



Individual Music Lesson Request Form (PP2-Sixth Form)

Before requesting instrumental lessons, parents are strongly advised to consider:

- the academic demands on the student,
- the time needed for practice, and
- additional costs for sheet music, examination entry, study materials, instrumental hire or purchase, and consumables (e.g. reeds or strings).

Mrs Hannah Ashe, Director of Music, will be pleased to advise each case on its individual merits.

Tuition can be offered for the following: *voice, piano, violin, viola, cello, flute, clarinet, oboe, saxophone, recorder, trumpet, trombone, French horn, guitar, bass guitar, percussion/drum kit and music theory*. Please enquire about instruments not on this list as it may be possible to arrange lessons.

One form should be completed for each instrumental tuition lesson request.

Name of pupil:

Form:

My child would like to have individual lessons in:

Please give details of experience or standard on this instrument:

i.e. beginner/intermediate/advanced, examining body and most recent grade (please include a copy of most recent mark sheet where possible), member of an ensemble or orchestra

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I have read the Terms and Conditions overleaf and agree to be bound by them:

Signature:

Name in full:

Date:

Parent e-mail:

Telephone number:

Please return the completed form to the Admin office and retain the terms and conditions for your records.



Individual Music Lessons at The Harroddian School Terms and Conditions

Please read, and retain, the following Terms and Conditions carefully as they will be referred to if necessary.

1. Lessons must be requested using an Individual Music Lesson Request Form addressed to the Admin office. Lessons will be arranged as soon as possible thereafter, subject to the availability of a teacher, to whom pupils will be allocated by the Director of Music and all requests will be responded to. Lessons will continue throughout the academic year and from one year to the next. Each lesson lasts 30 minutes (although longer lessons can be arranged to suit and a pro-rata charge is made).
2. The lesson rate is £270 per term and is reviewed annually. Charges for a period of ten lessons per term are made in advance directly to the teacher upon receipt of an invoice.
3. The period of notice for the discontinuation of lessons, or any other significant change including a change of teacher is a minimum of **one full half term**. Notice received before half term will result in lessons stopping at the end of that respective term. Lessons may only be given up at the end of a term.
4. Instrumental lessons start in the second week of the Autumn Term and are taught during the school day. Pupils in the Sixth Form are taught in study periods, before school, lunchtimes or after school to minimise academic disruption. For pupils in all other years, lessons rotate weekly and academic disruption is kept to a minimum. This, however, is dependent on factors such as teacher availability, trips and compulsory academic work.
5. Teachers aim to deliver 30 lessons during the course of the academic year. If it is not possible for this number of lessons to be arranged over the course of the academic year, the charge will be amended accordingly. Some public examination candidates continue to take instrumental lessons during study leave, and lessons can be timetabled upon request.
6. Whilst every effort is made to deliver weekly lessons, in exceptional circumstances it may arise that it is not possible to timetable a lesson in a particular week owing to the availability of the instrumental teacher. In these circumstances, no charge is made for lessons that cannot be delivered. In all other circumstances, however, if an instrumental teacher is present to give a lesson at the published time and the student fails to attend, the lesson will be charged. In cases where a student fails to attend two consecutive lessons with no explanation, parents will be contacted by the teacher.

Queries relating to any aspect of instrumental and vocal tuition should be directed to:
Hannah Ashe, Director of Music (hashe@harroddian.com)