

## Individual Music Lessons – Terms and Conditions

1. Completion of the Music Lessons form constitutes an agreement that will last for the duration of a pupil's time at the school unless cancelled in writing (see below).
2. No part of the fees for music tuition can be refunded in the event of the pupil missing lessons through illness, injury or other unforeseen circumstance. If a pupil cannot attend a lesson for whatever reason, it is the pupil's responsibility to make alternative arrangements at least 48 hours in advance, either directly with their teacher or with the Director of Music or Music Assistant.
3. Where possible, all pupils receive 30 lessons per year, with the exception of pupils in the Fifth and Upper Sixth Forms who normally only receive 25 lessons in those years (due to public examinations). If 30 lessons cannot be delivered over the course of the year, the charge to parents is adjusted accordingly.
4. All music lessons are administered in blocks of 10. Notice to terminate tuition from the end of a lesson block must be given by the specified date, in writing, to the Director of Music ([music@haileybury.com](mailto:music@haileybury.com)). Notice deadlines for the academic year 2017-18 are 31st October (notice to stop after 10 lessons, at or around the end of November), 9th February (notice to stop after 20 lessons, in the first or second week of March and 31 May (notice to stop at the end of the academic year). Once due notice has been given it is then also possible to instruct in writing (a) for the timetabling of lessons to cease immediately, the remaining lessons in the block thus being forfeit or (b) for tuition to be extended to the next end-of-term point, for example to complete preparation for a music exam.
5. A change from one teacher to another of the same instrument is considered to be a cancellation followed by a re-start of lessons, and thus condition 4 (above) applies.
6. Storage lockers for instruments are available in the Music School, which pupils are asked to secure with their own coded padlocks at all times (padlocks are available from the Book Room or from the Music Office). We would like to remind you of the importance of labelling all instruments and adequately insuring them as individually named items with fully comprehensive cover.
7. The entering of pupils for accredited practical music exams is normally decided between teacher and pupil. The boards we use for exams are ABRSM, Trinity Classical & Jazz, Trinity Rock & Pop and LCM. Exam fees will be added to the school bill.
8. All pupils receive two instrumental reports per year in line with a school report. The Director of Music is happy to answer queries about instrumental tuition; telephone 01992 706264 or email [music@haileybury.com](mailto:music@haileybury.com).