

*BRANNEL*



# **Instrumental Tuition Provision Terms & Conditions Policy**

Reviewed by: RIG  
Approved by RIG (date): 10<sup>th</sup> June 2024  
Review date: Autumn Term 2025-2026

## Registration

1.1 Students are able to start lessons as soon as they are added to the register. If uptake is high for more popular instruments, students may have to be added to a waiting list until a space becomes available.

## Structure of lessons

2.1 Students will receive 34 lessons over the course of the year (Autumn Term 12, Spring term 10, Summer Term 12). Your child will be notified of the day in which their lesson will be held and will be responsible for bringing their own instrument(s). Lessons will be timetabled during the school hours of 8.55am and 3.15pm, timetables will be displayed in the Music Suite corridor. Lessons will be on the same day each week however times will vary so that the same curriculum lessons are not missed each week. Please be aware that occasionally lessons may need to be given during break or lunch times.

2.2 Provision is based on 30 minute lesson in groups of four students for piano and violin/viola lessons as these are provided by Cornwall Music Service Trust staff. Other instrumental disciplines are taught in groups of two for twenty minutes. Lesson cost or length may vary for smaller group sizes. EHCP holders will receive a 20 minute individual lesson. Students who learn a 'minority' instrument will also receive a 20 minute individual lesson where a bursary is available. Groups will be decided by the contracted instrumental teacher and the Head of Music of Brannel School.

2.3 Students must be willing and able to give time for regular music practice at home. Any missed school work must be made up by the student in their own time liaising with the necessary teachers for which the subject lesson was missed. Students failing to maintain effort or commitment may be recommended to discontinue lessons at the end of a term.

## Performance

3.1 There are a number of internal and external performances co-ordinated by our Music Department throughout the year and students will be expected and encouraged to take part in these events.

## **Insurance**

4.1 Brannel School is not able to accept responsibility for any loss or damage to instruments whilst on the school premises. Parents are advised to ensure that an appropriate level of insurance is considered for students transporting privately owned instruments to school, or for any loss or damage whilst kept in school. We are able to offer students the use of a secure storage cupboard where instruments can be left during the school day.

## **Payment**

5.1 Parents will receive an invoice in advance for continuation of lessons the following term. Payment must be made by the deadline stated on the invoice via your ParentPay account. Any student that has not paid will lose their place on the tuition register.

5.2 Please refer to our Debt Management Policy for procedures for payment reminders and terms for non-payment.

5.3 If your child is unable to attend a lesson due to another activity which is led by the school, for which they are required to attend, provision will be made where possible on an alternative date. Payment will still be required for any missed lessons.

5.4 Pricing of lessons will be reviewed annually and may be subject to change.

## **Lesson Cancellation**

6.1 Lessons are provided by external tutors who are contracted by the school for the amount of hours according to the tuition register. In order to remove your child from the register sufficient notification is required, in writing, six weeks in advance.

6.2 No refunds can be made for lessons missed during the term which the notice is being served. Letters should be addressed to the Finance Officer or email [finance@brannel.com](mailto:finance@brannel.com).

6.3 All notifications received will be acknowledged to confirm that your child has been removed from the register.

## **Policy Review**

7.1 This policy will be reviewed and approved at agreed intervals by the Local Governing Body.

Should you require further information, please contact the **Clerk to Governors**

**Brannel School  
Rectory Road  
St Stephen  
St Austell  
Cornwall  
PL26 7RN**

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Email: [clerk@brannel.com](mailto:clerk@brannel.com)