



## THE WEST BRIDGFORD SCHOOL

### AGREEMENT FOR INDIVIDUAL MUSIC AND DRAMA TUITION 2021-2022

This document is an agreement between the instrumental teacher and the parent/guardian. Once lessons have commenced, please communicate directly with the instrumental teacher on all matters relating to instrumental lessons unless it relates to a concern that you wish to discuss with Miss J Craig, Head of Performing Arts ([jcraig@wbs.school](mailto:jcraig@wbs.school))

Student Name <i>(please print)</i>		
Tutor Group		
Instrument		
Length of Lesson	20 minutes (please tick) <input type="checkbox"/>	30 Minutes (please tick) <input type="checkbox"/>
Parent/Guardian Name <i>(please print and sign)</i>		
Address		
Email address		
Telephone number (s)		
How long has the student been playing the instrument (if applicable)?		
Last grade taken (if applicable):		

#### Visiting Music Teacher information:

Name of Visiting Music Teacher	(The teacher will email to introduce themselves)
Rate of Lesson	20 minutes – (£10) 30 minutes – (£15)
Payment	Payment will be made in rolling 10 week blocks Cheque /BACS as requested

**Number of lessons per term/year**

- The number of lessons given each term will vary according to the availability of the instrumental teacher and/or the different lengths of the six school terms.

**Arrangement of lessons**

- Instrumental lessons are given during school time on a rota timetable which will be timetabled by the instrument teacher.
- Students should ensure that they are familiar with their timetable so they are punctual to their weekly instrumental lessons.

**Fees**

- Fees are payable in advance, directly to the instrumental teacher. You will be invoiced directly by the instrumental teacher before lessons commence. Please direct payment to them, either via post or via your child.
- All fees must be settled before lessons commence. Please ensure the instrumental teacher receives payment before the first lesson.
- Sheet music must be purchased by the student, as suggested by the instrumental teacher. The instrumental teacher may choose to bring sheet music for students to lessons, in which case the instrumental teacher will invoice you separately for this but this will be agreed in advance.

**Notice**

- At least six lessons' notice must be given in writing to both the instrumental teacher and director of music for termination of instrumental lessons.

**Missed Lessons/Extra Lessons**

- A register will be taken and parents/carers can request this information.
- Lessons missed by students will be charged. It is the instrumental teacher's discretion whether the lesson is made up.
- Due to illness and other reasons, lessons may be cancelled by the teacher at short notice. However, these lessons will either be refunded or made up.
- Should the school be closed (due to adverse weather conditions) the instrumental teacher is under no obligation to make this lesson up, although they may choose to do so.
- It is the parent or guardian's responsibility to notify the instrumental teacher of any planned absences at least two weeks in advance (e.g. school trips, exams, appointments) in order for the timetable to be altered.
- If a student is unable to attend their lesson due to a direction by the school (e.g. a student needing to sit an examination with no or little warning) the school will reimburse the parent.

**Instruments**

- Students are expected to possess their own instrument. Liability for the instrument's insurance remains with the parent/guardian.
- Instruments may be hired independently if the school does not own a specific instrument which can be used as a short term loan. Contact the Head of Performing Arts for any instrument queries.

**Ensembles**

- The school encourages music making with others and a wide variety of ensembles exist to further musical enjoyment in this way. It is expected that a student who plays a musical instrument at the appropriate standard will partake in at least one ensemble group.

**I agree to music tuition being given on the terms and conditions described above. The document is an agreement the parent/guardian and the instrumental teacher and be referred to should a dispute arise.**

Parent/Guardian's Name (*please print*).....

Parent/Guardian's Signature.....

Visiting Music Teacher Name (*please print*).....

Teacher Signature.....

Date.....