

# Application for individual music tuition

This request for individual instrumental/vocal tuition, along with any subsequent contract issued by the Peripatetic Tutor, forms an agreement directly between Parents and the Tutor. The School does not act as agent for either Party.

Student Name: \_\_\_\_\_ Year Group (in School Year 20/21): \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email Address: \_\_\_\_\_

For lessons to commence: Autumn/Spring/Summer Term (delete as appropriate)

Lessons required (instrument/voice): \_\_\_\_\_

Please complete this section if your son/daughter will be bringing their own instrument into school\*

Instrument make \_\_\_\_\_

Instrument model \_\_\_\_\_ Serial no. \_\_\_\_\_

\*Parents/guardians must take out adequate insurance cover on all instruments brought into school.

Please provide details of any previous tuition and/or music examinations taken:

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For 2020/21, music lessons are charged at the rate of £41.55 per hour

**Years 1-6** receive **30 minute lessons** at a rate of £20.80 (**£208.00 for a series of 10 lessons**)

**Years 7-13** receive **40 minute lessons** at a rate of £27.70 (**£277.00 for a series 10 lessons**)

#### Please note the following:

1. Students will receive a minimum of 30 lessons across the academic year. These will usually be delivered in a series of 10 lesson per term, though circumstances such as staff illness, school closures or unusually short term dates may necessitate some flexibility. **Invoices will be issued directly by the Tutor for a series of 10 lessons.** Tutors may wish to negotiate directly with parents to teach more than 30 lessons per year; where this has been agreed a pro-rata fee will be payable and clearly shown on the invoice.
2. Unless otherwise stated or agreed in writing, payment must be made to the Tutor within 14 days of the date of their invoice. Any difficulties with making payments should be communicated directly to the Tutor in the first instance. Tutors reserve the right to refuse tuition where fees have not been paid promptly and in full.
3. Individual tuition is timetabled during the teaching day on a rota basis, in an attempt to ensure that the same time periods are not missed every week. The only exceptions to this are for students in Years 12 and 13 when lessons are fixed in their free periods and, where possible, for students who receive more than one individual music lesson per week through the Music School.
4. **It is the responsibility of the student to check the timetable board in the Music School atrium regularly to note lesson times, rooms and any changes.**
5. No refunds are given for missed lessons through sickness, lateness or forgetfulness. Similarly, refunds are not given for appointments or school events (e.g. trips or exams) where absence has not been confirmed **directly with the tutor at least 48 hours in advance.** Where a tutor is absent from a lesson, an attempt will be made to reschedule the lesson within the academic year. If this is impractical, then the lesson cost will be deducted from the next invoice.

**If a student is absent without notice the following procedure will be followed by the Tutor:**

- The music teacher will speak to the Music Secretary (or Reception in her absence) to confirm that the student is present in school. The Music Secretary or Receptionist will then assist in locating the student and send a message to summon them. The Tutor will then wait in their room for them.
- If the student is not in school an email will be sent by the Tutor to the parents (or appropriate head of boarding) setting out what they should practise in the coming week.

**Please note that at least a full half term's notice (i.e. notice before the start of each half term) in writing must be given to terminate lessons.** The minimum period for individual tuition is one term.

Signed: ..... Date: .....

Name of Parent: .....