

# SOUTHEND HIGH SCHOOL FOR BOYS

## INSTRUMENTAL MUSIC TUITION

### TERMS AND CONDITIONS:

1. **Southend Music Services** provide all instrumental music tuition at this school.
2. Tuition can be offered, subject to availability of suitably qualified tutors, for most orchestral & band instruments, guitars, vocal & theory. **ALL** Lessons are either at lunchtime (between 1pm & 2 pm) or after school (commencing at 3.30 pm).
3. Each lesson will comprise 15 minutes personal tuition.
4. The annual year will comprise of 34 weekly lessons taught over the 3 academic terms commencing the first whole week of the Autumn Term, breaking only for school holidays and where specifically informed.
5. Instrumental Music Lessons **are not suspended** for non-pupil afternoons (lessons afterschool are **re-scheduled to start at 2pm**), school internal/external examinations or study leave periods.
6. Lesson times are allocated at the beginning of each academic year and notification will be issued to your son/daughter of their lesson time(s) together with the location. It is sometimes necessary to make alterations to lesson times and rooms, and therefore it is vital to check this information at the beginning of term to ascertain if there has been any change. Please see the notice boards outside the finance office for termly timetable details.
7. Lessons cannot be changed to accommodate sports practices as this department change their programme of events and times every half-term. Please contact Mrs Howley if you have any problems about your son/daughter's lesson time.
8. The charge for one 15-minute lesson **is currently £7.50**.
9. The Contract for music lessons is **renewed each term** for both the continuation of lessons or if you wish to dis-continue them.
10. Our **Termly Music Agreement** is issued midway through each academic term for you to complete and return to the school. Your completed Contract enables us to employ, on your behalf, the instrumental music teacher for the following term. (Please see Note 11) and once submitted it is your responsibility to inform us **in writing** if you wish to make any alteration to your request, and this **must** be done **before** the term starts otherwise the full payment for lessons will be required.
11. Parents must give the school a half term's notice if they do not wish to continue lessons the following term, otherwise they will be liable to the full charges for the whole of the next term because the instrumental music teacher will have already been contracted to work.
12. Pupils who decide to discontinue lessons during the course of a term are still liable for the whole term's charges and will not be entitled to any refund.
13. Invoices for the payment of music lessons will be issued before the start of a new term. Payment is required in advance of the start of the new term.

14. In certain cases, if you are in receipt of certain benefits, the School may be able to help with the cost of tuition for **one single 15-minute lesson each week**. In order for any claim to be assessed, an application has to be submitted together with supporting documentation termly. However, these music lessons must be attended regularly throughout the academic term and **\*prior notification MUST be given** should your child be unable to attend any lesson, **otherwise** you will be liable for the full cost of the missed lesson.
15. \*Prior notification (**\*please see below**) must be given to Mrs Howley if your child be unable to attend his/her lesson. Please contact her **direct** using **Telephone Number 01702 606210**.
16. For all musical instrument tuition which is part either of a GCSE or A' level Music Course:
- a) A pupil will be entitled to one free 15-minute lesson per week on the condition that he/she attends weekly;
  - b) A fee of £90 will be levied at the beginning of your son/daughter's GCSE/A-Level Music Course and will be fully refunded subject to the condition that all instrumental lessons have been attended throughout the Course.  
**\*Prior notification must be given (\*please see below)** should your child be unable to attend any lesson, **otherwise** the relevant amount will be deducted from this retainer fee.
17. The provision of a suitable instrument and sheet music is the responsibility of the parents.
18. All pupils who receive instrumental tuition are **expected** to participate, as appropriate, in school music groups and concerts.
19. Pupils are expected to attend and practise regularly, be well prepared for their lessons & take care of their instrument.
20. Pupils must ensure the safe storage of their instruments. The school **cannot** take responsibility for accidental damage of instruments. This is especially true for any instrument brought to school in a 'soft' case. Although we fully understand the extra burden on travel that heavier hard cases cause, the protection they give will obviously exceed softer cases. All instruments and cases **must be clearly marked with student name and form when left in school** and, if possible, secured with a small padlock.
21. Parents are reminded that their child's instrument(s) should be added to parents' household contents Insurance Policy.

## **\* Clarification of 'Prior Notification'**

***SCHOOL VISITS - all letters are sent out at least 2 weeks before the visit therefore we expect notification to be given as soon as a letter has been received if your son/daughter will not be able to attend a music lesson.***

***RESIDENTIAL TRIPS - arrangements and letters for these visits are on-going until the visit takes place. Your son/daughter will know the dates when he/she will be absent from school so we expect notification to be given in the term that the visit takes place and at least 2 weeks beforehand.***

***ILLNESS – an extra call must also be made to Mrs Howley (01702 606210) to report son/daughters' absence in addition to your call to the main office.***

***ABSENCE FROM SCHOOL FOR APPOINTMENTS - most appointments can now be made in advance and/or appointments are sent by post which will allow for at least 2 weeks notification of absence to be given to Mrs Howley and his/her instrumental music teacher.  
The provision for Emergency Appointments is the same as Illness, please telephone Mrs Howley (01702 606210) as well as the main office.***