



REIGATE GRAMMAR SCHOOL

MUSIC DEPARTMENT
Instrumental Application form

Please ensure this form is completed in full and returned to the Music School Manager, Mrs Kelly O'Hara by the 20th June 2017 for allocation purposes

Pupil's Name: Form or Year:

Application for Lessons

Please note that all 1st to 4th form student's lessons will be scheduled during academic lesson times. If a student is learning more than one instrument, one instrument lesson may be fixed out of lesson times but this is not guaranteed.

Instrument/s Request: 1)

2)

.....

.....

(if requesting guitar lessons, please specify Classical, Electric, Acoustic or Bass)

Is instrument hire required?

(Hire charge £30 a term included on school fees bill)

Previous Experience and Lessons continuing outside School

(this will help us to include your child in orchestras and ensembles)

Instruments:

Grades or Standard Achieved:

Are lessons being taken outside school?

Which group(s) would your child like to join: (please tick)

Choir Orchestra Ensemble

I have read the terms & conditions overleaf and agree to be bound by them for the length of time that my son/daughter receives instrumental or singing lessons at Reigate Grammar School.

Signed: Date:

Name of parent: Contact Telephone:

Email:

Any questions, please email the Music School Manager, Kelly O'Hara at koh@reigategrammar.org

Instrumental & Singing Lessons
TERMS AND CONDITIONS FOR PARENTS

Your agreement to starting instrument and singing lessons constitutes acceptance of these Terms and Conditions a copy of which will be sent to you for reference.

1. For reference, the teacher is the self-employed Peripatetic Instrument Teacher.
2. Instrumental and Singing lessons are normally given weekly during school hours. 1st to 4th form pupils will have their music lesson on a rotational basis every week to at a different time each week Pupils in Forms 1-4 will miss 30mins of a different academic lesson each week. Pupils in the Fifth and Sixth Form, who are in their examination years, will be given fixed lesson times outside of academic school lessons, wherever possible.

Lesson timetables are displayed in the Music Department. It is sometimes necessary to change lesson times; in these cases teachers will contact pupils or parents directly. Pupils are responsible for remembering their lesson times and attending promptly.

3. The current fee for a 30-minute lesson (2017-18) is £20.00. Usually 30 lessons are given in an academic year, though this number may vary slightly. Longer lessons can sometimes be arranged for more advanced pupils by consultation with the Director of Music.

Fees are determined by the Director of Music and usually increase annually at the beginning of an academic year. A term's notice of a fee increase is always given to the parent.

4. The teacher will invoice the parent directly, termly in advance. The parent is asked to provide payment promptly, as detailed on the invoice. Cheques should be made payable to the teacher. The Director of Music will instruct the teacher to cease lessons immediately if an invoice is not paid within 14 days of the date of the invoice. However, the fee remains due, and further action may be taken to recover fees if they are still not forthcoming.
5. The teacher is under no obligation to make up a lesson missed by a pupil, and no reimbursement of fees will be made. In cases of known absence, at least one week's advance notice must be given by the pupil or their parent directly to the teacher, though there can be no guarantee that the lesson will be made up or the fee refunded.

Lessons cancelled by the teacher will be made up, or the fee(s) refunded.

Lessons missed due to a school event (such as a trip) will, where possible, be rearranged by the teacher, providing the teacher has been given at least one week's advance notice by the parent of the impending school event.

6. The Music Department encourages parents and teachers to quickly establish and maintain a good level of communication, either by telephone, email or through notes written in a pupil's notebook. Where a disagreement arises between a teacher and a parent, the matter can be referred to the Director of Music, whose decision must be adhered to by both parties.
7. Notice to discontinue lessons or hire of an instrument must be received by the Manager of the Music Department not later than the second lesson in a term to take effect at the end of the term. The exception to this is in the case of a pupil's very first term of lessons, when notice may be given up to the first half term, to discontinue lessons at the end of the term. Failure to give notice as detailed above will render the parent liable for the fees of a further term.
8. The teacher will periodically write a report on the progress of the pupil. Whilst the teacher will make every reasonable effort to help the pupil to progress, it must be accepted by the parent that progress will not be made if the pupil does not practise regularly as directed by the teacher.
9. The teacher may wish to enter the pupil for a graded music examination as appropriate. This must be agreed by the parent, who will be responsible for paying the examination board's fees as invoiced by the school. It will also be necessary to pay for an accompanist (which can be organised by the school if desired) if one is required.
10. With regard to obtaining an instrument, the school rents to pupils a small number of instruments on a termly basis, for a small charge. If an instrument is not available, the Music Department can advise on local music shops' hire schemes. Parents are advised to make sure that musical instruments are well insured. Notice to discontinue rental of an instrument must be received by the Manager of the Music Department.

