



St Martin-in-the-Fields High School for Girls

11-19 Church of England Academy Founded 1699

Service Compassion Justice Perseverance

INSTRUMENTAL LESSONS - TERMS AND CONDITIONS

These terms and conditions apply to all pupils and their parents/guardians who wish to have music lessons organised by the School using peripatetic teachers

Peripatetic Lessons are available for the following instruments (subject to change) flute, clarinet, saxophone, cornet, trumpet, French horn, trombone, tenor horn, euphonium, tuba, violin, viola, cello, drum kit, electric/acoustic guitar, piano and voice.

All students learning an instrument are expected to join at least one of the musical groups that are run in the School Music Department. Failure to do so will result in lessons being terminated.

Booking and Payment Terms

1. Parents/guardians wishing to enroll a son/daughter should read the conditions detailed below, complete an application form available on the school website on the Music at St. Martins page. The appropriate fee is payable, in advance, by cash or cheque at the Schools Finance Office. Depending on the date of the completed form being received, lessons might have to commence in the following half term.
2. Music lessons are taught within the 3 terms – Autumn/Spring/Summer, each seasonal term consisting of two half terms.
3. Lesson types available are: Group 10 x 30 mins, and Individual 10 x 30 mins.
4. Fees are reviewed annually and parents/guardians are notified of any alterations by letter.
5. Payment of fees for the season's lessons is requested, by letter, the Half Term before lessons commence.
6. Once your child is receiving instrumental lessons, you will automatically be invoiced every term by letter.
7. Payment will book the lessons and confirm acceptance of the current Terms & Conditions.
8. Families who are in receipt of a St. Martin's award will also need to sign and return the award agreement.
9. Please note that while you are booking/paying for 10 lessons per season, seasons are of uneven length and the 10 lessons are not always taught in consecutive weeks. Similarly, once fees have been paid for the following block, the lessons might commence early to enable the next 10 lessons to fit in a following short season.

9.1 For years 7-10 there are blocks of 3 x 10 lessons per year (30 in total).

Headteacher Mrs Beverley Stanislaus B.Ed. NPQH

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WITH LOVE AND LEARNING

9.2 For years 11-13 there are a total of 25 lessons, 2 x 10 lessons blocks with a block of 5 lessons during the Summer season due to exam and study commitments. The fee for the Summer for those pupils is adjusted in the invoice to reflect the reduced number of lessons.

10. If a student is ill, no refund of the lesson fee will be made or the lesson made up at a future date, unless there are special circumstances (eg hospitalisation, long term absence due to ongoing illness) and you should inform the Director of Music in writing or by email.

11. If the teacher misses a lesson through illness the lesson will be made up at a later date, or there will be a refund of missed lesson fees in the following term.

12. Fees are non-refundable after the first week of lessons commencing in the booked block except under exceptional circumstances. (See point 10)

13. Cancellations or requests for lesson/instrument type changes made by parents/guardians should be emailed or sent in writing to the Music department a full half term before the change will take place.

14. In a paired Group, if one pupil leaves the school, cancels lessons within the first week of a season, or alters their type of lesson, the Music Department will endeavor to accommodate the remaining pupil in another appropriate group. If one is not available, the Group lesson arrangement will continue until the end of the 10 lesson block. For the following blocks of 10 lessons, the tuition offered would have to alter to 20 or 30 mins Individual lessons and the necessary increased fee adjustment made. This would be highlighted on the individual's invoice information at the Half Term of new bookings, therefore giving parents/guardians a half term's notice to discuss and seek alternative arrangements if required. The changes would be discussed with parents/guardians as soon as the Music department knows of the changed situation.

15. Lessons generally take place during the school day and times are rotated weekly wherever possible so that pupils do not miss the same curriculum lessons two weeks in a row. Any pupil missing the same curriculum subject on a regular basis should speak to the teacher and Music department staff so that they are aware of the issue and, if possible, they will review the lesson times.

16. Lunch and break time slots are mostly allocated to Years 11, 12 and 13 pupils studying for examination courses.

17. It is the students' responsibility to regularly check the date/time/location of their lessons on the timetables on the Music department notice boards, especially early on the appointment day in case of last minute alterations, and to notify the Music Department of any problem of attendance at least 24 hours in advance so we can try to swap lesson times to accommodate.

18. If a student misses two lessons consecutively then the parent/guardian will be notified by email

19. Parents will receive a report on their child's progress once a year from their instrumental teacher.

20. The school has a stock of instruments for pupils to learn on but cannot guarantee an instrument for your child. You may hire instruments from most of the local music shops and often you will be given the option to purchase the instrument at a reduced cost. However, if you have any difficulties in obtaining an instrument, please contact the Head of Music and we will try to help.

21. Instruments that are loaned by the school must be insured. It is the duty of the parent/guardian to insure the instrument for loss or damage. If the instrument is lost or damaged the parent or guardian is liable for the repair or replacement cost. Policies are available online and start at as little as £3 per month

22. All students who hire a school instrument will be charged a termly fee of £10 which should be included with the lesson fee payment.

23. The Assisted Purchase Scheme allows you to purchase an instrument from a music shop for your son/daughter at educational price i.e. minus the VAT costs. Should you wish to take advantage of this scheme, please contact the music department who will be able to assist.

24. If your child wishes to start learning an instrument half way through a term or in the following term they must fill out the form on the schools website and a member of the music department will be in touch to advise on when the lessons will be able to commence.

25. Should your child first be found to be truanting lessons and using music lessons as an excuse the school reserves the right to cancel tuition and any remaining fees for that term will not be refunded.

Changes to Terms and Conditions

The school will review these terms and conditions on an ongoing basis. Should any changes occur they will not be implemented until the start of the following term and you will be notified by email before the end of the current term.

Thank you for your help and support on these matters. Please do not hesitate to contact the Music Department if you have any queries or concerns about your child's instrumental tuition.

Nick Beever, Director of Music

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