



# PRIVATE MUSIC TUITION APPLICATION AND AGREEMENT

Please refer to the Conditions set out below before signing this Agreement using the Google Form. The Tiffin Girls' School Music Department offer private tuition with VMTs in a wide range of instruments. Please refer to the attached Guide to Instruments for full details and contact the Music Administrator if you would like to discuss further.

## **STANDARD AGREEMENT FOR PRIVATE MUSIC TUITION BY VISITING MUSIC TEACHERS [VMTs]**

### **1.1 LESSONS**

Ordinarily, individual lessons of 30 minutes in duration will be given weekly during term time. Students will usually have 10 lessons per term (30 lessons per school year), although this is subject to change due to VMT availability and school trips etc.,

### **1.2 CESSATION OF LESSONS**

Music tuition will continue automatically from one academic year to the next unless cancellation notice is received. The notice period is one full term. For clarity this means a full school term; for example, if a parent wanted lessons to cease at the end of the Christmas term, notice would need to be received by the VMT in their first teaching week of the same term. If a parent were to give notice in the third week of the Christmas term, the student's lessons would cease at the end of the Spring term. Notice should be sent in writing from the parent, either by email or by formal letter, to the VMT and administrator to arrive no later than the first lesson of the term in which music lessons are to stop. Late notice will result in liability for the next term's fees. Occasionally a VMT may, at their discretion, agree to a shorter notice period if they are able to replace that student immediately with a student on the waiting list. In such cases, a half term's fees would remain payable.

The VMT has the right to discontinue lessons in the case of a student's persistent poor attendance, poor behaviour (across a period to be determined by the VMT) or late payment (refer to clause 1.3). There is an exception in the case of any Year 7 students just starting with The Tiffin Girls' School. If a Year 7 student starts with The Tiffin Girls' School in September, they are permitted a 'cooling off period', meaning they may cease lessons at the end of the Christmas Term provided they give written notice no later than October Half Term.

### **1.3 FEES AND INVOICING**

A 30-minute lesson will cost £23.00 and the number of lessons will be determined by the length of the term and/or commitments of the student/school, or VMT. Students will usually receive approximately 30 lessons per school year. Music Theory lessons are sometimes paired, in which case the cost would be £11.50 per lesson per student. Lesson charges are determined by the VMTs in conjunction with The Tiffin Girls' School and may increase annually or at the VMTs' and the school's discretion. Notice of any increase in charges will be published in writing at least one term in advance.

Fees will be payable termly in advance directly to the VMT who will invoice parents directly. If fees remain unpaid 14 days after the due date, the VMT reserves the right to suspend tuition until the fees are paid. Lessons missed through non-payment of fees will be forfeit.

### **1.4 INSTRUMENTS**

Students are expected to provide their own instruments for lessons, apart from instruments which are not portable, such as drum kit and piano. The School has a small number of instruments available for hire, at a cost of £25.00 per term. Please contact the Music Administrator for further information.

## **1.5 ASSISTED INSTRUMENT PURCHASE**

In some cases, the School can assist with instrument purchase via this Government scheme. Further details can be requested by contacting [finance@tiffingirls.org](mailto:finance@tiffingirls.org) .

## **1.6 TIMETABLING**

Lessons for students in years 7-9 will occur throughout the school day and occasionally after school and will be rotated as far as possible. Lessons for students in years 10-13 will be scheduled before or after school, in breaks, or during study periods wherever possible, although on occasion lessons may begin or end during class time. In these cases, the Music Administrator will endeavour to prevent this from affecting the same class more than twice per term. Lessons are organised and sent out using the Practice Pal app, a link to which will be sent when your child has been timetabled for their first lesson. Parents will need to set up the account and then pass the details to their child to set up a student account. There will be no paper timetables circulated. Students and parents will be automatically notified by email (by Practice pal) of any changes to the published timetable. If a VMT is absent, their students will be notified by email as soon as is practicable.

## **1.7 STUDY LEAVE**

It will be assumed that students who are having mock or actual exams will not have lessons during leave/exams, and will not be timetabled by the school during this time. Should a student wish for any lessons to be taught around their exam timetable, or during study leave, they should request these directly from the VMT, who will organise same in agreement with the Music Administrator.

## **1.8 MISSED LESSONS**

It is the student's responsibility to ensure that they attend their music lessons at the correct time each week. VMTs are not able to collect students from lessons. Lessons missed due to the VMT's absence will be rearranged or refunded. Lessons missed through a student's occasional absence cannot be made up or refunded. Should a student know they will be absent, due to medical reasons, school trip or other event/appointment which clashes with the scheduled lessons, the School asks that they notify the VMT and the Music Administrator as soon as possible; preferably two weeks in advance. A swap with another student will be arranged where this is possible. If insufficient notice is given, the VMT is not obliged to replace the missed lesson. Lessons missed due to the student's absence (e.g. illness or forgetfulness) cannot be rearranged or refunded. Lessons cancelled as a result of emergency school closure (e.g. due to inclement weather) will be rearranged or refunded.

## **1.9 COMMUNICATION**

Students' school email addresses will be used for communications by the Music Administrator and Practice Pal regarding the scheduling of lessons. Outside lesson times, communication between students and VMTs will be via the student's school email address only, and/or via the parent's email address. Students may not contact their VMT using the student's own personal email address or telephone number.

## **1.10 CHANGE OF TEACHER**

Should the VMT terminate their contract with The Tiffin Girls' School, the School will endeavour to replace the VMT with a suitable alternative or provide cover teaching.

## **1.11 EXTENDED ABSENCE OF VISITING MUSIC TEACHER**

The School/VMT may arrange a suitable deputy should the VMT be absent for an extended period, for example due to illness, maternity or paternity leave, or professional engagements etc.

Please note all personal data will be processed in accordance with the Data Protection Act 2018. Further information can be found on the school [website](#).

**Please also refer to the Frequently Asked Questions sheet attached.**