



# NONSUCH HIGH SCHOOL FOR GIRLS

## INSTRUMENTAL LESSON FORM AND AGREEMENT

Please click on the link <https://forms.office.com/e/ARYmSf7fAJ> or scan the QR code below to complete the application form for music lessons.

**Please download and keep a copy of this document as it contains all terms and conditions.**



### **Definitions**

The “*school*” shall mean Nonsuch High School for Girls.

The “*teacher*” shall mean the peripatetic music teacher who is not an employee of Nonsuch High School for Girls.

Where a student is under 18 years of age at the start of a school term, reference to the “*student*” shall include the parent or legal guardian of the student.

### **Tuition**

- 1 It is assumed that during each academic year, students will receive a minimum of thirty lessons of 30 minutes duration spread over the three terms.

### **Extra Lessons**

- 2 Extra lessons may be given at the teacher’s discretion by prior agreement with the student.

### **Fees**

- 3 Fees for each term are to be paid to the teacher within fourteen days of the date shown on the invoice.
- 4 If an invoice remains unpaid after the fourteen-day period, **the teacher reserves the right to cease tuition immediately** and the invoice remains due. Lessons missed through non-payment of the invoice will be forfeit.

### **Missed Lessons**

- 5 In the event of a student's absence from school through illness or for any other reason, the parents must inform the school office of the student's absence by 08.30 on the first day of the absence. This is to allow the Director of Music to notify the teacher concerned.
- 6 Fees for lessons lost through a student's occasional absence due to sickness or holidays taken in term-time are **not** refundable.
- 7 In the case of the absence of a student from school due to long-term illness, 50% of the cost of the missed lessons will be refunded to the parents by the teacher. (For the purpose of this agreement, "*long term*" is deemed to be a consecutive absence from school or more than half a school term.)
- 8 Lessons lost through illness or absence of the teacher will be either re-arranged or credited at the discretion of the teacher.
- 9 **Lessons missed as a result of the student's participation in a curriculum related visit or school examination should, where possible, be re-arranged through consultation with the teacher. It is the student's responsibility to notify the teacher at least two weeks in advance of the need to re-arrange a lesson.**

### **Lessons Cancelled by the Teacher**

- 10 Lessons may be cancelled by the teacher at any time but in such an event, the teacher shall arrange either to carry the lesson forward to a later date or refund the appropriate fee for the lesson.

### **Examinations**

- 11 The teacher will not enter a student for any examination without the prior consent of the parent or guardian who will be liable for the examination fee.

### **Notice to Discontinue Lessons**

- 12 In the case of a student's poor attendance, poor behaviour or insufficient time devoted to practice, lessons may be discontinued by the teacher without notice.
- 13 **Lessons may be discontinued by the student giving the teacher one full term's notice in writing of the intention to cease music lessons. Such written notice must be issued no later than the first day of the last term of music lessons. Failure to comply with the conditions contained in Paragraph 13 will render the student liable to the next term's fees.**

### **Student Progress Report**

- 14 The teacher will provide the parents of the student with a written progress report yearly.

### **Observation of Lessons**

- 15 Parents of students receiving music tuition are entitled to enter and listen to a lesson by prior arrangement with the teacher.

**Variation**

16 No variation of this Agreement shall be effective unless made in writing and signed by the parent and teacher.

**Parental Contact**

17 The parent is required to provide the teacher with a contact telephone number (or numbers) so that the teacher may contact the parent directly if necessary.

**Co-operation**

18 While the teacher will make every reasonable effort to improve the knowledge and ability of the student, the student cannot expect to progress with without fully co-operating with the teacher and adhering to the practice sessions advised by the teacher.