



The
JUDD
School

Music Department Instrumental and Singing Tuition 2025/26

Agreement between The Judd School,
the Visiting Music Teacher, and Parents/Carers

This document sets out the terms and conditions of your child's private music lessons. Please read this document carefully to ensure you understand and agree to all the conditions before pursuing lessons with a teacher.

Responsibility of the School (The Judd School)

1. Allocate students to instrumental/vocal teachers and provide an appropriate teaching room.
2. Appoint suitably qualified and/or experienced music teachers on a self-employed, independent contractual basis, ensuring all safeguarding checks are completed and statutory responsibilities fulfilled.
3. Review lesson fees annually following the Musicians' Union's recommendations and provide parents with at least 6 weeks notice of any fee changes.
4. Encourage teachers to provide formal feedback to students/parents at least once a year.
5. Ensure subject teachers do not unreasonably prevent students from attending private music lessons.
6. Assist with funding lessons for students whose financial circumstances might prevent participation, subject to available funding and eligibility criteria.
7. Request all parents to read, agree to, and understand this agreement before lessons commence.
8. Administer the collection of an Administration Fee from visiting music teachers. This charge covers the school's costs for managing, administering, hosting, and maintaining the area used for instrumental music lessons. This Administration Fee will be passed on to parents and itemised separately on invoices, ensuring the teachers' fee income is not affected.

Responsibility of the Instrumental/Vocal Teacher

1. Offer a minimum of 30 weekly lessons per year and ensure all paid lessons are available during the term.
2. Communicate lesson times to students a reasonable time in advance, typically via email or the Music Department notice board. Students are responsible for checking their schedules.

3. Rotate lessons weekly for Years 7–11 to minimise disruption to curriculum time. Sixth Form lessons will be arranged during free periods, before/after school, or at lunchtime to avoid missing curriculum lessons. When possible, provide fixed lesson times before/after school or at lunchtime if requested by parents.
4. For lesson cancellations due to circumstances beyond the school's control (e.g., school closure), the teacher will make reasonable efforts to reschedule. However, if rescheduling is not possible, the parent will receive a credit for the lesson fee. In cases where the teacher is unwell, lessons will either be rescheduled or credited.
5. Manage lesson charges and the rescheduling of missed lessons directly with students/parents. The school takes no liability for missed lessons as contracts are between teachers and parents.
6. Provide parents/students with their contact details for lesson-related issues, concerns or absences and liaise with parents regarding payments.
7. Encourage and support students to make appropriate musical progress. 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.
8. Comply with the school's safeguarding policies.
9. Maintain adequate, valid insurance for carrying out their work.

Responsibility of the Parents/Student

1. Support students in attending lessons with the required instrument and music, and encourage regular practice at home and participation in school music activities.
2. Make payments for lessons and administration fees promptly. Parents will receive termly invoices from teachers, including a charge passed on to the school.

From January 2026, the termly cost for ten lessons is **£220**, which includes an initial, phased **£10 Administration Fee** from the school.

From September 2026, the termly fee will rise to **£230**, which includes the full **£15 Administration Fee** from the school. A further scheduled rise to **£235** will take effect from **January 2027** to align the hourly rate more closely with national and other local school rates.

3. Provide **written notice of half a term** to the teacher if discontinuing lessons. (e.g., to stop lessons at the start of the Spring term, notice must be given by the preceding Autumn half term.) **Payment is required for the entire notice period, regardless of the student's attendance.**
4. Students must inform subject teachers if they need to miss their lesson for a private music lesson. Students are to catch up on missed work and attempt any homework set.
5. Notify the teacher at least 24 hours in advance of any planned absences due to trips, events or school activities (incl subject tests and exams). Failure to do so may result in lesson fees being charged.
6. Pay for missed lessons due to student absence (including sickness) unless a special concession is granted by the teacher.
7. Students must **sign in at Student Reception** before each music lesson to ensure their whereabouts are known at all times, in line with **safeguarding procedures**.

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

This contract will renew annually for every new Academic Year