

SOUTHEND HIGH SCHOOL FOR BOYS

INSTRUMENTAL MUSIC TUITION

Absence from Peripatetic Lessons

*By signing up for Peripatetic Music Lessons you are **committing** to the weekly lessons as organised. If there are school visits, residential trips, sporting activities or other appointments which your child attends **INSTEAD** of their music lesson, there is **no obligation** for the lesson to be made up by the tutors.*

If at least 2 weeks' notice is given for school visits, residential trips and absences from school due to routine appointments, tutors may be able to arrange an alternative lesson time for your child. However, this is at their discretion and there is no obligation for them to do so.

ILLNESS – an **extra call must also be made to Miss Payagala (01702 606210) or email to Finance@shsb.org.uk** to report son/daughters' absence in addition to your call to the main office. **The provision for Emergency Appointments is the same as Illness.**

TERMS AND CONDITIONS:

1. **Southend Music Services Tutors** 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 & 2.30 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 for school holidays and where specifically informed.
5. Instrumental Music Lessons **are not suspended** for internal/external examinations or study leave periods. On days of early school closure there may be some disruption and changes to the regular lesson time. Arrangements for early school closure days will be communicated in advance.
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, via a timetable displayed in both the music department and outside of the finance office. 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 Miss Payagala if you have any problems about your son/daughter's lesson time.
8. The charge for one 15-minute lesson **is currently £9.35.**
9. Parents must give the school a half term's notice if they do not wish to continue lessons the following term, this will allow the school to ensure a clean termination of lessons, with nothing due to either parties.
 - 9a. If a pupil signs up for lessons to continue in the following term and makes the required payment in advance, but later decides they do not wish to continue [*with less than half a term's notice*], you will still

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. The only way you will be able to receive a refund is if another student is found to fill the space.

10. 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.
11. Payment of music lessons will be required in advance, before the start of a new term. Communication will be sent to parents requesting that payment be made a full half term in advance of the start of the new term.
12. Prior notification must be given to Miss Payagala if your child be unable to attend his/her lesson so that the tutor can be made aware. Please contact her **direct** using **Telephone Number 01702 606210 or email Finance@shsb.org.uk.**
13. 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** should your child be unable to attend any lesson, **otherwise** the relevant amount will be deducted from this retainer fee.
14. The provision of a suitable instrument and sheet music is the responsibility of the parents.
15. All pupils who receive instrumental tuition are **expected** to participate, as appropriate, in school music groups and concerts.
16. Pupils are expected to attend and practise regularly, be well prepared for their lessons & take care of their instrument.
17. 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.
18. Parents are reminded that their child's instrument(s) should be added to parents' household contents Insurance Policy.