

## Instrument Tuition Conditions and Advice

1. **Practice** All pupils should spend time on regular daily practice. We advise about 10 minutes a day initially, increasing as the child progresses. This is vital if progress is to be made and with Key Stage One children it is generally necessary for practice to be supervised by an adult!

2. **Parental involvement and contact** We believe that contact with parents is very beneficial and we will keep you posted on your child's progress as best we can. Progress reports will be issued at the end of each term. In addition, the teacher will write a brief comment in the child's practice record at the end of each lesson. There will also be space for you to write a comment if you wish to (remember a positive comment about your child's progress can do a lot of good, especially if seen and reinforced by the teacher).

3. **Fees** Details of tuition fees are given on the information sheets. Fees are paid termly and become due on the receipt of invoice at the start of each term. Please pay promptly, a surcharge will be applied for late payment.

A minimum of 30 lessons is given each year, usually 10 per term.

In the event of a teacher missing a lesson through illness or absence, every effort will be made to rearrange the lesson; if this is not possible a refund will be given.

In the event of a child missing a lesson no refund will be given. If your child is likely to be absent through illness for a prolonged period (more than three weeks), please contact us.

Fees are reviewed annually each September.

4. **Termination of lessons** A minimum of half a term's notice should be given in writing. If notice is not received, a half term's fee will be charged in lieu.

## Lesson Application Form

Child's Forename.....Surname..... Date of birth.....

School attended..... School year.....

Parents' names (invoice addressee).....

Address of parent/guardian.....

Post code..... Telephone: ..... Mobile.....

Email.....

Are you happy to receive invoices just by email?.....

Is payment likely to be made in any other name?.....

I wish to register for instrument tuition on the.....(state which instrument).

Is there anything you would like your teacher to know about your child's current musical experience (e.g. other instruments learned etc.)?  
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I agree to:

- pay invoices promptly, and I understand a surcharge will be applied for late payment
- give half a term's notice to terminate this agreement

Signature of Parent/Guardian..... Date.....

Please tick this box to confirm that you are consenting to Saunders Music using this information to manage the contract between us. Saunders Music does not share personal information with any other party. Please advise Saunders Music if any relevant information changes. All information is held securely. Once the contract with a customer is terminated information is retained for a seven year period for tax purposes. After this period all records are deleted. Please contact Saunders Music if you wish to check what information is being held.