

# Instrumental Tuition

## Individual Instrumental Tuition Application Form

Please complete a separate form for each instrument

Pupil's Name & Form:	
Form Teacher:	
Address:	
Parent telephone:	
Parent Email:	
Instrument:	
If your child has had tuition on the instrument before, please say at what Grade:	

Lesson duration, please tick required option:      30 minute (£16.50 per lesson)

20 minute (£11 per lesson)

Do you require the loan of a musical instrument?  
(Instruments are loaned at a rate of £25 per month)      Yes

No

Parent signature:	
Print name:	
Date:	

**Lessons are offered in accordance with the terms and conditions on the reverse of this form.**

In cases of genuine financial difficulty, QES operates a remissions policy. Details of how this operates can be obtained from Mr Penwarden-Allan at the address below (in complete confidence).

Please return this form to:  
The Music Office  
Queen Elizabeth School  
Kirkby Lonsdale, Carnforth  
Lancs, LA6 2HJ  
015242 71275 ext 291

# Instrumental Tuition

## QES Terms and Conditions for Music Tuition between Instrumental Teacher and Parents

Upon submission of a signed application form both the signatory and music teacher respectfully agree to attend and provide a minimum of six lessons at the rate specified below. All lessons are offered under the following terms and conditions to which both parties must agree.

### **Tuition**

Lessons will be given weekly during term time. The length and type of lesson has been agreed as an individual lesson of either 20 or 30 minutes in duration. Any changes to the duration of the lesson will be discussed with student and parents.

### **Rates**

The rate of tuition is currently £33.00 per hour. Tuition fees will rise by £1 p/h every two years and the next rise is September 2023.

### **Lessons**

Tuition will be offered on every school week during term time. Lesson times and days may alter to fit in with other school commitments.

Lessons for students in KS5 will have fixed times during their 'frees' or break times. All other lessons will be rotated. For instruments that have fewer students rotation will be limited.

In all cases students are expected to catch up on any academic lessons missed.

If the teacher is unable to attend a lesson the lesson will be made up at a mutually agreeable time or the lesson fee will be deducted from the next invoice. A suitably qualified deputy may teach a lesson during a period of absence.

If a student misses a lesson with less than a week's notice, the lesson will not be made up and will be invoiced. This includes cases of unexpected illness.

If the student is out of school and a week's notice has been given the lesson will be rearranged at a mutually agreeable time or deducted from the next invoice.

The teacher will contact parents directly where two consecutive lessons are missed without notice.

### **Payment**

An invoice for lessons will normally be sent out before or during the first few weeks of term. The invoice must be settled by the beginning of the next half-term or earlier. Lessons *will be discontinued* where invoices remain unpaid across half or full terms until they are settled. For lessons paid for by school, the invoice will go directly to the school.

### **Stopping Lessons**

Lessons may be stopped by the teacher or the student provided that a minimum of six weeks' notice is given in writing. This is to prevent unexpected losses of income for our teachers. There is no obligation for students to attend lessons during the notice period.

In the event that a student is excluded for a fixed term or permanently, half a term's lessons will be billed. A half term is usually defined as 6 weeks.

### **Co-operation**

The teacher will advise on methods and amount of practice; however, it is the student and parent who should ensure that this requirement is being met.

### **Progress reporting**

Parents may contact the teacher directly to discuss their child's progress.