

Contract for Peripatetic Music Lessons 2024-25 at Archbishop Temple School

1. Booking and Payment Terms

- a. Lessons are available on a one-to-one basis for either twenty or thirty minutes per week. Twenty minutes is sufficient for Beginner to Grade 2, but from Grade 3 onwards, thirty minutes is recommended.
- b. Payment for lessons is £10 for twenty minutes or £15 for half an hour, with payment to be made to the individual tutor in order for lessons to commence. Tutors will invoice parents/carers directly. Prices will be reviewed annually and if any increase is to be made, parents/carers will be informed.
- c. Pupils who are in receipt of Pupil Premium will receive one twenty-minute lesson per week paid for by school.
- d. If a tutor's timetable is full, pupils will be placed on a waiting list and offered lessons on a first come, first served basis as they become available.
- e. If payment for lessons is not received, lessons will be suspended until payment is made and the lesson slot may be offered to the next pupil on the waiting list.
- f. Invitations to renew lessons are issued with invoices by the tutors in advance of the next payment period.

2. Absences

- a. If the tutor misses the lesson through absence or illness, the lesson will be made up at a later date, or if at the end of a term the lesson will either be carried over to the following term, or a lesson refund will be given.
- b. All peripatetic lessons are commissioned with private tutors. Should a pupil miss a lesson due to attending a school event (e.g. trip), the fee for the missed lesson still stands. Parents/carers should contact the tutor at least 48-hours in advance of any problems attending lessons due to planned absences so that the tutor can try to swap lesson times to accommodate.
- c. If a pupil misses a lesson due to forgetting about it, forgetting to bring their instrument or short-term illness, no refund of the lesson fee will be made, or the lesson made up unless there are exceptional circumstances (e.g. hospitalisation or long-term absence due to ongoing illness).
- d. In the event of unexpected disruptions to lessons due to circumstances outside school's control (such as fire alarm evacuation), it is at the tutor's discretion as to whether this time can be made up or carried over. Usually tutors try to do this, but it is sometimes unfeasible due to other commitments.

3. Cancellation

- a. Fees are non-refundable except under exceptional circumstances (2c).
- b. If a parent/carer has paid but there is insufficient take up of a particular instrument for the tutor to come in to school, the individual tutor will refund the payment and will inform the school for our records.
- c. Cancellation requests must be made in writing (email is acceptable) to individual tutors before the current block of lessons finishes so we can offer the place to another pupil. Any pupil wishing to change instrument will must inform Mrs Farnworth and their current tutor so that changes can be made prior to the next billing period. Changes are subject to availability with individual tutors (see 1d).

4. Lessons

- a. Lesson times will change every half term so no pupil will always miss the same part of the school day for a full academic year. It is the pupils' responsibility to check the date/time of their lessons.
- b. Pupils should purchase and bring to every lesson a suitable notebook for the tutor to write down the required tasks for practise that week. Parents/carers should check the notebook regularly and encourage their child to practise.
- c. Parents/carers and pupils are to commit to purchasing the relevant books and materials for the lessons, for example drum pads and sticks, examination books and reeds.

5. Instrument Loan/Assisted Purchase Scheme

- a. Please contact the school if you need details of instrument loan or the assisted purchase scheme.