

# Terms and Conditions

Parents/Guardians are asked to read these Terms and Conditions before agreeing that their child may receive instrumental/vocal/theory tuition. They are intended to answer many of the frequently asked questions relating to music tuition at the School.

## Terms and Conditions

These Terms and Conditions describe how the Agreement for Instrumental/Vocal Tuition will work. Once signed, both the Parent and the Visiting Music Teacher agree to follow them. Any change to the Agreement must be confirmed in writing and signed by both parties before it comes into effect.

## Administration and Charges

All correspondence regarding the commencement or termination of lessons, and related matters, should be addressed to The Director of Music, and not to a Visiting Music Teacher or any other staff.

Charges for the current academic year are as follows: Individual (instrumental/vocal/Music Theory) 30 minute lessons are £22.25 (with an average of 10 lessons per term). Shorter lesson charges are worked out pro rata. The charge for Instrumental Hire is £40.00 per term. External examination entry fees are added to the child's school account. The parent agrees to pay for any music/strings/reeds/oils etc. required by their son/daughter and provided by the teacher. These appear on the teacher's termly invoice under 'Extras'.

Pupils are issued with a Music Practice Diary £3.00 – added to the school account, which enables dialogue between home and school.

## Starting Lessons

Lessons will not commence until (1) The Director of Music has received a completed and signed Application Form; (2) agreements have been signed between the teacher and parents of the pupil, and (3) the invoice has been paid in full.

Trial lessons are charged for at the individual lesson rate.

## Lesson Timings

Lessons take place during or after the normal school day on a rotational basis. Due to the expense incurred by parents, music lessons take priority over non-calendar events. Visiting Music Teachers are aware of major school events and examinations that appear on the calendar and will not arrange music lessons during these times.

A pupil should advise his/her teacher of a potential clash with another school event (a fixture or trip which does not appear in the calendar) as soon as it is known about. Visiting Music Teachers will make every effort to avoid clashes with such events and may rearrange lessons accordingly to avoid such clashes. A clash (due to an additional school fixture or trip, for example) is not the fault of the instrumental teacher and he/she is entitled to the full fee for that lesson should the parent opt for the child to take part in the fixture or trip and not to attend the music lesson. If a parent does not want his/her child to miss a music lesson in order to take part in another school event then he/she should contact the member of staff in charge of that event.

## Hire Instruments

Instruments that are hired out become the responsibility of the parent and in order to cover for any damage it is recommended that the instrument be added to a household insurance policy. Please ensure the Instrumental Hire Agreement Form is signed. This is available from the Music Department on request.

## Payment

Fees for each term must be paid in full in advance. They are to be paid directly to the Visiting Music Teacher not later than the first lesson of the term. If payment is not made by this date, the teacher may, at his/her discretion, treat this agreement as having been repudiated.

## Extra Lessons

Lessons will be suspended during school holidays and at the usual public holidays. Extra lessons may be scheduled during holiday periods or at any other time by mutual consent. (eg. in order to make up for those missed during the term and/or as extra preparation for external examinations). Extra lessons are chargeable.

## Missed lessons

All lessons that are not attended are charged for unless the teacher concludes that the circumstances were so exceptional that a replacement lesson or a refund of the fee should be given. If a teacher is forced to cancel a lesson, he/she will offer the option to carry the lesson forward to the following term, or to give a replacement lesson, or to give a refund of the lesson fee.

## External Examinations, Competitions and Public Performances

It is the responsibility of the teacher to provide a structured programme of learning tailored to each pupil and at his/her discretion to enter pupils for external music examinations appropriate to the standard reached. All matters relating to external music examinations are administered by the school - including the entering of candidates. Parents agree not to enter their son/daughter for any external examinations.

## Termination of Tuition (minimum notice period is one Half-Term)

Either party may terminate the Agreement by giving written notice by the end of the lesson which is immediately before the Half-Term holiday. This will result in termination of lessons at the end of that Term. If such notice is not given, fees must be paid for a further Term. Termination of lessons at the end of an academic year is agreed to be a sufficient notice period for the forthcoming academic year.

