



LOUGHBOROUGH
Grammar School

Application for Individual Music Tuition

Please send the completed form to Eloise Hipwell, Music Manager, Loughborough Schools Music
e.hipwell@lsf.org

Name		
Form		
Instrument to be studied	Would you like to hire a school instrument (subject to availability)?	What approximate standard is your son on this instrument? (or BEGINNER)
Additional Information (including other instruments played)		

Please see over for the terms and conditions; these are also available at www.lsf.org

Please sign to accept the offer of tuition for your son on the terms and conditions set out overleaf	Signature:
	Date:

Application received on:	Tutor:
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Terms and Conditions of Individual Music Tuition

1 Time & Place of Lessons

All face-to-face lessons will take place at the Loughborough Schools Foundation, and any remote lessons will take place via MS Teams and in accordance with Foundation protocols for remote learning. Lessons take place at a time agreed between the teacher and school; this may vary from week to week according to the rota system. Fixed lessons are limited in availability and priority for fixed lesson times is given to:

1. Pupils in Y12 and Y13 (lessons in private study periods or outside curriculum time)
2. Pupils in Y11 (lessons outside curriculum time)
3. Pupils with identified additional learning needs, as required
4. Pupils learning more than one instrument (we make every effort to avoid pupils being timetabled for multiple instrumental lessons in curriculum time in any week)

2 Fees & Charges

Billing is applied in arrears to your school fee note. Fees that are applied to your account will be for lessons timetabled. For example, if your son has been scheduled for 9 lessons during the summer term, you will be billed for 9 lessons. Additional costs for sundries, such as reeds, sheet music, strings etc will also be added to your school fee note. The schools reserve the right to suspend lessons in the event of non-payment by the due date.

3 Instrument Insurance

All instruments brought into school should be insured by parents, including instruments on hire from the school or from an outside organisation. This can usually be done under the 'all risks' section of a general household insurance policy.

4 Lessons Missed

Please ensure that you provide the Music Manager with two academic weeks' notice if there is a time or date that your son cannot be scheduled for a music lesson. Scheduled lessons that are missed through a pupil's unplanned non-attendance will be charged for. Please note if your son is absent from school due to illness they may not come into school for individual music lessons, but remote lessons may be possible by agreement.

5 Notice to Discontinue

Lessons may discontinue at the end of any school term. Notice to discontinue lessons must be given in writing (which includes e-mail) to the Music Office by the beginning of the half-term holiday of the term at the end of which you wish the lessons to cease. Notice given later than this will be deemed to apply to the following term.

During study leave, when pupils are not required on site, we will assume that they will not attend instrumental lessons in person. However, pupils may opt in for face-to-face lessons as and when they can attend, and remote learning may also be possible in these circumstances.

6 Notice to Increase Fees

The fees will be reviewed from time to time and may be increased by such amount as the governors consider necessary and reasonable. We endeavour to give at least a term's notice of any increases in the fees due for a particular term and in any event shall give you notice of any such increases not later than the beginning of the half term holiday of the preceding term.