



The
JUDD
School

Music Department Instrumental and Singing Tuition 2023/24

Agreement between The Judd School,
Visiting Music Teacher and the parents/carers

This document sets out the terms and conditions
of your child's instrumental/vocal tuition.

Please read the information carefully to ensure that the agreement
matches your requirements and you agree to all the conditions stated
before pursuing instrumental/vocal lessons with a teacher

Responsibility of the Parents/Student

1) Tuition is arranged in three terms of ten 30-minute lessons. Parents will be sent a termly invoice directly from the instrumental/vocal teacher. Lessons cost £195 per term (£19.50 per lesson). The contract for this payment is between the parent and the individual teachers.

2) A student may be withdrawn from instrumental lessons by their parents, upon **written notice of half a term** to the Instrumental/Vocal teacher. This means that to withdraw a student at the end of any given term the teacher must have received written notice by half term for ceasing lessons at the start of the following term (i.e to stop at the beginning of January, notice will need to be given by the Oct/Nov half term). Even if lessons are not attended you will still have to pay the teacher until the notice period is met.

3) The tuition may cease if, in the opinion of the instrumental teacher, there has been a lack of progress resulting from insufficient interest or commitment. Payment in these circumstances will be by arrangement with the teacher.

4) It is the responsibility of the students to inform subject staff (who will be understanding in such circumstances) that they need to miss one of their lessons, or part thereof, to attend an instrumental lesson. Students must also copy-up work missed and attempt any homework set by the subject staff.

5) Trips/School Events – it is the parents'/student's responsibility to let the instrumental/vocal teacher know in advance if they cannot attend a lesson due to a pre-arranged trip or event. If this is not done, parents could be charged for lessons which the student has not attended.

6) Before each lesson students must sign-in at Student Reception.

Responsibility of the School (The Judd School)

1) To allocate students to Instrumental/Vocal teachers and to give them a room in which to hold these lessons.

2) Assist in funding lessons if the financial situation of the parents could mean the student cannot attend lessons. In all cases this is subject to sufficient funding being available at the time of the request and the criteria for such funding is met by the parent who is claiming.

3) Ensure the Instrumental/Vocal teachers are properly checked to ensure safe-guarding issues are addressed and the statutory responsibility is adhered to.

- 4) Ensure that subject teachers do not unreasonably prevent students attending these lessons.
- 5) Ask that all parents read this agreement and ensure it is agreed to and understood by all parties.

Responsibility of the Instrumental/Vocal Teacher

- 1) Ensure the student knows the date and time of their next lesson and to register the student's attendance. Lesson times are to be displayed on the noticeboard in the Music Department and/or emailed to parents each week.
- 2) Liaise with parents regarding payment of lessons and deal with any concerns they or the parent may have.
- 3) Have adequate and valid insurance for carrying out their work.
- 4) Follow the safe-guarding requirements of the school at the time of request.
- 5) Ensure the parent/student knows how to contact them directly if there are any issues or absences to notify.
- 7) Ensure that all paid-for lessons are available during each term and make reasonable adjustments when things outside of all parties control means lessons cannot take place. The charging of lessons and rearranging of missed lessons rests with the instrumental teacher and the student/parent. The school takes no liability for lessons missed for any reason as the contract is expressly between the student/parent and the instrumental/vocal teacher.

If the school can be of further assistance, please do not hesitate to contact the Music Department at school on 01732 770880 or email rreilly@judd.kent.sch.uk

This contract will renew annually for every new Academic Year