

# Music School Instrument Tuition

## Terms and Conditions – Parent/Carer Copy

### Parental/Carer Responsibilities:

- **To meet all payment commitments:** as per the information booklet
- Any concerns regarding payments to be communicated as soon as possible in writing to the named tutor, with [charris@combertonvc.org](mailto:charris@combertonvc.org) copied in (in confidence)
- Any concerns regarding timetables to be communicated to C Harris
- **To give a minimum of five school weeks written notice to the tutor should you wish to discontinue tuition:** payment commitments must be honoured for this notice period
- To give a minimum of a week's notice in writing if a pupil is unable to attend a lesson to allow time to re-arrange, otherwise the lesson may not be rescheduled
- To inform us of any change of contact details: particularly the preferred email address

### Student Responsibilities:

- Pupils must check the timetable the Music Department regularly, taking note of when lessons are and notifying Music Department staff immediately of any queries or concerns. Timetables are also viewable on Comberton Learn
- Give at **least a week's notice** of potential minor changes to their timetable with their tutor or a member of the Music Department staff
- Attend all lessons promptly, arriving **5 minutes early** in order to set up instruments and be fully prepared
- To practise regularly and thoroughly
- Once an appropriate standard has been reached, to support at least one of the very many extra-curricular activities organized by the Music Department

### School/Tutor Responsibilities:

- We reserve the right to recommend the withdrawal of pupils from lessons if they are not making progress, are obviously not enjoying the course, or if they are abusing the system in any way
- We will cancel lessons if, following 2 email (where possible) reminders, payment remains outstanding and have received no communication from you
- We will reschedule lessons where possible if sufficient notice of planned absence or a timetable clash has been given

**Applications will not be processed without receipt of payment**

**PLEASE KEEP THIS BOOKLET FOR FUTURE REFERENCE**