repairs etc required by the student and provided by the Teacher.
 - b) The Student/Parent/Carer will be responsible for any loss or damage incurred to any instrument; accessory or music loaned by the Teacher to the Student. Such items will be returned on request by the Teacher.
 - c) The Student/Parent/Carer undertakes not to make photocopies of any music.
 - d) The Student will not enter any examination, festival, competition or otherwise in public without first consulting the Teacher. The Teacher will not enter the student for any examination/festival etc. without the approval of the Student/Parent/Carer. The Student/Parent/Carer will pay any entry fees for examinations/festival etc.
 - e) The Student/Parent/Carer is responsible for the insurance of the Student's instrument.
 - f) In the interests of the Student's wellbeing whilst in the Teacher's care, the Teacher must be informed of any medical or other condition affecting the Student.
- 1 I understand that the cost is **£165 per term for 10**, half an hour solo lessons per term.
 - 2 Group lessons are priced by the number of students involved.
 - 3 I understand that the lessons will be on a rota basis during the school day.
 - 4 By signing this statement I have read and understood my contractual obligations.

As a parent/carer I have read and understood my contractual obligations and agree with all the terms:

Signed by parent/carer: _____

Date: _____

As a student I have read and understood my contractual obligations and agree with all the terms:

Signed by student: _____

Date: _____

As a peripatetic teacher I have read and understood my contractual obligations and agree with all the terms:

Signed by teacher: _____

Date: _____

Standard agreement for private music tuition between parent/carer and peripatetic music

1 Definition

1. The 'Teacher' shall mean the peripatetic music teacher who is not an employee of Wallington County Grammar School.

2 Rotation of Lessons

1. Lessons will be on a rota basis during the school day. It is the student's responsibility to get permission from their tutor to leave the lesson.

3 Extra Lessons

1. Extra lessons may be given at the teacher's discretion by prior agreement with the student.

4 Fees

1. Fees for each term are to be paid to the teacher in advance.
2. An invoice will be issued to parents/carers at least seven days before lessons are due to begin.
3. Lessons will not begin until the fees are paid in full.

5 Missed Lessons

1. In the event of a student's absence from school through illness or for any other reason, the parents/carers must inform the school office of the student's absence by 08.30 on the first day of the absence.
2. This is to allow the Head of Music to notify the teacher concerned.
3. Fees for lessons lost through a student's occasional absence due to sickness or holidays taken in term time are not refundable.
4. Lessons lost through illness or absence of the teacher will be either re-arranged or credited at the discretion of the teacher.
5. Lessons missed as a result of the student's participation in a curriculum related visit or school examination should, where possible, be re—arranged through consultation with the teacher. It is the student's responsibility to notify the teacher at least two weeks in advance of the need to re-arrange a lesson.

6 Lessons Cancelled by the Teacher

1. Lessons may be cancelled by the teacher at any time but in such an event, the teacher shall arrange either to carry the lesson forward to a later date or refund the appropriate fee for the lesson.

7 Examinations

1. The teacher will not enter a student for any examination without the prior consent of the parent or carer who will be liable for the examination fee.

8 Notice to Discontinue Lessons

1. In the case of a student's poor attendance, poor behaviour or insufficient time devoted to practice, lessons may be discontinued by the teacher without notice.
2. Lessons may be discontinued by the parent/carer giving the teacher one term's notice in writing of the intention to cease music lessons. Such written notice must be issued no later than the first day of the final half term block of music lessons. Failure to comply with these conditions will render the student liable to the next full term's fees. Please note that a student who starts lessons in September would be committing themselves for at least a total of two terms.
3. The teacher will respond within seven days with a receipt acknowledging the cancellation of lessons. Should you not receive this, please contact the teacher or the Head of Music immediately.

9 Student Progress Report

1. The teacher will provide the parents/carers of the student with two written progress reports each academic year.

10 Variation

1. No variation of this Agreement shall be effective unless made in writing and signed by the parent/carer and the teacher.

11 Parent/carer Contact

1. The parent/carer is required to provide the teacher with a contact telephone number (or numbers) so that the teacher may contact the parent/carer directly if necessary.
2. The teacher will have permission to use his/her personal phone number, email address and home address to contact the parents/carers, but this private info must only be shared with parents/carers and should not be shared with the student.
3. All contact should always happen between the teacher and the parent/carer directly.
4. Should you have concerns about any of these issues or wish to deny permission, please contact Mrs D Owen (Deputy Headteacher on dowen13.319@wcgs.foliotrust.uk)

12 Co-operation

1. While the teacher will make every reasonable effort to improve the knowledge and ability of the student, the student cannot expect to progress without fully co-operating with the teacher and adhering to the practice sessions advised by the teacher.