

## **General Terms & Conditions – Drumming & Guitar Tuition in Schools**

Parents/guardians and pupils are subject to the terms and conditions as detailed below, and agree to abide by these terms and conditions. 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**

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. Failure to pay the invoice within 21 days could result in withdrawal of tuition.

### **TIMETABLING OF LESSONS/ACTIVITIES SESSIONS**

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. This will be strictly limited to one per term and remains discretionary and dependent on availability of time and venue.

### **INSTRUMENTAL GROUPS**

Beginners and those in the early stages of tuition will normally receive a 30-minute group lesson with 4 pupils per group. Intermediate pupils may be offered 30-minute group lessons (2 pupils) and to meet the needs of advanced pupils, individual tuition (1 pupil) may be necessary. I or the tutors reserve the right to group pupils according to their abilities. It is likely that groupings will change and it may become necessary to transfer a pupil from group to individual or vice versa. The appropriate increase in tuition fees (or refund) will be notified to parents/guardians and processed as soon as possible.

### **PUPIL PROGRESS**

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(s) 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. Pupils will be expected to undertake regular daily practice. 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 have a number of instruments available for hire. I will advise on the best instruments and either source or provide details of shops where these instruments are available.

## **WITHDRAWAL**

Unless a course offered is a specified duration, parents/guardians are required to notify me in writing one term in advance if their child wishes to withdraw from instrumental tuition. If the required notice is not given, I reserve the right to charge one term's fees in lieu of notice.

## **CONTACTING ME**

You may contact me using the following details:

Address: 44 Warwick Street, Oxford, OX4 1SX

Tel: 01865 456234

Mobile: 07910 433265

Email: [nigel@drum-beats.co.uk](mailto:nigel@drum-beats.co.uk)

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