

TUITION ON A MUSICAL INSTRUMENT FOR ACADEMIC YEAR 2016/17

Note: This form must be completed before lessons begin

Please print:

Name of Pupil..... Form..... Date of Birth.....

Name of Parent(s).....

Address.....

..... Email

Home Tel..... Work Tel..... Mobile

I wish my child to receive tuition in.....(instrument)

(Please copy this form if lessons on more than one instrument are requested. Please do not request lessons on an instrument that your child is already receiving tuition for outside of school)

I am prepared to pay for: Please circle one. * Please check for availability Pupils studying Music:
GCSE AS/A2

Shared (2 pupils) for 30 minutes*	TERMLY COST (11 Lessons) £ 102.00	£ 25.50	
Individual for 20 minutes	TERMLY COST (11 Lessons) £ 136.00	£ 59.50	
Individual for 30 minutes	TERMLY COST (11 Lessons) £ 204.00	£127.50	£51.00

The cost of lessons is based on 11 lessons and is reviewed regularly. You will be notified of any changes in advance. Pupils may have extra lessons by arrangement with the relevant teacher. This is sometimes necessary if they are working towards a music examination. Payment may be made by cheque payable to St Mary's Catholic School or via parent pay. **For September start please enclose a post-dated cheque for 1st September which must be received in school before the end of the Summer Term.** If your child cannot be accommodated your payment will be returned to you and the child added to a waiting list. Thereafter invoices will be sent out termly in advance and payment must be received by the end of the first week of term. GCSE/A level remission is valid for one instrument only.

Status of Pupil: Please tick

My child is a complete beginner in this instrument

My child has been learning this instrument for.....

My child has already passed grade.....in this instrument

My child is also having lessons in.....(other instrument/s)

My child is able to have lessons before or after school YES/NO (circle one)

Instrument: Please tick

My child has an instrument of his/her own

We are willing to rent an instrument (from a music shop)

We are interested in purchasing and would like some advice

A few school instruments are available for loan. Please tick the box if you would like to borrow one

Undertaking

I understand and accept the following conditions:

1. That I must give at least one half-term's notice, in writing, of an intention to discontinue lessons at the end of term (i.e. notice may not be given at the beginning of a new term to finish at half term). A copy should be sent to the Finance Office at St Mary's Catholic School. Failure to do so will result in the bill still being payable whether or not the pupil attends lessons.
2. That I will pay tuition fees (and examination fees, if and when entries are made) **by the due date stated on the invoice.**
3. That a termly bill will be for 11 lessons and that if for any reason this number of lessons is not offered a refund will be given at the end of the Summer Term.
4. That attendance at instrumental lessons is primarily the pupil's responsibility and that credit will not be allowed for lessons lost by pupil's non-appearance at the time designated.
5. **Only lessons missed by reason of a teacher's absence or a school-sponsored event (exams, trips, etc) will be credited unless the teacher makes arrangements for an alternative lesson date. It is the pupil's duty to inform the instrumental teacher personally at least one week in advance of trips, exams etc.**
6. That, if I borrow a school instrument, **I shall be responsible for the cost of any repairs to or loss of the instrument**, and I undertake to arrange appropriate insurance coverage. (**All** instruments should be insured. Cover for the instrument at home, en route to and from school and while at school can usually be arranged as an extension to household policies).
7. That any instruments used by my child will **carry a label with her name and address inside the case.** (It is also useful to attach some readily identifiable **EXTERNAL** mark - a sticker or similar - since many instrument cases look alike and mistakes are sometimes made in collecting them). Most instruments carry an identification number - this should be noted in case of loss.
8. Pupils should make every effort to find their own accompanist for grade examinations. The school music staff may not be available at the time of the examination.
9. GCSE and A level Music pupils receiving a subsidy are expected to take part fully in the music life of the school and must be part of at least one extra-curricular music ensemble.
10. I am happy for my contact details to be shared with the instrumental teacher.

Signed _____ (Parent/Guardian) Date _____

Date application received:
Pupil visited instrumental teacher:
Lessons commenced:
Received notice to cease lessons:
Last lesson given:

N.B. Parents are recommended to make a copy of this contract to keep as a record