

CONCORD COLLEGE MUSIC DEPARTMENT

Private Music Lessons Terms and Conditions Academic Year 2019-2020

Private music lessons are available upon request to all students at Concord College. Some are provided by the Music Teachers at the College but the majority are provided by visiting music teachers. On commencement of the agreement the parent will deposit with the College a sum equal to either one or two terms' lessons, dependant on start date, from which payments to the appropriate teacher will be made.

Request for Lessons

If a student wishes to start learning a new instrument or receive singing lessons, students should advise the Music Lessons Administrator by completing the application form. The College will then issue these Terms and Conditions to the parent requesting written consent allowing the student to take private music lessons and a deposit. Parents should make arrangements for the required deposit to be sent to the College. Upon receipt of both the deposit and parental consent, the College will liaise with the appropriate teacher and lessons will be arranged as soon as is practical. Music lessons cannot start until *both the deposit and written parental consent* are received. In the case of returning students, deposits will be automatically included in the College invoice. However, written parental consent will still be required before the start of each academic year. If the College does not receive this parental consent, lessons will be postponed.

Charges

At present, students at Concord can have approximately 30 lessons per instrument per year (or multiples thereof, e.g. 60 if a student has double lessons). Rates for 2019-2020 are £17.00 per ½ hour lesson. Parents are charged for lessons that are arranged during the course of the relevant term. In a case where a student is undertaking ABRSM practical exams it may be necessary to ask for the extra assistance of a professional accompanist to accompany a student during their practical exam. The accompanist's rehearsal and performance time with the student will then be charged at the hourly rate of £34.

Notification of absences - Important!

Lesson timetables for the week ahead are planned in consultation between students and teachers. It is the responsibility of the student to inform the teacher if they have a planned absence the following week. This applies to absences for legitimate reasons (i.e. field trips, sport fixtures, exams, university interviews). Any such notices must be received by the Music Lessons Administrator by 12:00 on the Friday of the week preceding the absence.

Please note that arrangements for each week are printed and posted on the Music notice boards on Friday afternoon and no changes are to be made after that without permission from the College, who will liaise with the teacher. Notice not given by this time will result in lessons being charged at the normal rate. In situations where notifications of

absence arrive later than 12pm on Friday, a student may arrange to swap with another student receiving tuition on the same instrument from the same teacher.

The Music Lessons Administrator must be notified immediately in writing of any changes that students make between themselves so that these can be included on the notice board. If a student is sick on the day of a lesson, it is the responsibility of the student to let the Music Lessons Administrator know through the nurse or duty house parent in the morning (boarders), or via another member of staff who can pass the message on (i.e. Head of Lower School or tutor). It is then left to the discretion of the College whether or not to levy a charge. In the case of ongoing illness, charges will be waived once notice has been given until lessons recommence.

Change of Teacher

Where a student wishes to request a change of teacher, it must be discussed first with the Head of Music. If a change is agreed, it will be made as soon as possible in liaison with the appropriate teacher. However, sometimes such change may not be possible until the end of term (especially if such request has been made half way through the term). In this case, a student may ask for the discontinuation of lessons regardless until the change comes about, but they may then be liable for charges in lieu.

Notice of Discontinuation

In order to withdraw from lessons, students must give 6 working weeks' notice. A working week is classified by any week of term in which external exams are not taking place. Please refer to the list below for specific dates during term time which will not be included in any notice period. College half terms, plus Christmas and Easter holidays are also excluded from counting as a working week.

Autumn term: 02/12/2019 - 07/01/2020
Spring term: 16/03/2020 - 19/4/2020
Summer term: 15/06/2020 - 24/06/2020

Students must inform the College, in writing, whether they wish to continue with lessons during the 6-week discontinuation period or stop lessons with immediate effect and be charged the 6 lessons in lieu of the required notice. If this information is not provided, 6 weeks will be charged and lessons will be stopped.

During a period of notice to discontinue lessons, a maximum of three authorised absences for legitimate reasons may be applied. However, any further absences will be charged.

This 6 working week notice period does not apply during the summer holiday break and lessons may be discontinued with no notice period up until the first date of term.

PLEASE RETAIN THIS SHEET FOR FUTURE REFERENCE

Music Lesson Administrator: Miss S Owen, based at reception.
Head of Music: Mr S Kokkinos, based in the Morris Building