

## Instrumental Music Lesson Agreement

The contract is made for individual music tuition at St Nicholas School and is drawn up between the Instrumental Teacher and the Parents (or Legal Guardians) of the pupil to be taught.

Pupil's Name .....

Parent's Name .....

Parent's Address .....

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Parent's Telephone Number .....

### BETWEEN THE PARENTS AND THE INSTRUMENTAL TEACHER

I am/We are happy for my child to start instrumental tuition at St Nicholas School

I/We wish for my child to have 20/30\* minute lessons (\*please delete as appropriate)

Please state instrument (including singing) .....

- Fees:** Instrumental music lesson charges are calculated on the basis of ten lessons per term, although the exact number taught each term may vary according to term length. Charges are made per term, are invoiced at the start of each term and relate to that term. Peripatetic teachers will invoice parents directly for the fees for lessons. All cheques must be made payable to the teacher concerned with the exception of clarinet /saxophone lessons where the school will invoice parents and therefore parents will pay the school.

If, due to teacher absence, your son/daughter does not receive his/her ten lessons per term and the teacher is unable to 'makeup' the lessons during that academic year, then I understand that the cost of the missed lessons will be refunded at the end of the year/term.

I understand that if my child fails to attend a lesson (through no fault of the teacher) that the cost of the lesson will not be refunded. I understand that my child must give notice of at least two weeks if they knowingly will be missing a lesson; this is to allow the teacher to rearrange the timetable and to give suitable notice to other students. Notice of one term will be given if there is to be an increase in fees.

<b>The charge from September 2011 per term is:</b>	<b>£160.00 for ten 30 minute lessons £106.00 for ten 20 minute lessons</b>
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2. **Timetabling of Lessons:** I understand that lessons will take place during the school day and that every effort possible will be made to rotate lessons. I am aware that this may, on occasion, not be possible. ***It is my child's responsibility to check the Music Notice Board before and on the day of the lesson to ensure that there is no change to the lesson time and date. It is my child's responsibility to attend lessons on time and with the appropriate books and equipment.***
  
3. **Notice to Discontinue:** I understand that a notice period of one half term must be given in writing by either party if lessons are to be discontinued. **NOTE:** this must be given in writing, directly to the teacher concerned by the end of the half term that precedes the final half term, eg by the last week of the summer term if stopping at the autumn half term. Failure to do so will render the signed liable for the fees for an additional half term. This agreement will remain in force until either party gives notice.

### **BETWEEN THE INSTRUMENTAL TEACHER AND THE PARENTS**

- The teacher will provide a suitable room in which the lesson can take place.
- The Peripatetic Instrumental Staff will provide 30 lessons per academic year. Please note there are terms when it will be impossible to provide a balanced ten lessons per term, especially in the summer term. This is usually due to circumstances out of the control of the Instrumental Teacher. To ensure that the Instrumental Teacher provides 30 lessons per year this often means that he or she may have to teach eleven or twelve lessons in terms where it is possible to do so.
- If extra lessons wish to be arranged then contact can be made with the individual Peripatetic Member of Staff.
- No member of the Peripatetic Music Staff will be obliged to provide more than 30 lessons per academic year (unless through prior arrangement).
- If the teacher is absent in the short term, for 3 weeks or less, then the teacher concerned will attempt to 'make up' the missed lessons, either during the term of the missed lesson/s or during the following term. If a teacher is going to be absent for 3 weeks or longer then they will endeavour to find a suitable deputy to cover the period of expected absence.

If you have any queries regarding this agreement please contact Mrs Scott, Director of Music at St Nicholas School. (head\_of\_music@saintnicholasschool.net)

This agreement should only be signed by whoever is responsible for paying the invoice, as submitted by the teacher.

If you need a copy of this agreement please tick the box

Signature of Parent/Guardian ..... Date: .....

Signature of Instrumental Teacher ..... Date: .....

**Please sign and return one copy of this agreement as confirmation of your acceptance and return it to Mrs Scott.**