



Please read carefully, and then complete and sign the first page of this document. This should then be returned to me as soon as possible if you wish your son/daughter to receive instrumental lessons in school. **Please return the signed contract to your school's music department in order that it can be passed on to me.**

If you have been in receipt of a bursary or would like to apply for one please also complete a bursary form available from me - just email me for this. You may scan and email the document over or post it to me.

- I will aim to provide at least 10 lessons each half term. The exact number will depend on the availability of the teacher and the length of an individual term.
- The number of lessons planned for a particular term will be stated on the term's invoice.
- Please inform me at your earliest convenience regarding lessons which might be missed, otherwise these will be charged for. This includes absence through illness, medical appointments, etc.
- If a pupil needs to cancel a lesson a minimum of 4 hours notice needs to be given. The pupil or parent needs to telephone and speak to me personally. Unfortunately I am not able to accept cancellations by text or email. Please note a full charge will be made if less than 48 hours' notice is received. Please also note that if a pupil cancels a lesson more than 3 times, I reserve the right to cease the lessons.
- Any lessons not held because of my unavailability will be rearranged to another date. Should this not be possible, credit will be issued for the following term.
- The lesson fee structure will remain as shown for the whole of the current academic year (2017-18).
- An invoice for the appropriate fees will be sent by post or emailed, to the named person at the address indicated in this contract. There will be two invoices per term. **Fees need to be paid within 14 days of the invoice date.** Any queries should be made immediately to myself. If the payment is not made within 14 days, lessons will cease until the payment is received.
- It is inevitable that some pupils may decide after a period that they do not wish to continue receiving instrumental tuition, Where a decision is made to discontinue lessons, **four weeks written notice must be given** (either by the parent/carer or by the teacher). During this notice period lessons must still be paid for. There is a page in the practise diary which can be filled out.

**Problems and Questions.** If you have any questions about tuition fees, length of lessons, etc. please contact me so we can discuss.

**Encouragement to practise.** Regular practise is essential if a pupil is to make progress. Parents can support their child in this, for example, by:

- Showing interest in what they are learning
- Encouraging daily practise (at least ten minutes of five days each week)
- Providing a suitable space for the practise to be done
- Checking that the music is taken to school on the day of the lesson
- Providing extra encouragement when progress is slower because of particular problems.