

Agreement for instrumental music tuition

This contract is made for private music tuition at (“the School”)
and it is drawn up between
Hugh Boyde
 (“the Visiting Music Teacher”)
of 33 Impington Lane, Impington, CAMBS CB24 9LT
and (NAME OF PARENT/CARER) (“the Parent/Carer”)
of (ADDRESS)
for the Visiting Music Teacher to give instrumental tuition
on to (“the Pupil”)

Lesson times and lengths

In general lessons will be timetabled weekly during school term time by the Visiting Music Teacher.

Lesson lengths will be agreed in advance, as will group sizes in the case of group tuition. The Visiting Music Teacher will inform the Parent/Carer of lesson times and dates before the beginning of term. The Visiting Music Teacher will not make changes to lesson lengths or group sizes without first consulting the Parent/Carer UNLESS a) the Pupil is taking part in a concert which requires a group rehearsal, or b) the Visiting Music Teacher is obliged to reschedule lessons without notice due to circumstances in the School. In these cases, very exceptionally, the Pupil may be taught in a larger group than agreed.

Fees and payment

Payment is by the term. Invoices will be sent out in advance and payment is due by the date of the first lesson of term.

Missed lessons

If the Visiting Music Teacher has to cancel a scheduled lesson, he will give the Parent/Carer as much notice as possible. In case of the Visiting Music Teacher having to cancel at short notice, e.g. because of illness, he will inform the School at the beginning of the morning and the message will be passed on to the Pupil. The cost of any lessons missed by the Visiting Music Teacher will be credited to the following term OR, if the Pupil is not continuing, refunded at the end of term. If there is a foreseeable reason why the Pupil will have to miss a lesson (e.g. a school trip or exam) then the Visiting Music Teacher should be given at least a week’s notice by the Parent/Carer and at the Visiting Music Teacher’s discretion the lesson may be caught up at another time OR the cost of the lesson may be credited to the following term.

It is not normally possible to catch up a lesson or to credit a pupil if the lesson is missed due to: illness; absence from school for family reasons; a school commitment about which the Visiting Music Teacher has not been informed; negligence or forgetfulness on the part of the Pupil.

If the Pupil needs to miss a larger number of lessons (e.g. due to a long term health problem or injury), then the Parent/Carer should inform the Visiting Music Teacher in writing as early as possible and at the Visiting Music Teacher's discretion other arrangements may be made.

Discontinuing lessons

This agreement remains in effect from each term to the next and it is assumed that lessons will continue from each term to the next as long as the Pupil remains at the School, unless either the Visiting Music Teacher or the Parent/Carer terminates the agreement. If the Parent/Carer wishes to discontinue lessons, a half term's written notice is required to be sent to Visiting Music Teacher. The notice should be sent by the beginning of the half term break to discontinue for the following term, or by the first lesson of term to discontinue at the half term. If the Pupil discontinues lessons without notice being given as above, the Parent/Carer is not entitled to a refund and is liable to pay for any lessons falling within the notice period.

Co-operation

While Visiting Music Teacher will make every reasonable effort to improve the knowledge and ability of the Pupil, it is vital that the Pupil co-operates in full with the Visiting Music Teacher and adheres to the practice schedule advised.

In the interests of the Pupil's well-being and progress the Visiting Music Teacher should be informed by the Parent/Carer of any medical condition, learning difficulty or other condition affecting the Pupil. This information will be treated as strictly confidential.

Neither the Parent/Carer nor Visiting Music Teacher will enter the Pupil for any competition or examination without first consulting the other party.

Teacher conduct

The Visiting Music Teacher will at all times be bound by policies and ethos of the School, also by the Code of Ethics and Code of Practice of the Incorporated Society of Musicians (ISM).

Safety of the instrument

The Visiting Music Teacher is not responsible for the safety of the Pupil's instrument while it is at the School. It is the responsibility of the Parent/Carer to ensure that suitable insurance is in place whether the instrument is at home or at the School.

Extra costs

The cost of tuition does not include sheet music, or other published resources, or instrument accessories which the Pupil may be recommended to buy from time to time.

These terms and conditions shall be interpreted in accordance with English law.

Signed _____ (Parent/Carer)

Date _____