



Senior School Individual Music Lessons – Terms and Conditions

1. Individual music lessons are billed termly in arrears. Due to billing cut off dates the whole term's lessons may not be included on the bill and will therefore roll over onto the next term's bill. The charge for lessons may be found on the school website
2. Senior School individual music lessons continue from one school year to the next unless notice to withdraw from lessons is given. It is anticipated that 30 lessons will be given each academic year and on average, the school aims to provide at least ten lessons per term.
3. **Termination of lessons.** Half a term's notice is required to cancel lessons. Please email from Fiona Ross, Music Administrator: fross@greshams.com before the first day of a Term to take effect at the start of the second half of Term, or before the start of a Half-Term holiday to take effect at the end of that term.
4. Lessons are timetabled in advance on a weekly basis, and pupils are responsible for checking their lesson times each week. Lessons for Sixth formers are timetabled outside of academic lessons. Lessons for pupils in Years 9-11 rotate through the school day to avoid a pupil missing the same academic lesson too frequently. As far as possible teachers will avoid scheduling music lessons during trips, tests, sporting activities and other school commitments as published in the school calendar. However, pupils are responsible for informing their music teacher if any school or private commitment affects timetabling of a music lesson.
5. Visiting Teachers require a week's notice to change music lesson times. If any pupil cannot attend their lesson due to another commitment, they must give the Head of Instrumental Studies (Mrs Reece) at least 48 hours' notice. She will endeavour to rearrange the lesson.
6. If an individual music teacher is absent, no charge is made for the lesson, unless the teacher concerned is able to make up for it elsewhere. No credit is allowed for lessons missed by pupils except in the case of an extended illness, or by special arrangement with the Director of Music.
7. Any individual music lesson missed by Music award holders is charged to the parents, unless appropriate notice is given as above.
8. Instrumental and singing pupils are expected to practise regularly, according to the expectations set by their individual music teacher.
9. Instruments can be hired from School, at a cost of £20 for the first two terms and £40 thereafter. Parents/guardians are asked to sign a hire agreement form. If a pupil owns their own instrument, it should be clearly marked and the make, model and serial number should be kept by the pupil or parents. All instruments are to be kept in individual lockers in the Britten Building during term time. Lockers are assigned by Fiona Ross, Music Administrator.
10. Insurance: School instruments are covered by the School's policy whilst kept in the UK. If instruments are to be taken overseas, responsibility rests with the parents. Pupils' own instruments are not covered by school insurance, and we recommend that you ensure that your own insurance covers them whilst in school.

