

# Terms and Conditions

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

1. Lessons must be requested using an Application Form addressed to the Director of Music. 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 (for Senior pupils) or Head of Prep Music (for Pre-Prep and Prep pupils). All requests will be acknowledged in writing. Lessons will continue throughout the academic year and from one year to the next. This also applies to the transition between Prep and Senior Schools unless written notice, as in point 7, is received to the contrary. For most pupils the lesson length is 30 minutes. For pupils in Pre-Prep, the lesson length is arranged to suit and a pro rata charge is made. For pupils who have achieved Grade 4 we recommend a longer lesson of 40 minutes. Music Scholars receive 40 minute lessons. Shared lessons are available, dependent on the availability of participants and/or teachers.
  2. The lesson rate is available from the Bursary and is reviewed annually. All charges, including lessons, sheet music, examination entry, study materials, instrumental hire and consumables, are billed termly in arrears.
  3. Instrumental lessons start in the second week of the Michaelmas Term and are usually taught during the School day. Sixth Form instrumental lessons are timetabled in study periods where possible. Consideration will be given to Music Scholars, and pupils not in Sixth Form who learn two or more instruments whose lessons may be arranged in lunchtimes, before or after school, dependent on the availability of a teacher. Other lessons are organised on a rotation basis so that pupils do not miss the same academic lesson repeatedly. Every effort is made to timetable lessons which do not clash with other known events, but pupils or parents should advise their teacher of special events (matches, trips, exams or other appointments) in advance.
  4. Teachers aim to deliver 30 lessons during the course of the academic year. Parents may give written consent for additional lessons leading up to an examination or occasionally outside of term time. 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 a pupil's conflicting School commitments or the availability of the instrumental teacher. In these circumstances, no charge is made for lessons that cannot be delivered. If the pupil is absent from a lesson, the lesson will be charged for. If the Music Administrator is given sufficient notice of an absence, the School will always endeavor to offer an alternative lesson time. However, if notice is received at short notice and the instrumental teacher is present in School, the lesson will be charged for. Pupils are not permitted to swap lesson times with one another.
  5. Music Scholars and Exhibitioners will be charged for lessons that are missed without good reason, as determined by the Director of Music.
  6. Many public examination candidates (GCSE, IB and A Level) continue to take instrumental lessons during study leave, and lessons will be timetabled unless written notice, as in point 7, is received to the contrary.
  7. The period of notice for the discontinuation of lessons, or any other significant change is 10 teaching weeks. However, in exceptional circumstances such as experimenting with a new instrument, the Director of Music may agree to waive half of the notice period. The period of notice, which will be charged for whether lessons are attended or not, will commence upon receipt of written notice addressed to the Director of Music. All communications concerning notice will be acknowledged in writing.
- **Please retain this page for your records**

# Application for Instrumental/Singing lessons

Before requesting instrumental tuition, parents are advised to consider:

- the academic demands on the pupil,
- 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).

The Director of Music or Head of Prep School Music will be pleased to advise each case on its individual merits.

To book individual lessons please print out and complete this application form and either scan and return by email or by post (details below). If you are unable to print the form and would like us to send you a word document to complete, please email the **Music School Administrator** who will send the forms to you.

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

Name of student:

Senior School  Prep School  Pre-Prep  (Tick as appropriate)

Please state the instrument to be studied e.g. alto saxophone, electric guitar,

Please give details of experience or standard on this instrument e.g. beginner, examining body, most recent grade achieved and whether member of an ensemble or orchestra:

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## Instrument Hire

The School has a stock of instruments which it offers for hire to pupils who receive instrumental tuition at the School (not including pianos, organs or drum kits). Hire is subject to availability and the acceptance of the Terms and Conditions of an Instrumental Hire Agreement. Hire instruments are usually only available for a period of one year. There is no charge for the use of the department pianos, organ or drum kits at School.

Please tick below if you would like to hire an instrument. Subject to availability, the Director of Music will forward an Instrumental Hire Agreement by return.

I wish to hire an instrument:

A parent or guardian should sign below to confirm acceptance of the Terms and Conditions.

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

Name in full:

Relationship to the child:

Date:

Instrumental timetables are published weekly and are made available to parents by email.

Please provide an email address if you would like to receive this information:

Email address:

Please send the completed application to the Music School Administrator by email at: [music@bromsgrove-school.co.uk](mailto:music@bromsgrove-school.co.uk) or via post to Bromsgrove School Worcester Road Bromsgrove B61 7DU. Telephone: 01527 579679 ext 235