

Terms and conditions



**The South Wolds
Academy
and Sixth Form**

1. Lessons are timetabled in advance and are 20 minutes in duration.
 - 1.1. Timetables will be displayed on the notice board in the entrance to the Music Department.
 - 1.2. It is the responsibility of the pupil to check their lesson time in advance.
 - 1.3. Pupils need to plan ahead for clashes with timetabled lessons caused by, for example, school trips; tests, exams and controlled assessments; P.E. or practical lessons.
 - 1.4. In such circumstances teachers must be given at least a weeks' notice in order to rearrange a lesson.
 - 1.5. Requests made with less than a weeks' notice will not be able to be accommodated.
 - 1.6. If a suitable match cannot be found for a shared lesson then a 10 minute individual lesson will be arranged.
 - 1.7. Shared lessons are not advisable after grade 4.
2. Pupils are guaranteed a minimum of 34 weeks of teaching throughout the year.
 - 2.1. Any shortfall during a term due to the absence of the music teacher will be delivered over the remaining year.
 - 2.2. Refunds will only be made where no teacher has been available to fulfil the 34 weeks of teaching over the course of the academic year.
 - 2.3. Absence by the pupil is non-refundable except in exceptional circumstances and only when the absence is long-term.
3. Lessons are charged at a rate of **£10 per individual lesson, £7 per shared lesson**
 - 3.1. Lessons will be invoiced on a termly basis.
 - 3.2. Fees should be paid in advance by the last week of the preceding term to ensure that pupils are added to the timetable for the start of the new term.
 - 3.3. Exceptions will be made regarding the period of billing/payment on an individual basis at the discretion of each member of staff.
 - 3.4. Pupils will not be added to the timetable until payment has been received.
4. Pupils studying AS/A2 Music are eligible for individual tuition on one instrument or voice which will be funded by the school.
 - 4.1. Pupils continuing study from AS to A2 should complete and return this contract, as well as emailing the Head of Music, as soon as possible after AS results day to confirm that they wish to continue to receive tuition on their chosen instrument.
 - 4.2. Pupils progressing to AS Music from year 11 should also complete and return this contract, as well as emailing the Head of Music, as soon as possible after GCSE results day to confirm that they will be studying Music at The South Wolds Academy Sixth Form and also to state which instrument/voice they would like to receive their funded tuition for.
 - 4.3. In the event that a pupil decides to cease study of AS/A2 Music part way through the year parents will be required to pay for any lessons outstanding for the remainder of the term.
5. A minimum of half a terms notice is required in order to cancel lessons
 - 5.1. Notice of cancellation must be received in writing during the last week prior to the last half terms tuition.
 - 5.2. Lessons cancelled with less than half a terms notice will not be refunded.
 - 5.3. We reserve the right to terminate contracts in certain circumstances.

I have read and accept the terms and conditions of this contract

Signed _____

Date _____

Print Name _____

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