

# Poole Grammar School

## Instrumental Tuition - Terms and Conditions 2018-19

Please return by Wednesday 25<sup>th</sup> July 2018, to:

Mrs N. Gribbins, Music Department, Poole Grammar School, Gravel Hill, Poole BH17 9JU.

Pupil Name ..... Form .....

1. There will be 30 lessons each year, with the option to take either 20 or 30 minute lessons, scheduled as follows:

12 x twenty minute lessons - £132 / 12 x thirty minute lessons - £198 (Autumn Term)

10 x twenty minute lessons - £110 / 10 x thirty minute lessons - £165 (Spring Term)

8 x twenty minute lessons - £88 / 8 x thirty minute lessons - £132 (Summer Term)

£30 per term - Instrument Hire (*please check availability – does not apply to Piano/Keyboard/Drums*)

**Payments must be made by the dates indicated on your invoice.** Your invoice will be issued during the Summer holidays and all payments are to be made via ParentPay.

- If payment is not received by the due date, the School reserves the right to cease lessons immediately, however you are still held accountable and will need to pay for the lessons. Upon receipt of payment and these signed terms and conditions, the School will contract a Visiting Music Tutor to fulfil your son's music lessons.
- Absences due to school trips and exams should be reported to the music tutor a week in advance for them to be rescheduled, **otherwise they will be forfeit and will not be made up**. If long term illness/medical condition occurs, then please discuss alternative arrangements with the Head of Music at your earliest convenience. **We will not make up lessons if you have chosen to take your son out of school for an unauthorised reason.**
- It is not the responsibility of the Music Tutor or the School to make up any lessons if students are absent for any reason. **This includes school exchanges, educational visits and exams** unless a weeks' notice has been provided so alternative arrangements can be made. **Absence due to illness will not be made up.**
- If lessons are missed due to a Tutor's absence, replacement lessons will be given at a later date or a refund to the value of the missed lesson(s) will be given at the end of the academic year.
- Lessons can only be terminated at the end of a term. **Written notice must be received by the beginning of the Half Term break if you intend to cease lessons for the following term.** This is to allow any necessary adjustments to be made to the employment schedules of our Visiting Music Tutors. Failure to give the required notice will result in the next term's fees being payable, even if lessons are not taken.

**To finish lessons from 21st December 2018, written notice must be given by Friday 19th October 2018.**

**To finish lessons from 5th April 2019, written notice must be given by Friday 15th February 2019.**

The Head of Music may discontinue lessons if the attendance and/or effort of a pupil falls below an acceptable standard. Parents will be given adequate notice of this possibility.

- Music lessons are arranged by the Music Department on a **rota basis throughout the school day, which includes during academic classes**. A timetable is produced every half term and posted on the Music Department notice board in the Ashley Thorne Building, on the Music Department page of Moodle, as well as emailed to parents. Please note, timetables are subject to change but we will always provide at least a day's notice if this happens.
- The Music Department will provide a written report on progress once a year during the Summer Term.
- Pupils are expected to attend their lessons punctually and regularly. It is the pupil's responsibility to check the timetable (and double-check on the morning of the lesson) and attend their lesson on time. **Any problems with regard to lesson times must be reported to the Head of Music, no later than the day before the lesson.**
- Pupils are required to practise regularly, so that progress can be made and maintained. 20 minutes per day is recommended for a beginner, whilst a minimum of 30 minutes per day is advised for more advanced students to progress. Pupils are expected to make a reasonable contribution to school ensembles at the request of the Head of Music Department, attending rehearsals and performing in the appropriate concerts.

**D W Beeby, Head of Music Department**

[BeebyD@poolegrammar.com](mailto:BeebyD@poolegrammar.com)

I/We have read the above and agree to comply with these terms and conditions.

**By signing these terms and conditions you are agreeing to pay for 30 lessons for the year unless the required notice above is provided in writing.**

Parent/Guardian signature ..... Date .....

Print name .....

# Poole Grammar School

## Music Information Form

Please complete and return this form by Wednesday 25<sup>th</sup> July 2018.

Name of Pupil: ..... Form (if known): ..... (2018-19)

Current School: .....

Musical activities in which your son has taken part at his current school: .....

.....

Musical activities in which your son has taken part outside school: .....

.....

Please give details of any instruments being learned at present, such as the length of time your son has been learning and approximate grade (if applicable):

.....

My son would be interested in being involved in the following ensemble(s):

<b>No Auditions Required</b>	<b>Tick</b>	<b>Auditions Required</b>	<b>Tick</b>
PGS Voices - <i>Tuesday lunchtime</i>		Big Band - <i>Monday after sch.</i>	
Classical Guitar Ensemble - <i>Friday after sch.</i>		Saxophone Ensemble - <i>Friday lunchtime</i>	
Jazz Band - <i>Monday lunchtime</i>		Concert Band - <i>Tuesday after sch.</i>	
Junior Percussion Ensemble - <i>Wednesday lunchtime</i>		Orchestra - <i>Tuesday after sch.</i>	
Music Theory - <i>Friday lunchtime</i>		Brass Ensemble - <i>Friday breacktime</i>	
Parents & Staff Association Voices <i>(Monday evenings, after October half term)</i>		Senior Percussion Ensemble <i>Wednesday after sch.</i>	
		StudioLive - <i>Wednesday lunchtime</i>	

### Instrumental Tuition

**NB. Please read and sign the Terms and Conditions overleaf before completing this section.**

I would like to request Instrumental Tuition for my son on: *Please specify the instrument(s) and duration*

..... for: 20 mins / 30 mins

My son will bring his own instrument / I would like to hire an instrument for my son for £30 per term.  
*(Please delete as appropriate.)* Not applicable to Piano, Keyboard or Drums.

Signed ..... Date .....

Print name .....

Contact details: Telephone .....

Email .....

Please return by Wednesday 25th July 2018.

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