

Lessons Policy & Teaching Agreement

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Music Educator

This policy sets out how lessons are organised and the expectations involved in regular music lessons. The aim is to keep arrangements clear for students, parents and teacher, and to ensure that lessons can run consistently throughout the school year.

1. Lessons & Timetables

1.1 Lessons are booked at the start of the school year, or midway through, and are assumed to then be regular weekly ongoing lessons throughout the school year

1.2 Lesson times are arranged in advance and will remain fixed once the timetable has been established

1.3 Timetables will be issued at the start of the school year and, where necessary, updated at the beginning of each term. In secondary schools, timetables may operate on a rolling basis and may therefore be issued more often.

1.4 Where a timetable problem arises, parents can contact me to discuss an alternative time. I will do my best to accommodate changes where possible, although this may not always be possible immediately and a new arrangement may need to wait until the following half term.

1.5 Students are expected to be aware of their place in the timetable and arrive on time and be ready for their lesson. Students should aim to arrive around five minutes before the scheduled start time. (This does not apply to primary school students)

1.6 If arriving late, the lesson will still finish at the scheduled time. Lost lesson time caused by lateness cannot normally be made up.

2. Fees, Invoicing & Payment

2.1 Lesson fees are set at the start of each financial year and are reviewed annually, with any changes normally taking effect from April.

2.2 Lessons are invoiced termly.

2.3 The first payment is due within 14 days of the invoice being issued. Invoices may normally be paid in two instalments. Alternative payment arrangements can be agreed in advance where needed.

2.4 Parents should contact me before the payment due date if there is a problem with payment or an alternative arrangement needs to be discussed.

2.5 Outstanding invoices should be dealt with promptly. Where payment remains overdue, lessons may be paused and a student's place on the timetable may no longer be guaranteed.

2.6 There are between 30-34 lessons delivered each school year, depending on the school's timetable.

3. Absence, Cancellations & Missed Lessons

3.1 Lessons missed because of student absence, including forgetting to attend, cannot normally be refunded.

3.2 Where at least 48 hours' notice is given, I will do my best to rearrange a missed lesson, subject to timetable availability.

3.3 Planned absences, including holidays, school trips, residentials, appointments or other commitments, should be communicated by the parent as soon as possible.

3.4 Parents should not rely on the school to notify me of a student's absence or a school event that affects their lesson.

3.5 Where possible, missed lessons will be made up during the school year. This may involve a double lesson, an alternative lesson time or an after-school lesson, depending on availability.

3.6 If I need to cancel a lesson, I will first aim to provide a replacement lesson. Where this is not possible, a credit will be given against the following term's fees, or a refund will be issued where appropriate.

4. Continuing Lessons & Ending the Arrangement

4.1 Lessons are considered an ongoing commitment throughout the school year and are renewed for the following academic year unless notice is given to stop.

4.2 Either the parent/guardian or teacher may end the teaching arrangement by giving at least half a term's written notice.

4.3 Lessons are arranged and timetabled on the basis of an ongoing commitment for the school year. Parents should therefore consider this when booking lessons.

4.4 Where lessons are stopped giving ½ a term's notice, any outstanding fees remain payable in accordance with the agreed payment arrangements.

4.5 At the end of each academic year, lessons are automatically renewed into the next year as a standard part of this agreement. If you do not wish to continue lessons, you must give written notice no later than the May half term.

5. Lesson Expectations

5.1 Students are expected to attend lessons regularly and to take an active part in their learning.

5.2 Regular practice between lessons is a requirement of taking lessons. Students are expected to practise the material covered in lessons and to come prepared to continue their work.

5.3 Students working towards graded exams or recorded assessments should expect to undertake a greater level of independent and supervised practice, particularly at higher grades.

5.4 Graded exams are optional and will only be undertaken where appropriate and agreed with the student and parent.

5.5 Students are expected to bring their instrument, materials, books, scores and notes to each lesson.

5.6 Consistent attendance, regular practice and arriving prepared all contribute to getting the most from lessons.

6. Communication

6.1 Email is the preferred method of communication for all matters relating to lessons, including timetable changes, absence, payments and general queries.

6.2 Parents are encouraged to get in touch as soon as possible when something arises that may affect a lesson or the agreed timetable.

I am DBS-checked and undertake regular safeguarding training. I am also a member of the Musicians' Union.