

## SCHOOL POLICY AND CONTRACT

Jack Davies trading as Solent Music School (SMS)

### CONTRACT WITH SMS

#### 1. LESSON SCHEDULE

The teacher will provide instrumental music tuition in line with SMS term dates which are available on the website. We will use reasonable endeavors to be available to teach for 37 lessons in the academic year. If your teacher is unwell, we will try to arrange another SMS teacher to cover the lesson at the arranged time. Please allow us a 10-minute variation from the agreed lesson start time due to largely unpredictable traffic conditions. We will contact you if we are running more than 10 minutes late, and will arrange to reschedule if necessary. If you or your teacher is unable to attend a lesson on a bank holiday, we will try to reschedule a mutually convenient lesson time, or refund the lesson in full.

#### 2. PAYMENT METHODS

The price of the music tuition shall be [£17 for a 30 minute lesson] inclusive of VAT which shall be paid to SMS at the start of each half term period. An invoice will be sent out 1 week before the start of each half term by SMS, you must pay this invoice within 14 days, payment to be made to Jack Davies. Payment for the music tuition shall be paid by any of the following methods: CASH, CHEQUE, BANK TRANSFER or DIRECT DEBIT.

#### 3. STUDENT ABSENCE

Times are set-aside specifically for each student; a student who is unable to make their lesson will forfeit that lesson. Our timetables are planned with traffic and the location of students in mind, and it simply is not possible for us to re-sell time slots. At the discretion of SMS and if your teacher is available, SMS may be able to re-schedule the lesson, but please be advised that this is not always possible.

#### 4. TERMINATION OF LESSONS

If you would like to terminate lessons with us, we ask that you give us at least a full month's notice. This gives us time to schedule a new student from our waiting list. If less than a full month's notice is given, we will charge for the next full month's worth of lessons. SMS reserves the right to terminate lessons with immediate effect if overdue accounts are not paid within the terms set out in this agreement; and /or the child or parent behaves in a manner unacceptable to SMS.

#### 5. HOLIDAY LESSONS

These are particularly recommended if your child has an exam/performance during the following term. These lessons are paid for separately, and do not form part of the termly commitment for lessons. Holiday lessons are subject to a 24hr cancellation policy. Extra lessons will be added onto your next invoice.

#### 6. PHOTO/VIDEO

From time to time we would like to update our website and social media with photos/videos of lessons, games and great performances. Please tick this box if you do not agree to images of your child being shared.

**By signing below, you agree to the terms of the Contract with SMS, as set out above. Please sign below and return it to SMS (Jack Davies) or to your teacher.**

Adult responsible for Student(s) NAME:

SIGNATURE:

STUDENT(S) NAME(S):

DATE:

## SCHOOL POLICY

### **TEACHER RESPONSIBILITIES**

The teacher will be encouraging, nurturing and professional. Our school is a fun, positive and enthusiastic environment. The teacher will endeavor to tailor the curriculum to match the individual learning needs of your child.

### **STUDENT & FAMILY RESPONSIBILITIES**

To make good progress, the student is encouraged to practice daily between lessons. The student should fully understand the homework we set, so please ask us for advice on how you can support them. We ask that you provide a practice environment that is free from distractions and support them by scheduling their practice time into their daily routine.

### **RECITALS AND PERFORMANCES**

All students are encouraged to play in our recitals. Performing provides invaluable experience for students to develop confidence on stage, and motivates more focused practice. The School holds three recitals per year, near the end of each academic term.

### **LESSON FEES**

Tuition covers the contact time spent with the student, as well as preparation time. This includes:

- Three performance opportunities per year at our termly recitals
- An individualised plan for each student's course of study
- A written progress report for each child at the end of the academic year
- Development of teaching materials
- Training and experience
- Recital preparation and repertoire planning
- Professional organisation memberships and continuing education
- Bookkeeping and accounting
- Student certificates and prizes

### **MATERIALS**

All students will need to purchase lesson books during the course of their studies. These will either be purchased by the teacher and added to your invoice, or your teacher will ask you to buy the books upon their recommendation.

### **CHECKS**

All of our teachers have a full DBS check and a copy of this is held by Jack Davies.