

Prep School - Music lesson Terms and Conditions

1. We would strongly recommend that if your child learns a musical instrument, they are taught by one of our music staff in our Music School. This ensures their progress can be tracked and monitored by the Director of Music.
2. On average, the School aims to provide at least ten lessons per term. Individual music lessons are billed termly in arrears. Due to billing cut off dates the whole term's lessons may not be included on the bill and will therefore roll over onto the next term's bill. The charge for lessons can be found on the school website.
3. One off taster lessons are available upon request at the standard rate.
4. **Termination of lessons.** Half a Term's notice is required to cancel music lessons. Please email Fiona Ross, Music Administrator before the first day of a Term to take effect at the start of the second half of Term, or before the start of a Half-Term holiday to take effect at the end of that term.
5. If a teacher is absent, no charge is made for the lesson unless the teacher concerned is able to make up for it later in the term. No credit is allowed for lessons missed by pupils except in the case of an extended illness, or by special arrangement with the Director of Music.
6. Visiting Teachers require a week's notice to change music lesson times. If any pupil cannot attend their lesson due to another commitment, they must give Fiona Ross at least 48 hours' notice. She will endeavour to rearrange the lesson.
7. Group lessons are ability streamed, and are subject to appropriate numbers of pupils signing up.
8. Instruments can be hired from School, or hired or bought from local music shops. If a child owns their own instrument, it should be **clearly marked** and the make, model and serial number should be kept by the parents and Director of Music. When in school all instruments are to be kept in the Instrument Storage Room. Please note we cannot accept responsibility for instruments left in other areas of the school.
9. **Insurance:** school instruments are covered by the School's policy, whilst in the UK. If instruments are to be taken overseas, responsibility rests with the parents. As pupil's own instruments are NOT covered by school insurance, we do urge you to make sure that any instrument is adequately insured.
10. The Director of Music welcomes any opportunity to talk to parents about any issues or concerns with their child's musical progress. Comments on progress, the pupil's relationship with the teacher, thoughts about practice and repertoire are all very valuable to the school. Contact with individual music teachers is encouraged, but please ensure that the Director of Music or Music Administrator are copied in to any such correspondence.

