

**Tomlinscote School Music Department  
Request form and Contract for Instrumental Tuition**

***Please return to Mr L. Frater (Head of Music) via the Reception Office***

My child: (name) \_\_\_\_\_ (tutor group) \_\_\_\_\_

would like to receive instrumental tuition through Tomlinscote's Music Department on (instrument)

\_\_\_\_\_.

Please reserve\* a place for them on the waiting list and let us know as soon as a slot on the timetable becomes available for ***(please tick)***:

- 30-minute individual lessons (**£190** per term)
- 30-minute paired or group lessons\*\* (**£100** per term)

***\* Do not send money at this stage; the teacher will invoice you directly at the start of each term.***

***\*\* Only if we can pair your child with a learner of a similar standard to make a feasible grouping.***

I am happy for you to organise 30-minute *individual lessons* if group lessons are not viable ***(please tick)***:

- Yes
- No

I am aware that I will need to supply an instrument for my child **and for it to be comprehensively insured** (except piano lessons; we have pianos on site). I confirm that I have read the conditions regarding the arrangements for instrumental tuition at Tomlinscote School.

I understand that invoices for lessons are to be paid for in *advance* to the teacher and that ***I must give a FULL half term's notice (i.e., 6 weeks) in writing/ email to the Instrumental teacher/ Head of Music for termination of tuition.***

Mr/ Mrs/ Ms/ Dr (PRINT NAME) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact tel. no: \_\_\_\_\_

Contact email address: \_\_\_\_\_

**Instrumental information (if applicable):**

Please complete this section to aid us in instrument security at school

***Make sure you put some identification on your instrument case to ensure its visibly identifiable as yours.***

Instrument make \_\_\_\_\_

Instrument model \_\_\_\_\_ Serial no. \_\_\_\_\_

PARENT COPY - *KEEP FOR YOUR RECORDS*

**Tomlinscote School – Instrumental Tuition Contract**

*Instrumental tuition is provided by Tomlinscote School for students under the following conditions:*

1. General conditions

1.1 This contract is between the person paying the fees and Tomlinscote School.

2. Responsibilities relating chiefly to parents

- 2.1 It is the responsibility of the parent to provide a suitable instrument and any accessories required for use in lessons. It is expected that each student undertaking a course of tuition will have regular access to an instrument for practicing. Instruments should be kept in a suitable case with the student's name and tutor group easily identifiable.
- 2.2 The school cannot accept any responsibility for loss of, or damage to, instruments brought into the school (including hired instruments). A cupboard for the storage of instruments is provided next to the DM2 Music room. It is the responsibility of the parent to ensure that instruments are *comprehensively* insured. Advice on musical instruments insurance can be obtained from the Head of Music. The Head of Music should be informed of the make, model and serial number of any instrument brought regularly into the school. Instruments should not be left in school overnight if possible and not during school holidays.
- 2.3 Instruments are not to be left in vehicles overnight or next to radiators as extreme temperatures can damage the instruments.
- 2.4 **A FULL half a term's notice (i.e., 6 school weeks) in email/writing** to the Head of Music is required for termination of tuition.

3. Responsibilities relating chiefly to students

- 3.1 An organised scheme of regular practice is expected of students undertaking instrumental tuition. Students receiving lessons are also expected to take part in appropriate school-based music groups as guided by their tutor or other music teachers.
- 3.2 **It is the responsibility of the student to check the timetable board regularly to note lesson times, rooms, and any changes.** This is especially relevant where **INSET, public examinations, sports, and other** events have caused a change. Students are expected to arrive punctually and to return to academic lessons promptly at the end of their music lesson. Music tuition *may* take place when the school is closed or partially closed to students because of INSET sessions or other 'off-timetable' events. If in doubt, students should check beforehand as a charge will still be made in the event of non-attendance.
- 3.3 Lessons are on a weekly rotation, therefore not always the same time/lesson each week. It is the student's responsibility to give enough notice to the instrumental teacher about lessons that are not suitable/ clash with the scheduled lesson times so that an alternative can be arranged.

4. Responsibilities relating chiefly to Tomlinscote School, the Music Department and the Tutors

- 4.1 Invoices are issued during the first lesson and the fees are payable in advance directly to the Tutor or to Tomlinscote School, as indicated on the invoice. It is the right of the teacher to refuse tuition to a student where fees have not been paid.
- 4.2 Tuition fees will be reviewed on an annual basis. The Head of Music will give **notice in writing of any changes in the fees.** They may increase year on year to match similar competitive rates of other schools' and institutions.
- 4.3 Reports covering attendance and punctuality; organisation; progress, attitude, and preparation for lessons; and personal targets and achievements are issued once a year. These, together with a well-documented register and informal and formal monitoring of lessons by the Head of Music, form the basis of our appraisal scheme.
- 4.4 A minimum of 30 lessons, mostly **on a rotating timetable**, will be scheduled and taught to each student per year. These will usually be divided into 10 per term, though circumstances such as staff illness, school closures or unusually short-term dates may necessitate some flexibility. Tutors may negotiate directly with parents to teach more than 30 lessons per year; where this has been agreed a pro-rata fee will be payable and clearly shown on the invoice.
- 4.5 Where students are receiving shared tuition and one member of the group withdraws before the end of term, the others will continue with the full time slot until the 10 lessons are complete. Rates and times will then have to be reviewed by the Tutor for the remaining members of the group.
- 4.6 **No refunds** are given for missed lessons through **sickness, lateness, forgetfulness, or exclusion.** Similarly, refunds are not given for school events (e.g., trips or exams) where the instrument teacher has not been notified **at least one day in advance.** Where a teacher is absent from a lesson, an attempt will be made to reschedule the lesson. If this cannot be done, then the lesson cost will be deducted from the next invoice.
- 4.7 The Head of Music has overall responsibility for the timetabling, rooming, monitoring, and reporting of lessons, as well as the appointment and appraisal of suitably qualified staff. All enquiries and correspondence relating generally to the instrumental tuition provided by Tomlinscote School should be addressed to Mr L. Frater, Head of Music ([lfrater@tomlinscoteschool.com](mailto:lfrater@tomlinscoteschool.com)).