



BISHOPS PREP MUSIC SCHOOL

MUSIC TUITION AGREEMENT FORM

Pupil Name:

Instrument:

Teacher:

1. **Instrumental tuition** is provided either by music teachers who are full-time or part-time instrumental staff at Bishops. The school's role is to facilitate the success of this tuition as far as possible, and to this end, it is necessary that the agreement that is entered into between the parents/guardians of the pupil concerned should comply with the terms detailed below.
2. **Fees** for music lessons are charged, on behalf of the teacher, per lesson, to the termly fees account, in arrears. Fees for external examination or eisteddfod entries, music books, reeds, strings, etc are charged to parents/guardians at the end of each term, as applicable, in arrears. Lesson fees will increase annually.
3. **Lessons:** Pupils are timetabled according to our Music Department Exit timetable. Attendance at lessons is compulsory. If a pupil is unable to attend a lesson, please inform his instrumental teacher 24 hours before the timetabled lesson, otherwise the lesson will be charged. Lessons should only be cancelled because of illness or a calendarized school activity or outing. If a pupil becomes ill during the night, then a phone call or a WhatsApp message must be sent to the teacher by 06h30 on the day of the lesson, otherwise the lesson will be charged.
4. If lessons are to be **terminated**, 8 teaching weeks' notice is required which will be charged. Notification of termination must be given, *in writing*, to our Administrator, Mrs Kashiefa Kerven, at prepmusic@bishops.org.za. The notice period will start once this communication has been received. Verbal communication by the parent to the teacher is **not** accepted as official notification. Please indicate in your notification email whether you would like your son to continue with lessons during the notice period or not. If a pupil swaps from one instrument to another, the usual 8-week notice period is required for the instrument being discontinued.
5. In the event of a pupil not being suited to an instrument, or not progressing satisfactorily, the teacher and HOD of Music reserve the right to terminate lessons. This will be conducted sensitively, in consultation with parents/guardians. In this instance, the notice period is waived.
6. Music **Theory lessons** are offered at the school as it is in the best interest for all music pupils for their musical growth both at the Prep and following on into High School.
7. No pupil will be permitted to have **extra lessons** with another teacher in addition to the lessons at school. This is both confusing and harmful to the student's progress, as well as professionally unethical. This also applies to home 'tutoring' with unqualified or qualified teachers. Practical music tuition is a personal engagement and cannot be equated with extra lessons in other subjects. However, Master Classes are possible with more advanced pupils and will be arranged by the teacher, in consultation with the HOD, and these classes will be conducted in the presence of the teacher.
8. Learning an instrument is a skill that requires consistent practice. Please assist your son to establish a regular routine throughout the week.
9. Boys wishing to learn piano must have access to a piano for practice purposes. An electronic piano is generally not a good substitute, but if it is used it must preferably have weighted and touch-sensitive keys. Boys learning drums and or guitar must have access to these instruments for practice purposes - the school does not hire out these instruments.
10. All pupils studying music through the school are expected to contribute to the various ensembles. Our ensemble programme adds immense value to the musical development of all our pupils. There is no charge for these rehearsals.

Parent/Guardian signature:

Date: