

Shaftesbury School Music Contract

Terms and Conditions for Instrumental Lessons

1. The number of lessons per term are as follows: *Autumn term 12 lessons, Spring term 10 lessons, Summer term 10 lessons.*
2. The prices for lessons have been set for the 2016/2017 Academic year as:
 - 1 hour: £25.50
 - ½ hour: £13.50Prices are subject to annual review.
3. **Tuition Fees are payable half termly in advance** (termly in advance for boarders), either at the time of booking or before the first lesson.
4. Invoices will be issued each term and require payment **before** the first lesson of the following term. The school reserves the right to suspend lessons until payment is received.
5. Cancellations. If your child is unable to attend a lesson due to a school trip or otherwise, a minimum of two weeks' notice is required in order to reschedule the lesson. The lesson will be charged however if the student does not attend, for whatever reason, the teacher's time having been allocated.
6. In the event that the teacher is unable to attend the lesson it will be made up at a later date or the cost refunded if this is not possible.
7. Termination of lessons. **A notice period of FOUR (4) WEEKS OF TIMETABLED LESSONS** is required so that notice can be given to the Peripatetic teacher, if this is not received **in writing or by email** then four (4) week's fees will be charged in lieu of notice.
8. Each student is required to purchase an Instrumental Practice Diary from the school at a cost of £0.50 to allow the tutor to write progress reports to promote two way communications between the tutor and parent to assist home practice.
9. Instrument Hire. In addition to lessons we can provide students with a variety of instruments which can be **hired at £20 per term** (please complete the form overleaf if this applies).
10. Insurance. The parent/guardian is responsible for the insurance of the student's instrument. Parents should be aware that any damage to a student's instrument on site will not be covered by the school's insurance.
11. Examination entries, music book costs and instrument repairs are paid for by the Parent.
12. By signing this form you consent to your contact details being passed on to the peripatetic music teacher.

Extra-curricular music activities: We encourage students to enhance their instrumental learning by attending at least one of the extra-curricular music activities on offer (school band, brass ensemble guitar ensemble etc.) and anticipate that parents will support them accordingly.

I hereby agree to above terms and conditions:

Parent/Guardian Signature..... Date.....

Name of Parent/Guardian.....

Name of student.....

Instrument(s).....

For Office use only: Start date..... Teacher(s).....

Shaftesbury School Instrumental Loan Contract

(Complete only if applicable)

Terms and Conditions for Instrumental Loan

1. The instrument will remain the property of the school music department throughout the term of the loan.
2. The student is responsible for the care of, the maintenance of and the repair of the instrument.
3. Any damage to the instrument during the term of the loan period should be reported to the Head of Music immediately.
4. The parent/guardian must ensure that the instrument is adequately insured (for a minimum value of £150) throughout the loan period.
5. The instrument is to be used solely for educational purposes and must only be played by the named student.
6. The cost of the hire of this instrument is £20.00 per term payable at the start of the term. Money resulting from instrumental loan will be used to repair/buy further departmental instruments to allow other students to benefit from the reduced cost instrumental loan scheme.

To the student

I agree to the above terms and conditions of the loan scheme

Name..... Signed.....

Date.....

To the Parent/Guardian

I agree to the above terms and conditions of the loan scheme

Name..... Signed.....

Date.....

For Office Use only:

Instrument: Serial No:.....

Condition:

Shaftesbury School
Shaftesbury SP7 8ER

Tel: 01747 85 44 98
Fax: 01747 85 12 08

office@shaftesburyschool.co.uk
www.shaftesburyschool.co.uk

FINANCE OFFICE INFORMATION

Please complete and return in an envelope addressed to 'Finance Office' via Reception.

Name of student:

Instrument/s:

Length of lessons: Half hour / Hour*

Instrument hire required: YES / NO*

I would like to pay: Termly / Half Termly / Monthly by SO*

I would prefer to receive invoices by mail/email*

If you would prefer to pay monthly by standing order please complete the mandate form below and pass it to your bank or set up online.

Unfortunately we are unable to set up standing orders on your behalf.

Please ensure monthly standing orders are set up for the **5th of the month commencing September x 10 months**

I would prefer to receive invoices by mail/email*

(*delete as applicable)

My address is:

.....

My email address is:

Name:

Signature (s)..... DATE

Please return this form to Student Reception or Finance and NOT the Music Dpt

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STANDING ORDER MANDATE –

please hand in to your branch or set up online – the school cannot do this for you.

Please pay:

Account Name: **Shaftesbury Academy Trust T/A Shaftesbury School**

Bank: **Lloyds Bank**

Sort Code **30-97-41**

Account Number **53949560**

The credit of the sum of:

£43.25 for Half Hourly lessons*

£49.25 for Half Hourly lessons **WITH** instrument hire*

£81.65 Hourly lessons*

£87.65 for Hourly lessons **WITH** instrument hire*

(Please delete as applicable*)

Please use the following reference when making an online payment:

Childs Name - Music as the reference:

Signature (s).....DATE

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