

Visiting instrumental teachers are not employed by the School, but are appropriately checked by the School. The School is committed to the safeguarding and promoting the welfare of children and young people and expects visiting instrumental teachers to share this commitment.

The School provides accommodation for the lessons and generally assists with the administration and timetabling of the lessons, but the contractual relationship is between the parents of the pupil and the individual teacher and no liability is attached to the School.

*A formal application for music tuition on the application form opposite is deemed to imply acceptance of the Terms and Conditions described in this document. **Please complete one form for each instrument.** Additional forms are available on the website or from the Music Department.*

Instrumental/Vocal Tuition at King's School: Terms and Conditions

1. Instrumental lessons are of 30 minutes duration, with some lessons taking place in the lunch break or immediately before or after the School day. The visiting instrumental teacher will do his/her best to arrange lessons on a rotating timetable to ensure a minimal and evenly distributed consequence for academic work.
2. The fee for instrumental/vocal teaching is determined by the Director of Music. A half term's notice will be given to parents of any change in fees.
3. Visiting instrumental teachers will invoice parents half-terminally, in advance, or at the commencement of tuition for new pupils, and fees should be paid by the date on the invoice. Failure to pay by the due date may result in lessons being suspended until the fees are paid.
4. Should a teacher be prevented by prolonged illness or other cause from providing the appropriate number of lessons in any term, and should no substitute teacher be made available, credit will be given against the next term's account, a refund being made only when no subsequent account is to be rendered.
5. Weekly lesson times are communicated to pupils and parents by appropriate means including Parent Portal and the Infant & Junior School website. Each pupil is personally responsible for ensuring that they are aware of their timetabled lesson.
6. Reasonable efforts will be made to rearrange missed lessons should timetables allow. By the nature of visiting instrumental teaching, when a pupil misses a lesson because of forgetfulness or isolated days of illness, the teacher is not in a position to make up the income involved and the School, therefore, does not expect that the missed lesson normally should be made up or a refund given.
7. Where parents wish to terminate tuition, six lessons' notice in writing should be given to the instrumental

teacher concerned. In the absence of such notice, six lessons' fees are payable in lieu of notice. This does not apply during the first half term of tuition. If the teacher wishes to terminate the lessons, six lessons' notice should also be given.

8. A music notebook can be bought from the School Shop in which practice to be completed before the next lesson will be recorded. There is space in these books for communication between the teacher and parent.

9. Pupils whose progress and/or attitude are unsatisfactory may be required to discontinue lessons should no improvement be noted after due warning and notice to parents. If the teacher, using his/her reasonable discretion, feels unable to continue tuition on account of conduct by the pupil or anyone connected with the pupil which makes it unethical or unsafe to continue teaching the pupil, the fees for any outstanding lessons will not be refundable.

10. Pupils are entered for examinations when appropriate. Rehearsals and extra aural tuition is normally given for three/four weeks prior to these. A nominal charge is made for this, payable to the School. When a pupil is to be entered for examinations, prior notice of this will be given by the teacher to the pupil's parents.

11. If the pupil stops attending lessons which have been paid for, there is no entitlement to a refund. The pupil is, however, entitled to attend any lessons paid for. If the teacher stops lessons without giving the correct notice specified in point 7, the teacher shall refund any fees already paid for lessons not given once reasonable effort has been made to rearrange any lessons.

The "Instrumental/Vocal Tuition – Terms and Conditions" set out the contractual terms relating to the provision of instrumental and vocal tuition in the School. The Conditions will apply to the Agreement, below.

Please complete SECTION 1 of the form, and return to the Music Department Administrator, or email to music@kingsmac.co.uk. When the Agreement has been signed by both the teacher and pupil's parent or guardian, it will constitute a legally binding contract between the signatories. The Agreement will remain in force continuously unless terminated in accordance with point 7 in the Terms and Conditions.

SECTION 1 (FOR COMPLETION BY PARENTS)

Pupil's full name Year Group

Address Postcode

Telephone no Email address

(The time of your son/daughter's first lesson will be sent to you by email.)

Name of Instrument

Does your child currently play this instrument Yes No

Length of time learning this instrument Grade/level achieved

I (NAME) agree to the Terms and Conditions as set out herein and agree to be bound to them until termination of this Agreement.

Signed (PARENT) Date

Any additional information

SECTION 2 (FOR COMPLETION BY VISITING INSTRUMENTAL TEACHER)

I (TEACHER'S NAME)

offer tuition to (PUPIL'S NAME) in

(INSTRUMENT/SUBJECT)

and agree to be bound by the Terms and Conditions accompanying this document.

Signed (TEACHER) Date

Once the above has been completed, and tuition has been agreed, a copy of this will be issued both to parents and the visiting instrumental music teacher for record purposes.