

## Individual Music Lessons – Terms and Conditions

1. Completion of the Music Lessons form constitutes an agreement which lasts for the duration of a pupil's time at Haileybury, unless cancelled in writing (see below). Music lessons will thus automatically continue from term to term and from year to year unless due notice has been given.
2. No part of the fees for music tuition can be refunded in the event of the pupil missing lessons through illness, injury or other unforeseen circumstance. If a pupil cannot attend a lesson for whatever reason, it is the pupil's responsibility to make alternative arrangements at least 48 hours in advance, either directly with their teacher or with the Music Administrator.
3. Where possible, all pupils receive 30 lessons per year, with the exception of pupils in the Fifth and Upper Sixth Forms who normally only receive 25 lessons in those years (due to public examinations). If more or fewer than 30 lessons are delivered over the course of the year, the charge to parents is adjusted accordingly, normally in the final term.
4. All music lessons are administered in blocks of 10. Notice to terminate tuition from the end of a lesson block must be given by the specified date, in writing, to the Director of Music ([music@haileybury.com](mailto:music@haileybury.com)). Notice deadlines for the academic year 2024-25 are 31 October (notice to stop after 10 lessons, at or around the end of November), 31 January (notice to stop after 20 lessons, in early or mid March) and 31 May (notice to stop at the end of the academic year). Once due notice has been given it is then also possible to instruct in writing (a) for the timetabling of lessons to cease immediately, the remaining lessons in the block thus being forfeit or (b) for tuition to be extended to the next end-of-term point, for example to complete preparation for a music exam.
5. A change from one teacher to another is considered to be a cancellation followed by a restart of lessons, and thus condition 4 (above) applies.
6. Storage lockers for instruments are available in the Music School, which pupils are asked to secure with their own coded padlocks at all times (padlocks can also be obtained from the Music Office, chargeable to the school bill). We would like to remind you of the importance of labelling all instruments, and adequately insuring them as individually named items with fully comprehensive cover.
7. The entering of pupils for accredited practical music exams is normally decided between teacher and pupil. The boards we use for exams are ABRSM, Trinity Classical & Jazz, Trinity Rock & Pop and LCM (Music Theatre). Exam fees will be added to the school bill.
8. All pupils receive two instrumental reports per year in line with a school report. The Director of Music is happy to answer queries about instrumental tuition; telephone 01992 706264 or email [music@haileybury.com](mailto:music@haileybury.com).