

**Poole Grammar School**  
**Instrumental Tuition - Terms and Conditions Rolling Contract**

- There will be 30 lessons each year, with the option to take either 20 or 30 minute lessons, scheduled as follows:  
 12 x 20-minute lessons - £180 / 12 x 30-minute lessons - £240 (Autumn Term)  
 10 x 20-minute lessons - £150 / 10 x 30-minute lessons - £200 (Spring Term)  
 8 x 20-minute lessons - £120 / 8 x 30-minute lessons - £160 (Summer Term)

Instrumental Hire may be available, please contact the Music Administrator for costs.

Prices will be reviewed on an annual basis and may be subject to change.

**Payments must be made in advance of each term via ParentPay and by the dates indicated below:**

**Autumn Term – 31<sup>st</sup> August / Spring Term – 31<sup>st</sup> December / Summer Term – 31<sup>st</sup> March**

- If payment is not received by the due date, the School reserves the right to cease lessons immediately, however you will still be liable and will need to pay for the lessons. Upon receipt of payment and the completed Instrumental Tuition form, the School will contract a Visiting Music Tutor to fulfil your son’s music lessons.
- Absences due to school trips & fixtures and exams should be reported to the Music Department a week in advance for them to be rescheduled, **otherwise they will be lost and will not be made up**. If long term illness/medical condition occurs, then please discuss alternative arrangements with the Music Dept. 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, usually during the Summer Term or a refund to the value of the missed lesson(s) will be given at the end of the academic year.
- Music lessons are arranged on a **rotational timetable 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 the morning of the lesson) and attend their lesson on time. **Problems with regards to lesson timings must be reported to the Music Administrator as soon as the timetable is received.**
- 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 contribute to at least one school ensemble, attend rehearsals and perform in the appropriate concerts.
- TERMINATION OF MUSIC TUITION:**

**Written notice must be received BEFORE each Half Term break to cease lessons for the following term.**

<i>To Finish Lessons at the End of:</i>	<i>Notice is Required before:</i>
Autumn Term	October Half Term Break
Spring Term	February Half Term Break
Summer Term	May Half Term Break

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.

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.

- The School reserves the right to withdraw Music Tuition, providing at least half a term’s notice in writing.

**By completing the Poole Grammar School Instrumental Tuition form you are agreeing to abide by these Terms & Conditions and you are agreeing to pay for 30 lessons PER ACADEMIC YEAR on a Rolling Contract unless the required notice above is provided in writing.**