



WGGs Music Service Private Music Lessons Agreement

Please refer to the conditions set out below when completing the application form. The general information and FAQs for private music lessons can be found on the school website.

Lessons

Individual lessons of 30 minutes will be given weekly during term time. A minimum of 30 lessons will be given in an academic year. As the length of the terms vary, students may have more or less than 10 lessons per term. At times, the student may need to have extra tuition (e.g. preparation for exams).

Lessons are not delivered by Hertfordshire County Council, therefore the school is unable to provide subsidised music lessons.

Instruments

Students are expected to provide their own instruments for lessons, apart from instruments which are not portable, such as a drum kit or piano. We do not have school instruments to loan or hire. The peripatetic teacher may be able to give you advice on getting an instrument. If the student is learning piano, she will need an instrument that is touch sensitive with full size keys. As she progresses towards Grade 1, a piano is most desirable but an electric piano with weighted keys could be an alternative.

Student's instruments should be clearly labelled with her name, address, telephone number and school name on the outside of the case for easy identification. The instruments should also be covered by your home insurance. The school does not accept liability for any loss or damage incurred at school.

Timetabling

Lessons for students in Year 7-10 will occur throughout the school day and occasionally before or after school and will be rotated as far as possible. Students are responsible for catching up with any work missed and must find out if any homework has been set. Lessons for students in Year 11-13 will be scheduled before or after school, in breaks or during study periods where possible.

Peripatetic teachers will send out timetables before the start of each term. If there are any changes to the published timetables, the peripatetic teachers will arrange with the students and the parents/carers will be notified by email.

Timetables are displayed on the board outside the Music office as well as in the various teaching rooms outside of the Music department.

Missing Lessons

It is the students' responsibility to ensure that they attend their music lessons at the correct time each week. The peripatetic teacher or the Music Administrator are unable to collect students from their classrooms. Should a student know she will be absent due to medical reasons, school trip or other event/appointment which clashes with the scheduled lessons, the parent/carer should notify the peripatetic teacher as soon as possible and at least one week in advance. A swap with another student will be arranged where possible. Your child should not be prevented from attending any of her instrumental lessons by members of staff, unless she has been informed in advance of a test that is taking place during that time. In that case, the peripatetic teacher should be informed in advance so that the lesson can be rescheduled. If insufficient notice (less than 48 hours) is given, the peripatetic teacher is not obliged to replace the missed lesson.

For safeguarding purposes, students should not swap their lessons with another student without consulting their teachers first.

Lessons missed due to the student's absence (e.g. illness or forgetfulness) cannot be rearranged or refunded.

Lessons missed due to the peripatetic teacher's absence will be rearranged or refunded.

Lessons cancelled because of emergency school closure will be rearranged or refunded.

If the student misses two consecutive lessons, the parents/carers will be notified.

Fees and Invoicing

Students will receive at least 30 lessons per school year. The number of lessons delivered will be determined by the length of the term and/or the teacher. The peripatetic teacher will usually discuss with the parents/carers if more than 30 lessons will be delivered in a school year.

Lesson fees are determined by the school and may increase annually or at the school's discretion. Any increase in fees will be notified to parents/carers at least half a term in advance.

Fees will be payable termly or in a block of 10 lessons (as determined by the teacher) in advance to the peripatetic teacher, who will invoice parents/carers directly. If fees remain unpaid 14 days after the invoice, the school and the peripatetic teacher reserve the right to suspend tuition until the fees are paid. Lessons missed through non-payment of fees will be forfeited. Should you have a problem with payment, please contact the peripatetic teacher concerned immediately.

Termination of Lessons

Once lessons have been arranged with a peripatetic teacher, a full half term's notice is required to discontinue lessons, even if the lessons have not started. It also means music tuition will continue automatically from one academic year to the next unless cancellation notice is received. For example, if a parent/carer wants the lessons to cease at the beginning of September, notice should be given by May half term. Notice should be sent in writing from the

parent/carer, either by email or by formal letter, to the peripatetic teacher and the Music Administrator. Late notice will result in liability for a half term's fees.

The peripatetic teacher reserves the right to discontinue lessons in the case of a student's persistent poor attendance, poor behaviour or late payment.

Study Leave for Year 11 and Year 13

It is assumed that Year 11 and Year 13 students will not have lessons during the summer term when GCSE/A level exams are taking place. Should a student wish to have lessons during study leave, she must discuss with the peripatetic teacher.

Communication

Communication regarding music lessons will normally be between the peripatetic teachers and the parents/carers. Student's school email addresses may be used for communication by the peripatetic teachers and the Music Administrator for the scheduling of lessons.

Examinations

The student may be entered for ABRSM, Trinity or other relevant exams. Parents/carers will receive details from the peripatetic teacher when the student is ready to take an exam.

An ABRSM private visit exam is usually arranged at the school in the summer term for our students. However, peripatetic teachers may enter students for exams throughout the year at other centres.

Assisted Instrument Purchase

The school can assist with instrument purchase if the student is eligible. Further details can be requested by contacting finance@watfordgirls.herts.sch.uk.

Change of teacher

Should a peripatetic teacher cease his/her teaching in the school, the school will endeavour to find a suitable replacement.

Extended Absence of Teacher

The school may arrange a suitable cover should a peripatetic teacher be absent for an extended period, for example due to illness, maternity or paternity leave, or professional engagement.

All personal data will be processed in accordance with the school's Data Protection Policy and Privacy Notices. Further information can be found on the school website.