

North Halifax Grammar School



Instrumental Music Tuition | Terms and Conditions

Contracts

A contract will be made with the parent at the start of each academic year that your child receives instrumental tuition. This contract will contain the dates for payment of lessons and for giving notice should your child wish to stop receiving lessons.

New contracts will be sent to parents at the end of one academic year in time to start the new one.

Fees

Fees are payable termly in advance.

All lessons will be charged at the following rates. This guarantees the student an individual lesson per week, wherever possible.

The fee **per year** is £480. This is to be paid termly (3 x £160)

ParentPay will be set up to enable parents to pay the amount either per term or for the whole year. The system also gives you the option of splitting this into smaller payments **but please note that the full termly fee must be paid by the deadline stated on the contract.** A reminder of the deadline will be emailed to you.

Notice

A student may only withdraw from lessons at the end of a term. An email or letter giving notice of intention to withdraw **must be sent to Mr Marston, Director of Music before the end of the previous term** (c.marston@nhgs.co.uk). If notice is not received by the published date the next term's full payment will still be due.

Number of Lessons

Fees are calculated on the provision of **32 lessons** during the whole school year from September to July. Once 32 lessons have been delivered across the academic year, no more will be given.

If the total falls below this number because of a teacher's absence, a credit will be given at the beginning of the next school year.

Group Sizes

Students will receive an individual lesson.

Lesson Times

The duration of an instrumental lesson will be 20 minutes. Wherever possible lessons will be timetabled during the normal school day.

Students will be excused from their normal school lesson for the duration of their instrumental lesson.

Sixth form students will be timetabled in their free periods. Where break time, lunch time and after school times are available, priority will be given to Sixth Form and Year 11 students. The timetable is organised on a rota system so that a student does not miss the same part of the same subject lesson each week. If it seems a child may miss the same lesson more than twice within the same half term, parents should communicate this concern to the Director of Music by email. Students are responsible for being aware of the time of their lesson for checking the timetable regularly. Students are encouraged to write their lesson times in their planners at the start of each half term.

Availability

It may be that lessons are not immediately available when an application is submitted. In this case, a waiting list will be drawn up and parents will be notified by email by the school when tuition becomes available. Students may begin to receive instrumental lessons at any point in the academic year – subject to availability.

Ensembles

The school offers a variety of opportunities to perform as part of ensemble. **These are provided at no extra cost to the students at NHGS.**

Performing in orchestras, bands and choirs is not only one of the most enjoyable parts of learning to play an instrument, but also very beneficial in terms of the student's general musicianship, intonation and aural training.

All students, with the exception of piano students, must join an extracurricular activity if they have music tuition in school. Students will be approached by their instrumental teacher and/or the Director of Music inviting them to join an ensemble. All musicians in the school are encouraged to join a school vocal ensemble also.

Instruments

The school owns a limited number of instruments and, when available, these will be loaned to students. If an instrument is loaned through school, **we require a small loan fee of £10 per year.** This amount will help us to cover any maintenance costs that our instruments may incur. Wherever possible, we would recommend that parents purchase instruments for the use of their children. Instrumental teachers can advise on the purchase of suitable instruments. **Please note that we do not have any guitars available on loan.**

Students are expected to take their instruments home at the end of each school day. The school cannot accept responsibility for any instrument left in the school over a long period of time. Parents are advised to ensure that their household contents insurance policy covers the instrument (including instruments on loan from school).

Practice

Playing a musical instrument is a very enjoyable and rewarding activity, but no child should apply to learn unless he or she is prepared to devote time to regular, meaningful practice. Meaningful practice constitutes **at least** 20 minutes of practice.

Parents are encouraged to help students, particularly of a younger age to organise this.

Monitoring

Parents will regularly be kept up to date with their child's progress through the school monitoring system. Should you have any queries regarding the provision of music lessons and/or your child's progress please contact the Director of Music by email at c.marston@nhgs.co.uk or by telephone.

Cancellation

Students or parents/carers must give notice of at least 24 hours **directly to the music tutor** should there be the need to rearrange. If a student is ill and the tutor is not notified 24 hours in advance, the lesson will be chargeable. Where a minimum of 24 hours' notice is given, the lesson will be rearranged by the tutor prior to the end of the academic year, or it will be refunded.

Google Classroom

At the start of the academic year, each student will be invited to join a Google Classroom for their specific instrumental teacher. This allows staff to communicate with individuals regarding lessons. Music lesson timetables are also posted on these classrooms so that students can access them from their own device. It is also possible for parents to view some of the information that is posted on here.

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Contract 2024/2025

Payment: All fees are payable termly in advance and must be completed via ParentPay.

Term	Payment to be received by		Deadline for notice given to end lessons at the end of term
1. September to December 2024	30th August 2024	<i>Amount payable</i> £160	19th December 2024
2. January to April 2025	6th January 2025	<i>Amount payable</i> £160	3rd April 2025
3. April to July 2025	22nd April 2025	<i>Amount payable</i> £160	17th July 2025

The fee **per year** is £480. This can be paid termly (3 x £160)

Instrumental Loan charge: £10 per year (one payment)

If applicable the instrumental loan charge is due with the first term's fee – this should be paid through ParentPay.

Please ensure that you have read and fully understand the terms and conditions below before making your first payment via ParentPay.

Instrumental Tuition Contract Details

- I understand that the school will provide 32 lessons over the academic year.
- I understand that if I wish to cancel my child's instrumental tuition then I will give notice to the Director of Music **in writing (email is acceptable)** as per the dates listed on the contract.
- I understand that lessons will be chargeable if 24 hours' notice of the need to cancel is not served directly to the music tutor.
- I understand that failing to give required notice will result in the fees for the following term being required to be paid.
- I understand that my child is expected to join an ensemble in school if they have instrumental or vocal tuition, as advised by their tutor or by the Director of Music.
- I understand that all fees must be paid via ParentPay as per the dates listed.

Please complete the Google Form below to accept the terms of this contract. Tuition will not commence until this form is completed.

<https://forms.gle/KGfuuDd4KxfUjGr6>