

Rotherham Music Service

Terms and Conditions for Specialist Instrumental Tuition

1. A guaranteed minimum of **30 lessons** over the year will be provided. We also have 3 catch-up weeks so if no lessons have been missed extra lessons will be given bringing the possible total to 33 weeks. The aim is to provide 10 lessons per term - but this may vary due to external circumstances beyond our control, for example disproportionate term lengths due to the date on which Easter falls.
2. Lesson length will normally be between 20 and 30 minutes depending on the group size. Group sizes will not normally exceed 4 pupils. Where there is a beginner who we cannot group with another student the lesson length may be 15 minutes until we can form a suitable group.
3. The length of time that a teacher is in school will depend of the number of students being taught. The Music Service will allow sufficient time for the number and standard of students. This flexibility means that schools are only paying for the number of students receiving lessons rather than paying for a set period of time.
4. Lessons will take place during the school day. Every effort is made to fit in with school timetabling requirements and to ensure that there is minimum disruption to lessons in school. Tuition in most Secondary schools is on a rotating timetable so that students do not miss the same lesson each week.
5. All RMS staff have an enhanced DBS disclosure.
6. Our contract for lessons is with the school and not the parent, therefore it is the school's responsibility to ensure that fees are paid. The Music Service will assist by providing template letters that schools may use to help with this process.
7. Payment terms: schools will be billed on a termly basis for pupils receiving small group and individual tuition from the Music Service. Bills will be issued early in the term for which it relates. Fees must be paid for the whole term and no refunds will be given if a student stops lesson mid-way through the term.
8. Where, through illness, a pupil is absent for three or more consecutive lessons a credit will be allowed in respect of fees for lessons missed. There will be no other refunds made except in circumstances where, due to the absence or unavailability of a teacher, the requisite number of lessons cannot be achieved. This will be dealt with if necessary at the end of the academic year.
9. If a student wishes to discontinue lessons the Music Service must be informed by the school by the end of that term so that the student can be removed from the billing list for the next term and timetables can be amended. Once a term has commenced all pupils will be charged.
10. Rotherham Schools' Music Service has a good stock of instruments and we are able to offer free use of an instrument for students starting lessons with us. We issue separate Terms and Conditions for use of Instruments to parents when a student commences lessons.
11. Student progress is reported to parents through Parents' Evenings during the year and written reports at the end of the Summer term.

