

AGREEMENT FOR INDIVIDUAL MUSIC TUITION

This document is an agreement between the instrumental teacher and parent/carers. Once lessons have commenced, please communicate directly with the instrumental teacher on all matters relating to instrumental lessons unless it relates to a concern regarding timetabling or the quality of provision.

I agree to music tuition being given on the terms and conditions described below.

Please note **In the event of cancellation of lessons, at least four weeks' notice must be given in writing**

The document is an agreement between the parent/carer and the instrumental/vocal teacher and be referred to should a dispute arise.

I also agree to allow the UCC to share our contact details with the visiting music teacher.

Student Name (please print)			
Form			
Instrument			
Length of Lesson	20 minutes (please tick) (from £10 / lesson)	<input type="checkbox"/>	30 Minutes (please tick) (from £15 / lesson)
		<input type="checkbox"/>	
Parent/Carer's name :			
Parent/Carer's signature :			
Address			
Email address			
Telephone numbers			

What instruments are taught at UCC

- At present, the following instruments can be taught here at UCC:

Flute/Piccolo	Cornet/Trumpet	Vocals
Clarinet/Saxophone	Euphonium/Baritone	Piano/Keyboard
Oboe	Tuba/Trombone	Acoustic/ Electric Guitar
Recorder	Violin/Viola	Drum Kit/Tuned Percussion
Bassoon	'Cello/Double Bass	Graded Music Theory Lessons
Spanish Guitar	Ukulele	Cuban tres

- If you would like me to find a teacher for other instruments, please let me know and I will try to make contact with a suitable teacher.

Number of lessons per term/year

- A total of 33 lessons of 20 or 30 minutes are given in an academic year.
- The number of lessons given each term will vary according to the availability of the instrumental teacher and/or the different lengths of the six school terms.

Arrangement of lessons

- Instrumental lessons are given during school time on a rota timetable which will be arranged by the Student Services team.
- Students should ensure that they are familiar with their timetable so they are punctual to their weekly instrumental/vocal lessons.

Fees

- Fees are payable in advance, directly to the instrumental teacher by cheque, cash or bank transfer. You will be invoiced directly by the instrumental teacher before lessons commence. Please direct payment to them, either via post or via your child. **Payment will not be accepted by the College under any circumstances.**
- All fees must be settled before lessons commence. Please ensure the instrumental/vocal teacher receives payment before the first lesson.
- Sheet music must be purchased by the student, as suggested by the instrumental/vocal teacher. The instrumental/vocal teacher may choose to bring sheet music for students to lessons, in which case the instrumental/vocal teacher will invoice you separately for this.

Notice

- At least four weeks' notice must be given in writing to both the instrumental teacher and Miss Nicklin, the Head of Music, for termination of instrumental lessons.**

Financial support

- Financial support is available for those wishing to apply for it who are already receiving income support. Each application is considered on its merits and any support will be for a maximum of 50% of the cost of lessons and will be paid direct to the music teacher.

Applications for support are available on the website and should be sent in as soon as the invoice is received from the music teacher to avoid lessons not taking place due to non-payment.

Missed Lessons/Extra Lessons

- A register will be kept and parents/carers will receive an email/letter/telephone call, if a lesson is missed, from the instrumental/vocal teacher.
- Lessons missed by students will be charged. It is at the instrumental/vocal teacher's discretion whether the lesson is made up.
- A lesson may be cancelled by the instrumental/vocal teacher at any time, yet this lesson will be carried forward.
- Should UCC be closed (due to adverse weather conditions) the instrumental teacher is under no obligation to make this lesson up, although they may choose to do so.
- It is the parent or carer's responsibility to notify the instrumental/vocal teacher of any planned absences at least two weeks in advance (e.g. UCC trips, exams, appointments) in order for a charge not to be incurred from the instrumental/vocal teacher.

Reporting

- Parent/carers will receive a report from the instrumental teacher during the summer term to highlight the progress which your child is making.

Instruments

- Students are expected to possess their own instrument. Liability for the instrument's insurance remains with the parent/carer.
- Instruments may be hired independently from most music shops, who generally operate a loan/buy scheme. Contact Miss Nicklin, the Head of Music for any instrument queries.

Ensembles

- UCC encourages music making with others and a wide variety of ensembles exist to further musical enjoyment in this way. It is expected that students who receive instrumental/vocal lessons contribute to at least one musical ensemble weekly once an appropriate standard has been met.