



Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

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TERMS AND CONDITIONS FOR CHILDREN'S MUSIC LESSONS

Fees: £600 per Child per Instrument for each Academic Year

- We aim to teach a minimum of 30 lessons per academic year. Our intention is to average 10 lessons per term, school terms are of variable length and are usually more than 10 weeks long.
- New starters will begin lessons at the start of the next half-term, leavers will finish at the end of the half-term (see Cancellation Policy below).
- There may be occasions when your child is unable to attend a lesson (for example sickness, school trips, other eventualities). As these occasions are beyond our control we cannot offer any credit or refund, but will do our best to accommodate changes and re-arrange a lesson if given at least 24 hours' notice, e.g. for a doctor's appointment.
- If a pupil is absent for longer than four weeks due to illness or injury, this will be treated on a case by case basis.
- Missed payments without any explanation may result in your child losing their slot.

Cancellation Policy

- We will timetable a lesson and you will be charged for all lessons until you give us notice in writing. We must have at least half a term's notice to allow us to manage staffing and finances effectively.
- To cancel lessons for the end of the half term, notice is required at the latest by the last Friday before that half term begins. For example: To finish at the end of the Spring Term, notice must be given by the final Friday of the February half term.
- If a student chooses to discontinue lessons partway through the term or academic year, fees will remain payable **unless the school can fill the space**



with another student. (This does not apply to Year 11's, who usually finish at the end of the Spring Term, unless they wish to continue lessons after their GCSEs).

If Lessons are cancelled by the School

- If a pupil misses a lesson due to a school INSET day or because the Teacher is not available, then this lesson is made up later in the term. In most cases, we are able to make up for any missed lessons in this way and deliver 10 lessons each term.
- We monitor the number of lessons delivered for every Teacher each term. If we are unable to deliver 10 lessons in a term, we will automatically correct this. We will either deliver an extra lesson the following term, or we will credit your account.
- If you think your child may have missed a lesson or has not received 10 lessons in a term, and you have not been credited or given extra lessons the following term, please contact us so that we can check our Peri Music Teacher Register.
- We cannot be liable if a lesson has to be cancelled due to Force Majeure (war, civil war, armed conflict, terrorist attack, government action, fire, flood, severe weather conditions, pandemic or epidemic or any other matter that is beyond our control). In this event we will endeavour to resume lessons as soon as possible. Information on the resuming of these lessons will be made available as soon as possible.

First Payment of the Academic Year.

Payment due for your child's lessons will appear on Scopay. (Lessons usually start in the second week of school in September). Payments will be due at the start of each term, or they can be paid in full for the academic year.

If you have any concerns about payments or otherwise, please don't hesitate to contact the Music Department or the Finance Team.

Harrow Way Community School
Music Department