

## Individual Music Lessons Full Terms and Conditions

- **30 lessons will be taught over the course of an academic year** (from September to the following July). The number of teaching weeks per term will differ (reflecting the differing lengths of the school terms) and will total 30 weeks each academic year.
- **One term's notice to discontinue Individual Music Tuition** must be given in writing (email is acceptable) and sent to the Instrumental or Vocal teacher **and** the Director of Music. Attendance at lessons during the notice period is expected but will not be enforced. Lessons continue automatically each academic year until notice to discontinue is received, this includes pupils at the Prep School who continue into the Senior School.
- **Tuition fees are payable directly to the Visiting Music Teacher** who will invoice you directly. Parents/guardians will be notified by the school of any increase in tuition fees in advance of September of the new academic year.
- Pupils who receive individual music tuition are expected to attend a weekly, 30-minute individual music lesson. **Pupils are strongly encouraged to take part in a Musical ensemble in school.**
- **Individual music lessons are scheduled throughout the school day on a rotational basis**, avoiding school activities during which pupils are absent from the school site (including school trips and off-site sporting activities). Where applicable, **Individual Music Tuition may continue during Study Leave** as far as possible: pupils should liaise directly with their instrumental or singing teacher to discuss the best timetabling of lessons.
- **A pupil's individual music lesson will not be rescheduled** if a pupil is unexpectedly absent from school (this includes lateness). Lessons missed due to a non-school-related activity will not be rescheduled unless more than a week's notice of this absence has been given to the instrumental teacher by parents. Additionally, parents must notify the instrumental teacher more than one week in advance of any **authorised absences** during term time once approval from the Principal is given.
- **Pupils are expected to check their timetables each week.** VMTs will communicate their timetables to pupils. These timetables change every week as part of a rotation system, which aims, as far as possible, to avoid the pupils missing the same academic lesson each week. To ensure the rotation system works fairly across the school, no concessions will be

made regarding missing specific academic lessons for pupils up to Year 11. Lessons for Sixth Form pupils will be scheduled during free periods, Independent Study Periods, during lunch or after school.

- **All Individual Music Tuition will take place at Tormead Prep School or Tormead Senior School** except where alternative arrangements are agreed between the teacher and the parent/guardian with the approval of the Director of Music.
- **Instrument storage cupboards are provided at each school.** Parents are asked to ensure that personally owned instruments are covered by their own insurance policy. Tormead School accepts no responsibility for instruments left on school premises.
- The School reserves the right for the Director of Music to appoint a **substitute teacher** as necessary to undertake the teaching of any or all the lessons scheduled for the year.
- **No extra tuition from other teachers** on the instruments nominated on this form should be undertaken by the pupil without the prior consent of the teacher and the Director of Music.