



Comments/Requests	JH SIGN OFF
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MUSIC DEPARTMENT – PERIPATETIC LESSONS

Annual Contract

I would like (pupil's name) to start peripatetic music lessons and I agree to the following terms and conditions:-

- 1 There are 30 peripatetic lessons each academic year. The timing of the lessons is dependent upon the tutors' availability. Decisions about individual lesson slots will be made by School. In order to minimise the disruption to an individual child's education, lesson times will generally rotate on a weekly basis to ensure that the same lesson is not missed every week.

Whilst we make every attempt to accommodate individual requests, it cannot be guaranteed that we will avoid lessons or extra curricular activities, and peripatetic lessons must take priority over other activities. Not all peripatetic lessons are the same length; the majority are 30 minutes, but some may be longer or shorter depending on the child's ability and stamina. This is organised in agreement with the Music Teacher. Additionally, the number of lessons for each tutor will affect timetabling, which is beyond our control.

- 2 If a pupil is absent from a lesson due to illness, visits to other schools or for personal reasons, it will not be possible to refund the cost of that lesson. Whilst every effort will be made to rearrange the lesson, this will depend on the availability of the tutor.
- 3 If a tutor is absent, payment will be refunded or, if possible, the lesson will be rearranged.
- 4 If a pupil misses a pre-booked lesson as a result of a school activity being organised, ie a school trip/outing, or due to a school closure then, if possible, the lesson will be rearranged. Where it is not possible to rearrange the lesson, payment will be refunded.
- 5 The cost of lessons is £18 per half hour pro rata for different lessons lengths (see 1 above)). There will be an annual review of fees, in accordance with recommendations from the Musicians' Union and the Incorporated Society of Musicians. Parents will be notified of any changes by email before the start of the autumn term.
- 6 All fees must be paid termly, upon receipt of an invoice. (Ordinarily these will be invoiced at 10 per term to equal 30 per annum. Any under or over provision will be adjusted at the end of the year)
- 7 Notice to terminate lessons must be given in writing to Richmond House School at least half a term in advance. For lessons to cease at the end of a term, notice must be given by half term. For lessons to cease at half term, notice must be given before the start of the term. If this notice is not given, then lessons will be arranged for the following half term; an invoice will be raised and must be paid, whether the child attends the lessons, or not.
- 8 Some pupils take part in ensembles, which incur an additional charge. We will seek permission before a pupil participates in an ensemble. The fees for ensembles are shared between all participating pupils and are invoiced separately, in arrears.
- 9 You agree to encourage your child to practice in order to ensure the lessons are worthwhile for both for your child, the tutor and you. If there are concerns over the lack of practice or progress lessons can be terminated with due notice*

- 10 To ensure maximum benefit from lessons it is advisable for children to be taught by one tutor. If a pupil takes additional lessons with a different tutor, outside of school, lessons can be terminated with due notice. [experience has shown that lessons by two tutors can cause confusion and conflict]*
- 11 Where it is necessary and for the benefit of your child for contact to be made between you and the peripatetic music teacher, where appropriate we will contact you and provide you with the contact details of the peripatetic music teacher. These details must only be used when contact is requested by the peripatetic music teacher for the purposes of discussing the pupils' progress.

Signed: Date:
(Parent/Guardian)

*Please note this contract is written such that children gain the maximum benefit from having peripatetic music lessons at school and you, as the payee, gain the maximum value