

General Terms & Conditions – Drumming & Guitar Tuition in Schools & Private

Parents/guardians and pupils are subject to the terms and conditions as detailed below, and agree to abide by these terms and conditions by enrolling and, by return, accepting invoices or payment advice notifications for lessons taken or to be taken. I, Nigel Ralf, reserve the right to alter the terms and conditions if necessary and to provide due notice to parents of any change. In addition I reserve the right to change teaching personnel, venue, lesson times and pupil groupings if necessary and will always endeavour to notify parents of changes where possible.

FEES FOR INSTRUMENTAL TUITION

Schools:

Payment for lessons is required termly (based on Oxfordshire 6 term years) in advance. The invoice should be settled within 7 days to ensure tuition. The current term's invoice/payment advice should be paid as emailed, with any credits being issued the following term. Failure to pay the invoice within 21 days or at latest by end of current payment term, whichever the later, could result in withdrawal of tuition.

Private (out of school):

Payment for timetabled lessons is required termly (based on Oxfordshire 6 term years) in advance. The invoice should be settled within 7 days to ensure tuition. The current term's invoice/payment advice should be paid as emailed, with any credits being issued the following term. Failure to pay the invoice within 21 days or at latest by end of current payment term, whichever the later, could result in withdrawal of tuition.

Adhoc lessons may be paid for on a 'per lesson' basis.

TIMETABLING OF LESSONS/ACTIVITIES SESSIONS

Schools:

Drumming and guitar tuition will normally be provided for the duration of a term, typically between 5 – 7 lessons per term, which will take place either during the school day or after school. If I or a tutor contracted to teach a class is absent, every effort will be made to ensure that the missed lesson is made up and in some circumstances, the lesson may be made up the following term. I will only be liable for instrumental lessons missed as a result of the absence of a tutor. However, I or a tutor may be able to provide a replacement lesson to make up for school activities which conflict with lessons and for which I have sufficient notice - usually week preceding the lesson in question as a minimum and definitely no less than 72 hours before a lesson. This will be strictly limited to one per term and remains discretionary and dependent on availability of time and venue in school. No credit will be provided for lessons missed due to student illness.

Private (out of school):

Drumming and guitar tuition will normally be provided for the duration of a term, typically between 5 – 7 lessons per term. If I or a tutor(s) contracted to teach a lesson is absent, every effort will be made to ensure that the missed lesson is made up and in some circumstances, the lesson may be made up the following term. I will only be liable for instrumental lessons missed as a result of the absence of a tutor. With sufficient notice, preferably preceding week, a student's lesson can be rearranged/notice given for absence and that lesson cancelled or time/day changed temporarily. This will be strictly limited to one per term. No request for change can be accepted less than 72 hours before a scheduled lesson & will be charged in full. No credit will be provided for lessons missed due to student illness.

INSTRUMENTAL GROUPS

Beginners and those in the early stages of tuition will normally receive a 20-minute group lesson with up to 4 pupils per group. Intermediate pupils may be offered 20 or 30-minute paired lesson (2 pupils) and to meet the needs of advanced pupils, individual tuition (1 pupil) may be suggested or requested. Fees per lesson will vary depending on the lesson format. I or the tutors reserve the right to group pupils according to their abilities. It is likely that groupings will change and it may be suggested a pupil transfer from group to paired or individual or vice versa. Also, due to students stopping/starting lessons, group sizes may change. The appropriate increase in tuition fees (or refund) will be notified to parents/guardians and processed as soon as possible.

PUPIL PROGRESS

Schools:

Pupils receiving instrumental tuition are expected to have and use a suitable practice folder which can be used for storing music materials issued in class or for homework. This folder may then be used as a means of communication between parent/guardian and the tutor. Alternatively, I or the tutor may be contacted via the DrumBeats telephone number or email.

A written report and /or feedback on specific achievements will normally be issued at least once during the academic year for pupils in '1 to 1' or '1 to 2' classes. Parents of pupils in group lessons of 3 or more should request feedback via email or phone direct with DrumBeats. Pupils will be expected to undertake regular daily practice in order to build on skills learnt in lessons. Suggested practice as a minimum, for both drums and guitar, would be 3 or 4 periods of 15 mins each.

I reserve the right to discontinue tuition/activity where a pupil's progress, effort, attendance or behaviour is unsatisfactory.

SUPPLY OF INSTRUMENTS

Pupils receiving instrumental tuition will, of course, benefit from an instrument to practice on. I may have instruments available for hire or hire and then purchase. I will advise on the best instruments and either source or provide details of shops where these instruments are available.

WITHDRAWAL

Schools:

A 'beginners' shortcourse may be offered to pupils for drums or guitar, probably of 1 term duration and in these cases, pupils are offered and may stop after the intro lessons.

Those pupils continuing after the intro lessons will be subject to the terms in the next paragraph.

Unless a course offered is a specified duration, parents/guardians are required to notify me in writing one whole term in advance if their child wishes to withdraw from instrumental tuition. If notice provided part way through a term means a further full term must be attended as a notice period. If the required notice is not given and the pupil is withdrawn from lessons, I reserve the right to charge one term's fees in lieu of notice.

Private (out of school):

Parents/guardians are required to notify me in writing one whole term in advance if their child wishes to withdraw from instrumental tuition. If notice provided part way through a term means a further full term must be attended as a notice period. If the required notice is not given and the pupil is withdrawn from lessons, I reserve the right to charge one term's fees in lieu of notice.

Lessons attended on an adhoc basis will be discussed individually.

CONTACTING ME

You may contact me using the following details:

Address: 44 Warwick Street, Oxford, OX4 1SX

Mobile: 07910 433265

Email: nigel@drum-beats.co.uk

Last updated: April 2015