

HIGH DOWN JUNIOR SCHOOL INSTRUMENTAL LESSON POLICY COMMENCING SEPTEMBER 2018

This policy applies to all pupils and their parents who wish to have music lessons organised by the school using external teachers, i.e. a music teacher employed directly by North Somerset Council Music Service. Parents/guardians wishing to enroll a son/daughter should read the conditions detailed below, sign the form below and return it to the school office.

Booking and Payment Terms

1. Parents/guardians wishing to enrol a son/daughter should read the conditions detailed below, complete an **initial** booking form and hand the completed form in to the School Office. The appropriate fee will then be added to your ParentPay account ready for payment. Depending on the date of the completed form being received, lessons might have to commence in the following season.
2. Music lessons are taught within the 3 seasonal terms – Autumn/Spring/Summer, each seasonal term consisting of two half terms.
3. Lesson types available are Group of 3 or 4 - 10 x 30 mins, Group of 2 – 10 x 20 mins, Individual 10 x 20 mins, Individual 10 x 30 mins.
4. Fees are reviewed annually and parents/guardians are notified of any alterations via ParentPay.
5. Payment of fees for the season's lessons is requested via ParentPay the Half Term before lessons commence.
6. Once your child is receiving instrumental lessons, you will need to complete a booking form each seasonal term.
7. Upon receipt of a booking form, this will activate the payment service on Parentpay and lessons will be booked.
8. Families wishing to receive financial support whose children are in receipt of Free School meals or registered as Pupil Premium Students will receive a bursary of £25 per term towards lesson costs.
9. Please note that while you are booking/paying for 10 lessons per season, seasons are of uneven length and the 10 lessons are not always taught in consecutive weeks. Similarly, once fees have been paid for the following block, the lessons might commence early to enable the next 10 lessons to fit in a following short season.

Missed lessons/Absence

10. If a student is ill, on a school trip, no refund of the lesson fee will be made or the lesson made up at a future date, unless there are special circumstances (e.g. hospitalization, long term absence due to ongoing illness) and you should inform the School Office in writing or by email.

11. If the teacher misses a lesson through illness, a cover teacher will be sent by the Local Authority, the lesson will be made up at a later date, or there will be a refund of missed lesson fees in the following term.

Cancellation or changes to arrangements

12. Fees are non-refundable after the first week of lessons commencing in the booked block except under exceptional circumstances.

Lessons and Progress Reports

13. Lessons generally take place during the school day. Any pupil missing the same curriculum subject on a regular basis should speak to the music teacher concerned, so that they are aware of the issue and if possible, they will review the lesson times.

14. It is the students' responsibility to regularly check the date/time/location of their lessons.

15. Parents will receive a report on their child's progress once a year from their instrumental teacher.

Instruments

16. The school generally does not provide instruments for pupils to learn on. You may hire instruments from most of the local music shops. However, if you have any difficulties in obtaining an instrument, please contact the School Office and we will try to help.

17. Private and hired instruments are **not** covered by school insurance and should be insured by parents/guardians against theft, loss and damage.

18. We do have a small number of instruments for hire. A yearly fee of £20 is payable of which should be included with the lesson fee payment.

19. The Assisted Purchase Scheme allows you to purchase an instrument from a music shop for your son/daughter at educational price i.e. minus the VAT costs. Should you wish to take advantage of this scheme, please contact the North Somerset Music Service for further details. Tel. 01934 426430

Waiting list

20. If your child wishes to start learning an instrument half way through a term or in the following season they can be added to a waiting list. Please contact the School Office.

Changes to Terms and Conditions

The school will review these terms and conditions on an ongoing basis. Should any changes occur they will not be implemented until the start of a new season and you will be notified by ParentPay email before the end of the current season.

Thank you for your help and support on these matters. Please do not hesitate to contact the School Office if you have any queries or concerns about your child's instrumental tuition.

September 2018