

THE MUSIC DEPARTMENT ST OLAVE'S GRAMMAR SCHOOL

INDIVIDUAL MUSIC LESSONS AT SCHOOL ~ INFORMATION AND REGULATIONS ~

*Please read this information carefully before signing
and returning the tuition contract*

St Olave's is pleased to be able to offer the opportunity for its pupils to have individual music lessons during the school day. The information below describes the nature of the lessons that are available, and the roles and responsibilities of parents/carers, the pupils, their teachers, and the school.

1. THE SCHOOL , PARENT/CARER AND TEACHER RELATIONSHIP

The School

St Olave's undertakes, as far as is reasonably possible, to arrange for suitably qualified teachers to be available to teach individual music lessons as required. Following an application by their parents/carers, each pupil will be introduced to an appropriate teacher. Once a pupil has started a course of lessons with a teacher, the principal contractual relationship is between the teacher and the parents/carers. The School maintains a 'watching brief' thereafter, and will not usually intercede unless it seems that a problem, which might be affecting any party, is not being reasonably resolved.

Parents/Carers and Teachers

Parents/carers are expected to abide by the Contractual Agreement (see below) with the teacher, and to honour the spirit of the terms and conditions explained herein. Once lessons have commenced, teachers are primarily responsible *directly to parents/carers* for the delivery of lessons. Enquiries about progress and any other matters should be addressed to the teacher in the first instance.

2. THE LESSONS

Instruments

The School can usually offer tuition on the orchestral stringed, woodwind and brass instruments, piano, organ, classical guitar, electric guitar and drum-kit, as well as singing. The School does not offer tuition on electronic keyboards. Pupils are expected to have their own instruments.

Timetables

Pupils should normally expect to receive one lesson each week though this may be varied from time to time, especially in the summer term when examinations and field-trips are common. Each lesson would usually be on the same day of the week, but the time would normally change from week to week so that little of any one academic subject would be missed over the course of a Term.

Timetables for each Term are displayed outside the Music Room and are updated by each instrumental teacher. Pupils should consult them regularly, as lessons inadvertently missed will not be made up.

Sixth Form students are expected to arrange lessons in their study periods at the beginning of each term, as they will not be permitted to miss A Level lessons to attend a music lesson.

Practice

An integral part of learning any musical instrument is the progress made by the pupil at home, working at the recommendation of the teacher on individual pieces and on musical and technical exercises. It should be understood by pupils and parents/carers that regular practice in a quiet environment will ensure that the best possible progress is being made. Pianists are expected to have a piano available at home; organists may have to make arrangements to have access to a local church.

Extras

Music, books, strings, rosin, reeds, examinations and any other usual extras are to be paid for by parents/carers.

3. THE CONTRACTURAL AGREEMENT

N.B. These regulations are intended to complement those issued by the Bromley Youth Music Trust, which appear at Appendix A

1. The principal commitment is to take 30 half-hour lessons (or their equivalent) per year. The precise number of lessons given each term may vary according to individual circumstances.

The initial commitment is for a minimum of two Terms' lessons, though the teacher reserves the right to cancel the course of lessons after one Term if the pupil is obviously not making satisfactory progress.

Lessons continue from year to year until due notice is given (see 4. below) or until the pupil leaves the School.

2. The fee for a course of lessons is the same as that set by the Bromley Youth Music Trust. Invoices are issued at the beginning of each Term and should be paid promptly. Fees are reviewed periodically.

On the teacher's advice, and with the parents'/carers' agreement, lessons may be varied from the above either in duration and/or in number, in which case the charge will be *pro rata*.

3. If the student will be absent due to school-organised events (e.g. school trips/workshops/exams), it is the student's responsibility to inform their teacher *at least a week in advance* and *in writing*, and apart from any other absences notified by parents/carers to the teacher *at least a week in advance* and *in writing*, missed lessons will not be made up. There will in any case be no refund or credit for holidays taken by the pupil during the school term.
4. Notice of termination of lessons must be given *before Half-Term* and *in writing* to the instrumental teacher, and lessons may only be discontinued at the end of a Term. Failure to give the required notice will result in the following Term's fees being charged in lieu (in which case lessons may continue to be taken during that Term if desired).

April 2019

Appendix A



TERMS AND CONDITIONS FOR MUSIC LESSONS APRIL 2019

LESSONS & INSTRUMENTS

1. There will be 30 lessons per academic year (an average of 10 per term). However, if you would like additional lessons these may be arranged through agreement with the teacher at the pro-rata teaching rate.
2. A certain number of instruments are available for hire from the Trust. The hire fee includes 'wear and tear' repairs, replacement instruments and no extra charge for school holidays. The instrument hire form (*Form B*) must be completed and immediately returned to the Bromley Youth Music Trust.
3. As you will be liable for loss or any accidental damage to an instrument, be it your own or hired from BYMT, it is advisable to obtain insurance to cover this.
4. Lessons missed by pupils will not be credited unless adequate notice has been given to the teacher to rearrange their schedule. There will be no credit for leave taken by pupils during a term.
5. Should a lesson be cancelled due to circumstances beyond the control of the teacher, they will take all reasonable steps to make it up. BYMT cannot guarantee that this will be possible.
6. If you wish to discontinue lessons
 - a. written notice must be given to the instrumental teacher by the last school day before half term to take effect from the end of that term.
 - b. a copy of this cancellation of lessons must also be sent to BYMT.

*If you discontinue lessons at the start of a term you will be liable for that term's fee. If you discontinue lessons after half term you will be liable for the following term's fee. However, due to the long summer break, students giving notice to discontinue lessons **by the last school day of the Summer term** will only be charged half a term's fee in lieu of notice.*

7. BYMT and its teachers reserve the right to discontinue lessons and/or reclaim hired instruments at any time.

PAYMENTS

8. Fees will be reviewed annually. Invoices will be submitted termly to parents/carers by BYMT or by the teacher in the case of a Licensed Teacher
9. Payment for lessons and hire of instruments is due in advance at the start of each term and must be made within 14 days of receiving an invoice. If payment is not made within this 14-day period we reserve the right to suspend any further lessons until payment is received otherwise BYMT will pursue the debt. *Lessons missed through late payment of fees will not be made up or refunded.*
10. Parents/carers must pay for music and external examination fees (upon agreement) also accessories such as strings, rosin and reeds.

REMISSION OF FEES

11. Parents/carers who experience financial difficulty should contact Bromley Youth Music Trust for information on the BYMT Young Musicians' Fund

DATA PROTECTION

12. BYMT will process and store your data in accordance with GDPR guidelines. Our Data Protection Policy is available online via our website <https://www.bymt.co.uk>