If a teacher is forced to give notice at any point during the Term because of an unforeseen emergency and is unable to complete the Term, he/she will refund the fees for the remaining lessons. If he/she is forced to terminate the Agreement without notice because conduct by a parent/pupil makes it impracticable, unethical or unsafe to continue providing tuition, the fees for any remaining lessons will not be refundable. Either party may end this Agreement by mutual consent at any time, so long as it is confirmed in writing and signed and dated by both.

## Co-operation

Whilst every reasonable effort will be made to improve a pupil's knowledge and ability, the pupil cannot expect to improve unless he/she co-operates fully with the teacher and, in particular, practises in the way advised. It is vital that parents encourage their children to practise regularly and ensure that they come to school with instruments and music on the day of an instrumental/vocal music lesson.

Under no circumstances should a child be sent to an additional teacher (for example during the school holidays) as there will be conflict with the teaching methods and approach adopted by the Visiting Music Teacher at The Blue Coat School.



# The Blue Coat School

Founded by the Church of England in 1722

Music Lesson Application Form 2022-2023

# Application Form for Music Lessons

Please return to:

The Music Department Administrator, The Blue Coat School, Somerset Road, Edgbaston, Birmingham, B17 0HR

or scan and email to [music@thebluecoatschool.com](mailto:music@thebluecoatschool.com)

PLEASE COMPLETE IN BLOCK CAPITALS

Pupil's Name:  Form:

Date of Birth:  Boy  Girl

Correspondence Name:

Address:

Post Code:

E-mail:

Home Telephone:  Mobile:

## INSTRUMENT FOR WHICH LESSONS ARE REQUIRED:

Instrument/Singing/Music Theory:

Is your child a beginner?: YES:  NO:  Length of time already studied:

PLEASE NOTE THE SCHOOL DOES NOT PROVIDE LESSONS FOR PUPILS CONTINUING WITH AN EXTERNAL TEACHER

My Child has his/her own instrument: YES:  NO:  I wish to hire a School instrument (if available): YES:  NO:

If piano lessons are being requested then a piano (digital or acoustic) will be needed at home

Are there any specific health issues the instrumental teacher needs to be aware of (e.g. Asthma/Allergies/Epipen)?

Please use this box to add any additional comments.

Having read the Terms and Conditions I agree to pay hire charges for the use of a School instrument.

(Only sign this if you require the use of a School instrument)

Signed:

Date:

Having read the Terms and Conditions I agree to have instrumental lessons arranged for my son/daughter.

Signed:

Date:

# General Information about Music Lessons

Instrumental music making is an important part of the Music Curriculum at The Blue Coat School. Many pupils enjoy the challenge of learning to play an instrument, and a significant number achieve a very high standard indeed.

Instrumental music lessons take place during the school day on a rotational basis. Some instrumental teachers encourage parents to attend lessons on a mutually agreed regular basis. Where this is the case, provision is made to accommodate parental attendance within the timetable.

We encourage all children to take instrumental music examinations as part of their learning journey at The Blue Coat School. Normally we would expect children to take one examination per calendar year. These are exams for life – they will be listed on Curriculum Vitae in years to come and are recognised throughout the world as being very valuable. Your child's instrumental teacher will give you the necessary advice about music examinations as and when necessary.

There are three important factors to success:

1. **Commitment** both from the child and the parent alike. This is a long journey and both time and patience are required. There is a financial commitment also. There are no short cuts or quick fixes...
2. **Practice.** Regular practice will ensure progress, and in turn, progress will be a key motivating factor in your child's success with his or her chosen instrument. Your child's instrumental teacher will advise you on suitable, age-related practise techniques. Parents are expected to support and supervise effective practice and provide a regular and uninterrupted period of time for practice each day.
3. **Learning to play an instrument is fun!** There will be challenges along the way and your child will need lots of encouragement to work through them. The pay-off comes when a young musician performs a piece to an audience for the first time: to you, to grandparents or in a concert or recital at school. The feeling of accomplishment is second to none and is hugely rewarding for your child.



@BCSMusic\_

Email [music@thebluecoatschool.com](mailto:music@thebluecoatschool.com)