



**ASHMOLE ACADEMY  
INSTRUMENTAL LESSONS SPRING TERM  
2019-2020**

**Please complete this form and return to Ms Beacon in the  
Performing Arts Department by Monday 2<sup>nd</sup> December 2019**

Student name .....

Form .....

Instrument .....

Current Grade.....

15 minute lessons @ £10.00 (10 lessons per term) £ 100.00

30 minute lessons @ £20.00 (10 lessons per term) £ 200.00

**I HAVE READ THE TERMS AND CONDITIONS**

Parent/carer name (please print) .....

Parent/carer signature.....

I have paid the amount of £..... via  
ParentPay/Cheque enclosed

Contact Telephone number.....

Email.....

# Terms and Conditions

**These must be read and signed for when booking lessons for the first time, and when renewing your lessons each term.**

## **Timetables**

- We reserve the right to change the time and date of tuition if necessary.
- It is the student's responsibility to check the time of their lesson each week. Timetables are available on the school intranet (Firefly), the Performing Arts notice board, at Reception, or in the Performing Arts Office. It is essential that students check their timetable the night before their lesson or on the morning of their lesson in case there have been any last minute changes.

## **Attendance**

- It is the student's responsibility to inform the Music Manager (Ms Beacon) if they are unable to attend their tuition due to school assessments, tests, examinations, school trips or other school activities. If we are informed at least 48 hours before the lesson, we will reschedule it. Refunds will not be given for these missed lessons.
- Tuition that is missed for any reason that is not the school's fault, and about which we have not been informed within the time outlined above, will not be made up, nor a refund given. This includes student sickness.
- If a student misses more than two lessons in a row we reserve the right to stop their tuition.

## **Payment**

- Payment for the whole term must be made in full by the deadline given. If payment is not received by this deadline, then the student will not be timetabled for tuition.
- Payments must be made by ParentPay. (New Year 7 student's tuition fees can be paid by cheque).
- One half of a term's notice must be given IN WRITING (via letter or email) if you do not wish to continue with instrumental tuition.

**If you need any further information, please contact Ms A Beacon  
(Music Manager) 020 8361 2703 x 2204**