

# Micklefield School

## Brass Lessons

### TERMS AND CONDITIONS FOR PARENTS

1. Instrumental lessons are normally given weekly and the times rotated where possible, apart from pupils who are entitled to a fixed lesson.
2. Lesson timetables are displayed on my website, [www.edwardmaxwell.com](http://www.edwardmaxwell.com)  
It is sometimes necessary to change lesson times: in these cases I will contact parents directly.
3. Fees are agreed between the Director of Music and the instrumental teachers, and usually increase annually at the beginning of an academic year. A term's notice of a fee increase is always given to the parent.
4. Around 30 lessons are given in an academic year, though this number may be greater or smaller. Each term I will invoice for how many lessons I expect to give. In the long Autumn term this is normally 12 lessons; in the Spring term, 10 lessons and the short Summer term, usually 8. Any adjustments will be reflected in the following term's invoice. Extra lessons may be fitted in by mutual agreement, especially when leading up to an exam.
5. I will invoice the parent directly, termly in advance. Parents are asked to provide payment promptly, as detailed on the invoice. Cheques should be made payable to Edward Maxwell, though a bank transfer is preferable – my bank details appear on the invoice. Lessons may cease if an invoice is not paid within a month of the date of the invoice. Further action may be taken to recover fees if they are still not forthcoming.
6. **Pupils are responsible for remembering their lesson times and attending promptly.** Although I will attempt to find pupils who forget their lesson time, the lesson will be forfeited if I am unable to do so.
7. **I am under no obligation to make up a lesson missed by a pupil and no reimbursement of fees will be made.** In cases of known absence, I may be able to reschedule the lesson, providing that at least a week's notice has been given; this is, however, entirely at my discretion and if it is not possible to rearrange, the lesson will be forfeited.
8. Lessons missed due to a school event (such as a trip or match) will be rearranged, **provided that at least a week's notice has been given.** Failure to provide this notice will result in the lesson being forfeited. **I rely on parents and pupils to**

**keep me informed of school events** – do not assume that I have read the school calendar, or that the school will have kept me informed about trips and matches.

9. Lessons cancelled by me will be made up or the fees refunded.
- 10. Notice to discontinue lessons must be received by half term, in order to take effect at the end of the term. Failure to give notice as detailed above will render the parent liable for the fees of a further term.**
11. Whilst I will make every reasonable effort to help the pupil to progress, it must be accepted by the parent that progress will not be made if the pupil does not practise regularly as directed.
12. I may wish to enter the pupil for a graded music examination as appropriate. This must be agreed by the parent, who will be responsible for paying the examination board's fees. It will also be necessary to pay for an accompanist.

**Edward Maxwell**