



Instrumental/Voice Lessons

Thamesmead School

September 2018 to July 2019

Please refer, read and sign the Terms and Conditions 2018/2019. Retain a copy for your own records.

Applications may be submitted to the Music Department at any time. Where possible, lessons begin at the start of the following school half term. Students who wish to receive lessons in the Autumn Term are asked to submit their application before the end of the Summer Term.

Please email this completed form to a.fraga@thamesmead.surrey.sch.uk

Name of Student: Tutor Group:

Address:

Age: Home Telephone: Email:

Please state your choice of instrument/voice

	Instrument/Voice
1 st Preference	
2 nd Preference	

Are you a beginner? **yes / no**

If **no**, please state approximate grade or length of study ?

Do you own your own instrument or intend to get/hire one ? **yes/no**

I understand that I will be invoiced directly from the music tutor on a termly basis. Payment method will be organised with the tutor.

I understand that both the student and I will be informed before lessons commence.

I accept the Terms and Conditions set out in the Schedule.

Signed Parent/Guardian

Date



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LESSONS:

Tutors will provide 30 instrumental lessons over the academic year. This is normally arranged as 10 lessons per term.

If a tutor misses a lesson, through absence, an alternative time must be agreed and catch up lessons must be given before the end of term.

If a student misses a lesson because of absence, there will not normally be a refund and the lesson will not normally be re-arranged at another time. If, however, a student is absent because of long-term illness or unforeseen circumstances and best endeavors are made to give the tutor notice then the parents must contact the tutor and discuss arrangements for postponing lessons and refunding.

Students must not give less than half a term's paid notice for terminating lessons. This should be in writing from parents/guardians to the tutor and copied to the Head of Music. This is to allow enough time to find a replacement pupil from the waiting list. If no notice is given, half a term's fees will be payable.

Students must bring a notebook to every lesson.

ADMINISTRATION:

Payment of lessons will be directly to tutors. Tutors will invoice parents and guardians directly for each term stating the number and duration of the lessons. Invoices will be sent to parents two weeks before their child's first lesson, and payment will be required on or before their first lesson. This should be sent directly to the tutor.

FEES:

The rates for 2018/2019 are £18 for a 30 minute lesson.

I,(parent/guardian) have read and agree to these Terms and Conditions for instrumental teaching Thamesmead School.

Signed by parent/guardian: Date:

Signed by Head of Music: Date: