

Terms & Conditions

Ealing Fields Music Department offers a range of instrumental and vocal lessons, which will take place on a rotational timetable throughout the school day, and during the elective period.

- Students taking a music lesson in school should not be having lessons on the same instrument with another music teacher
- Individual and paired tuition are organised in 30 minute sessions throughout the school day on a rotational basis for 10 sessions each term
- Lessons are scheduled between the hours of 8:00 AM – 4:30 PM (please note that some lessons may be before school, during break or lunch, as well as after school – music lessons should be prioritised over all other activities)
- Students should leave their timetabled lessons five minutes before their music lesson is to start to ensure they are on time for their music lesson
- In addition to being sent to parents & carers by email, all music lesson timetables are posted on the Music noticeboard each half-term
- At the start of the term, pupils should write their scheduled music lessons in their school planner and confirm their next lesson time with their music tutor each week
- We strongly encourage students taking music lessons to participate in the musical groups and ensembles. Advice on which ensembles are appropriate is available from either a student's instrumental tutor or their music teacher
- Ealing Fields Music Department can accept no responsibility to replace any instrument lost on the school premises
- All instruments must be taken home at the end of the school day (special arrangements can be made for larger instruments, i.e. harp and double bass)
- All instruments brought to Ealing Fields High School should be labelled and must be clearly identifiable (must include the name and form of the pupil)

Invoicing:

- When your child is offered a place, an invoice will be sent to you and you will be able to pay for the lessons via Parent Pay
- The school will invoice fees for tuition in advance and full payment for the whole term must be made by the specified date provided on the invoice
- Late payments cannot be accepted. If we do not receive full payment by the date specified, we are unable to allocate instrumental lessons
- If you wish to cancel your child's music lessons, written notification of this must be emailed to the Music Department at Music@ealingfields.org.uk by the date specified on the invoice

Instrumental hire:

- Students will need to have access to their chosen instrument for use at home and in their lessons.

(Piano and Drum Kits are available in school)

- Information about the hire of instruments from Ealing Music Service is available on their website: <https://ealingmusicservice.com/parents/instrument-hire/>

Missed lessons:

- Lessons are scheduled around school closures and quarterly assessments
- If a student is unable to attend a lesson due to a full day school trip, we are unable to reschedule the missed lesson. However, with two weeks' notice we may be able to reschedule lessons for partial day trips

- If a student is absent from school on the day of their music lesson, we are unable to reschedule or refund the missed lesson
- If a music tutor is absent we will either reschedule the lesson or refund the cost of the lesson
- If the school is closed due to circumstances beyond our control, we are unable to reschedule or refund the missed lesson.
- Refunds shall be administered at the end of the term

Lesson expectations:

- All pupils should have a practice notebook, which they should bring to each lesson – this should be used to communicate with the music tutor
- Students should record their daily practice in their practice notebooks
- Instruments should be brought to each lesson
- An end of year report from the student's music tutor will be issued to parents and carers.

If you have any queries about instrumental and vocal tuition, please email the Music Department at Music@ealingfields.org.uk