



HECKMONDWIKE GRAMMAR SCHOOL MUSIC DEPARTMENT TERMS & CONDITIONS OF INSTRUMENTAL/VOICE LESSONS 2024/2025

Times and dates

- Lesson times and dates are displayed on the school website and on a notice board just outside the music room.
- All lessons are rotated each week to try and avoid the same academic lessons being missed with regularity.
- Students must ask permission to leave their class lessons and return promptly afterwards.
- Lessons may be able to be swapped should a problem arise and if there are more serious difficulties certain times can usually be avoided. Please speak to the Head of Music in these circumstances.
- Sixth form students should endeavour to have their lessons fixed in their free periods.
- Before/after school and lunchtime lessons are usually only reserved for year 11 students, as it is their GCSE year.
- The music department store area will be open when your child arrives at school for instruments to be stored.
- Please stress to your child about the importance of storing instruments carefully and in a tidy manner.

Attendance

- All peripatetic teachers keep a weekly register, which is regularly checked.
- In cases of continued absence, parents will be notified by telephone, letter or email.
- We would ask you to encourage your child to practise regularly and help us by reading and signing the practice book each week to ensure continued attendance and progress.
- **Full access to 'Associated Board' and/or 'Rockschool' grade examinations are available and encouraged.**

Payment

- Prior to the start of an academic year a link to a form, will be added to the school's website where you can register for music lessons. For 2024/25, this must be completed by Friday 5th July 2024. After that date please contact the Business office on finance@heckgrammar.co.uk. On a termly basis, parents who have children participating in lessons will be contacted in advance of the payment dates below to confirm they wish lessons to continue. Based on the information provided payment requests will be sent to parents.
- **Payment must be made in advance for the term ahead** e.g. you will be sent a payment request for autumn term lessons at the end of June, spring term will be towards the end of the autumn term and summer term will be towards the end of the spring term.
- Payments are through 'ParentPay' our on-line payment system. If you don't have an account please speak to the Business Office about creating one. The Business Office can be contacted on finance@heckgrammar.co.uk.
- Please ensure prompt payment to the **Business Office** on receipt of a request through Parent Pay. **IF PAYMENTS ARE NOT MET BY THE DATES BELOW THEN STUDENTS WILL NOT BE TIMETABLED FOR FUTURE LESSONS.** We cannot accept any responsibility for disruption to tuition due to late payment.

* Autumn Term (Sep-Dec 2024) Payment Due	BY 12th July 2024
* Spring Term (Jan-Mar 2025) Payment Due	BY 12th December 2024
* Summer Term Apr-Jul 2025) Payment Due	BY 21st March 2025

- Payment requests will be raised on an even termly split however, please note that the number of lessons given each term will vary slightly. The autumn term is longer (14 weeks) and the summer term may be interrupted by examinations and school trips. The school aims to provide a maximum of 36 lessons in an academic year. We will endeavour to provide at least 30 lessons during a full academic year (i.e. 10 per term) as a minimum.
- Refunds will not be available for lessons missed due to student absences, exams or trips (*please notify the Head of Music regarding any long-term absence*). Only if including such absences lessons fall below the minimum for the academic year, will we consider partial refunds but this will be on an individual basis.
- **In cases of financial hardship, some assistance may be available from the school to support peripatetic music lessons where there is clear evidence available to support an application for help. For further information, please contact the Finance Director in confidence.**

Ceasing Lessons

- A student can only withdraw from lessons **at the end of a term**. If a student ceases lessons before the end of term there is no refund entitlement.
- Should you wish your child's lessons to cease we need written confirmation before the next payment date otherwise payment requests through ParentPay for the following term will automatically be sent out. Written confirmation should be to the Head of Music and the Business Office.
- Prior to the summer term the Head of Music will contact students in years 11 and 13 with regard to exam leave to discuss the option of continuing or ceasing lessons early.

Insurance

- Parents are advised to take out insurance cover for their child's instrument. This should provide 'all-risks' cover including travel to and from school, storage at school and in a car boot, plus events both on site and out of school.
- www.allianzmusicalinsurance.co.uk is one reputable firm, but some home insurance companies may be able to include it on a policy.

Ensemble Participation

All instrumental or vocal lessons are subsidised by the School Governing Body and are given on the understanding that the students shall take a full and active part in the school musical activities. This means you are required to regularly attend our ensembles and concerts as appropriate to your ability. For a list of ensembles, please see the website or music notice board.

Impact of Covid-19

- Lesson times may be updated on teams rather than the website, please ensure this is checked for any changes.
- Please note that all music peripatetic teachers and students will be expected to abide by the social distancing & Covid-19 measures in place at the time of lessons and we will ensure an appropriate space is available for lessons.
- To adhere to government guidelines and restrictions lessons may be provided through a variety of delivery methods, e.g. remotely. If your child needs to access a lesson remotely and has not already been doing so, please contact the Head of Music to arrange this. Missed lessons without such notification will not be considered for a refund, even if they fall below the minimum provision.
- A shared lesson may change from a weekly-shared lesson to a fortnightly individual lesson to meet Covid-19 restrictions. There is no change to pricing for the equivalent provision.

- Where we are unable to provide lessons for the whole term due to Covid-19 partial or full closures, we will look at refunds or rolling payments over to the following term.