



alehunteracademy
a Saffron Academy Trust school

Music Tuition

Terms and Conditions

For Parents

This edition:
01 June 2018

1. Fees

1. Payment of tuition fees is required at the start of each term in September, January and April.
2. Essex Music Services through Alec Hunter Academy will provide 30 lessons during the school year.
3. Each term tuition fees are for 10 lesson per term.
4. Lessons will continue unless we hear otherwise in writing.
5. Parents/carers can only end the contract at the end of a term. Please see below for the date by which you need to give notice to stop lessons.
6. Essex Music Services through Alec Hunter Academy will endeavour to fulfil all requirements but if a tutor is not available we will inform you as soon as practically possible.

2. Lesson Length

1. Individual lessons are 20 minutes in length. Group lessons are 20 minutes for two students or 30 minutes for three or more.
2. Lesson times and dates are displayed on the main Music notice board outside the Music classroom.
3. Students should be allowed out of their lesson, but it is the student's responsibility to complete any classwork or homework that they may miss when their instrumental lesson takes place.
4. It is not the responsibility of the instrumental tutor or Music department to ensure that students attend lessons. However, every effort will be made to encourage good attendance.
5. Refunds cannot be given for non-attendance of students – this includes, but is not limited to, school trips, illness or forgetfulness.

3. Timeline

1. All lesson requests must be made through the Speed-Admin software system.
2. Lesson refunds will only be issued if Essex Music Services through Alec Hunter Academy cannot supply any session, e.g. owing to tutor illness.
3. Lesson refunds will not be given if a student is absent from or late for lessons for any reason.

4. Instrumental storage

1. Students take full responsibility for their own instruments.
2. Parents/Carers should ensure that the instrument is fully insured to cover any possible accident outside the home. Alec Hunter Academy does not take any responsibility for any damage that may happen outside the home. To minimise the risk of this occurring, students should leave their instruments in the instrumental store in the Music room at the start of the school day.

5. Notice Periods

1. If a student withdraws from lessons during the term the full term must be paid for.
2. No refunds will be given; the agreement is binding and will continue until it is cancelled, in writing, according to the dates below.
3. Notice to withdraw must be received by Alec Hunter Academy Finance Department in writing by the following dates:
 - 15th October to stop lessons at the end of the Autumn term (late December)
 - 1st February to stop lessons at the end of the Spring term (late March/early April)
 - 15th July to stop lessons at the end of the Summer term (late July/early August)
4. If notice to withdraw is received after this time, as the parent/carer, you will need to pay the full amount.
5. Verbal notification by students or parents/carers to teachers will not be accepted.