

Terms & Conditions for Twyford Music Tuition:

General information:

- Students taking a music lesson in school should **not** be having lessons on the **same instrument with another music teacher**
- Please note that we are unable to guarantee a specific teacher for instrumental or vocal tuition
- 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 with lessons before 9:00 AM must sign in at the Music Office in order to be properly registered for school
- In addition to being sent to parents & carers by email, all music lesson timetables are posted on the noticeboard outside the Music College Office 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
- If students are having any trouble finding their room or teacher, they should always come to the Music Office at the time of their lesson
- We strongly encourage students taking music lessons to participate in the musical groups and ensembles appropriate to the instrument/voice; advice on which ensembles are appropriate is available from the Music College Office

Invoicing:

- 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
- Invoicing is done half a term in advance, and the deadline for returning students is usually the first Monday after half term
- **Late payments cannot be accepted.** If we do not receive full payment by the date specified, we are unable to allocate instrumental or vocal lessons
- If you wish to cancel your child's music lessons, written notification of this must be emailed to the Music College Office at MusicCollege@twyford.ealing.sch.uk by the date specified on your invoice

Instrumental hire:

- Twyford Music College does not rent or own any instruments (with the exception of pianos and drum kits) – all other instruments must be purchased or rented elsewhere. Students should have their own instrument to practice
- Twyford Music College cannot accept responsibility to replace any instrument lost or damaged 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 Twyford should be **labelled and must be clearly identifiable** (must include the name and form of the pupil). Any unlabeled instruments will be removed
- Information about the hire of instruments from Ealing Music Service is available on their website here: <https://ealingmusicservice.com/instruments/>

Attendance and registration:

- All students must register at the Music College Office for music lessons, groups and ensembles that take place during AM/PM registration
- Music lesson attendance is updated by the school's attendance administrator the following day—please allow at least 24 hours for the SIMS records to be updated

Missed lessons:

- The Music College schedules around planned school closures
- For mock and public exam periods, students should attend lessons during their study leave wearing full school uniform
- If a lesson clashes with a mock or public exam, they should visit the Music Office with their exam timetable - **before their study leave and with two weeks' notice** - and the Music College Co-ordinator will reschedule the lesson
- 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 your child is unable to attend a lesson due to a full day school trip or appointment, we are unable to reschedule or refund the missed lesson due to student absence. However, with two weeks' notice we **may** be able to reschedule lessons on **partial day** trips or appointments
- If a music tutor is absent - we will either reschedule, provide a deputy or refund the cost of the lesson
- We are unable to reschedule music lessons to different days due to limited availability
- Refunds shall administered at the end of the term
- If the school is closed due to circumstances beyond our control, we are unable to reschedule or refund the missed lesson.

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

- All students should have their lesson times in their planners to ensure they are able to leave their class on time
- Instruments should be brought to each lesson – the school is not able to provide spare instruments for lessons
- An end of year report from the student's music tutor will be issued to parents and carers