

## **TERMS & CONDITIONS**

### **>TIME & PLACE OF LESSONS**

All lessons will take place at Davenant Foundation School and will be at a time set by the school. This may vary from week to week according to the rota system. It is important to note that lessons may fall outside of school hours. We are unable to change these lessons.

### **>FEES & CHARGES**

Fees will be charged a term in advance at the current rate for 10 lessons in the Autumn, Spring and Summer terms. **We cannot refund lessons due to late payments.**

### **>NOTICE TO INCREASE FEES**

The fees will be reviewed from time to time and may be increased by such amount as the governors consider necessary and reasonable. We shall endeavour to give at least a term's notice of any increases in the fees due for a particular term and in any event shall give you notice of any such increases not later than the final day of the preceding term.

### **>FINANCIAL ASSISTANCE**

The School is concerned that families who are genuinely experiencing financial difficulty should not be denied access to this scheme.

The governors' charging policy allows free lessons for those students who are registered for free school meals.

If you are eligible for free school meals and wish your son or daughter to receive tuition please ensure you register your child for free school meals. This can be done online at [www.essex.gov.uk/educationawards](http://www.essex.gov.uk/educationawards) or by requesting an application form on 0845 6032200. Tuition is restricted to one skill as a shared lesson. For any other queries regarding finance please write directly, in confidence, to Mrs Bishop.

### **>INSTRUMENTAL HIRE**

Instrument hire is available; pupils may borrow an instrument for up to five years, subject to availability and at a modest yearly charge of £35.

It is important that all instruments brought into school should be insured by parents, including instruments on hire from the school or outside organisation. This can usually be done under the 'all risks' section of a general household insurance policy.

Electric Guitars and Saxophones are not included in the hire scheme.

## >LOST INSTRUMENTS

If a child loses their instrument, you will be charged to at replacement value.

## >EXTRA-CURRICULAR ACTIVITIES

If you wish your child to have instrumental or singing lessons at the school, your son/daughter will be required to join the relevant Band or Choir. This is compulsory.

## >GIVING NOTICE

Lessons may only be stopped at the end of a term.

For those with pupils in Years 11, 12 and 13, you may opt out of music lessons during the study leave period by applying in writing to the Head of Performing Arts no later than the February half-term holiday. Otherwise lessons will be scheduled as normal.

## >MISSED AND FIXED LESSONS

### Potential Clashes with Music Lessons

The Performing Arts Department, as far as possible, will avoid scheduling music lessons during trips, tests, sporting activities and other school commitments. However, all pupils are responsible for informing the Performing Arts Department of the times and dates of school commitments. This also applies to private appointments during the school day, a doctor's appointment for example. A minimum of 24 hours notice is required otherwise lessons may still be scheduled and charged for.

### Fixed Lessons

Fixed lessons are usually reserved for pupils in Y12 & 13 as they cannot miss academic lessons in their examination subjects. Lessons for pupils below these years cannot be fixed.

## >MISSED LESSONS

Lessons missed through a pupil's non-attendance will be charged.

**All absences** should be reported to the Performing Arts office as soon as possible on 0208 5080404.

All absences due to illness or medical appointments are charged for. For queries regarding the arrangements of long-term illnesses, please contact the Head of Performing Arts.

Should a lesson have to be cancelled by the teacher, the teacher will arrange to carry that lesson forward to a later date or to credit the appropriate fee.

## **Unknown absences**

The Performing Arts Department will notify you of absences from a scheduled music lesson via ParentMail. All absences should be explained to the Head of Performing Arts as soon as possible.

## **>UNFORSEEN SCHOOL CLOSURES**

Should the school close due to the weather or unforeseen circumstances we are unable to refund or re-schedule these lessons.

## **>PRACTICE**

Whilst the teacher will make every reasonable effort to improve the knowledge and ability of the pupil, pupils are expected to cooperate with the teacher and to adhere to the sessions of practice advised by the teacher. Parents/Guardians are asked to take on a supportive, encouraging role in the long process of learning to play a musical instrument.

## **>EXAMINATIONS**

Pupils will be entered for public music examinations only with the consent of the teacher and parent/guardian. Pupils are strongly recommended to attend aural lessons provided by our staff prior to an examination.

## **>EXAM ACCOMPANIMENT**

All candidates (with the exception of pianists and percussionists) will require an accompanist in the examination, for which there is an individual fee. The fee covers a rehearsal and the exam time itself. Some Individual Music Teachers like to accompany their own pupils or we can arrange the services of an official Music School accompanist the fee payable is the same regardless. Details of the fees will be issued on application.

Where an accompanist is required, parents will be asked on the examination form to tick the box stating whether their child's teacher will accompany them or if they would like the Performing Arts Department to arrange an accompanist.