

TERMS AND CONDITIONS for the teaching of instrumental and voice lessons at Reading School – please read carefully and retain this information for your records.

The following scale of charges applies per term, and will be payable in advance on a termly basis.

Individual lessons: £22.00 - £28.00 per 30 minutes
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Our commitment

We will provide a minimum of thirty, 30-minute lessons over a single academic year. This usually averages ten lessons per term but there are likely to be more in the Autumn and Summer terms. To minimise disruption to other classes, lessons are arranged during school time on a rotational basis through the week. All instrumental/vocal lesson timetables will be posted on the Music Department noticeboard.

If a teacher is absent for a prolonged period and we are unable to provide a replacement, a refund will be made for the lessons missed.

We regret that we are unable to provide a refund when lessons are missed by your son/daughter through illness or for any other reason but the instrumental teacher will attempt to re-arrange, when possible, where reasonable notice is given.

Your child's instrumental/vocal tutor will invoice you for music lessons at the start of each term based on the lesson type.

Your commitment

- Commit to lessons on a rolling basis (i.e. from one term/academic year to the next).
- **If you wish to terminate lessons, this may only be done at the end of a full term, subject to half a term's notice in writing, e.g. if your son wishes to cease tuition at the end of the Autumn term, we will require notice in writing before the Autumn half term holiday.**
- **Pay all invoices within 14 days of receipt.** Payment will be organised directly with the teacher. We reserve the right to levy an administration fee if more than one reminder has to be sent.
- If appropriate, organise hire of an instrument to facilitate practice outside of lessons (if you would like further details of places to hire instruments, please email ogriffin@reading-school.co.uk)
- Tuition may be withdrawn from any student if effort, behaviour or attendance is unsatisfactory

Your son will:

- Regularly check the instrumental & vocal noticeboard to see the time of their lesson/s for the following week.
- Attend all of the timetabled lessons. Where they are unable to attend they should advise their teacher as far in advance as possible to try re-organise the lesson slot (this includes calendared school events in which your child's involvement might not be obvious).
- Follow the practice guidelines provided by their teacher.