 **TERMS &**

 **CONDITIONS**

**Important: Please read and retain your**

**copy after signing**

*PAYMENT AND GENERAL INFORMATION*

Lesson fees are payable **in advance** for a half-termly block (in line with local school term dates) following invoice, **no later than five days** before the start of the next upcoming lesson. I much prefer payment by bank transfer but will accept a cheque or cash under exceptional circumstances. I reserve the right to refuse to take lessons which have not been paid for or for persistent late payment.

Lesson fees **will not be refunded** for illness, missed, or forgotten lessons, or lessons cancelled by student/parent, and catch up lessons **will not be offered**, except in exceptional circumstances (i.e. for students taking exams imminently).

If I have to cancel a lesson, due to illness or circumstances beyond my control, I will provide a refund via the subsequent term’s invoice. Currently, lessons will not usually take place on Bank Holiday Mondays unless arranged and mutually agreed upon in advance.

Any **increase in fees** will be notified in writing during the term before the increase takes place.

Students are expected to attend regularly and punctually at the time arranged. If you are late for a lesson, your lesson will not be extended into someone else’s lesson.

Once a student has completed their first one to two blocks of piano lessons, they must have access to a suitable acoustic instrument, which is properly maintained (i.e. tuned regularly) or a touch-sensitive electronic keyboard or digital piano with weighted keys, on which to practise. If a student is learning to play violin or recorder I can advise you on where to purchase an instrument and what price point is appropriate, prior to the start of the first lesson block.

STUDENT’S RESPONSIBILITIES

To bring the correct music and practice notebook to each lesson; to respect my piano and the other instruments and equipment in my studio; to practise regularly as guided by me and to ask questions if unsure of what is expected or to further own learning and understanding.

PARENT’S RESPONSIBILITIES

To ensure practising is done regularly, to positively encourage practising as advised by me; to respect my teaching methods and decisions regarding exam entry. Parents of children under 6 years of age are invited to remain present in the teaching studio during lessons. I welcome communication from students/parents through use of practice diaries or verbal feedback if time allows in order that all learners enjoy their lessons and make best progress.

MUSIC & OTHER MATERIALS

To be purchased by the student/parent, as advised by me, or if I have sourced and bought a suitable book for a student in advance of a lesson, I would expect to be reimbursed no later than the next lesson.

NOTICE

I require **one full half term’s notice** if a student wishes to leave my studio. If such notice is not given, the upcoming block will nonetheless have to be paid for.

**Please read the following statements and tick each box to indicate agreement. Students under 18 years of age must have a parent or guardian tick and sign on their behalf:**

I have read the above Terms and Conditions in full and am agreement with what is stated in the content.

I give my consent in advance for Skylark Music School to post, when appropriate, photographs and/or videos of my child/myself performing or being taught on either Skylark Music School’s general website or on it’s related social media platforms (Facebook/Twitter) for marketing/sharing purposes. No student’s surnames or other personal information will be revealed.

I agree to read and fully absorb the information in Skylark Music School’s other relevant documentation (e.g. Privacy Document).

Name of student……………………………………………………………….

Signed ………………………………………………………………………………

Date ………………………………………………..

*H Williams – May 2018*