

## **Additional Information/Terms and Conditions for Instrumental/Vocal Lessons**

Most of our instrumental teachers come from Hertfordshire Music Service; all are experienced professional musicians. We currently offer tuition on violin, viola, flute, clarinet, saxophone, trumpet, percussion (including drum kit), classical and electric guitar, bass guitar, voice, piano, keyboard, theory. If you require tuition on another instrument, please contact us and we can arrange that through the Music Service.

### **Frequently asked questions:**

What is the cost of lessons? The lessons for 2022/23 are:

30 minute lesson - £252.00 per term

20 minute lesson - £170.00 per term

For students taking GCSE or A Level Music, fees are reduced by 50% for one instrument, if lessons are taken at HBS or at North Herts Music School. Regular attendance and practice are obligatory and once committed to, lessons must be paid for until the end of the course.

### **How many lessons do I get?**

The fees cover the cost of 33 lessons per year; although that averages at 11 lessons each term, term lengths do vary and so there may be more lessons in some terms and fewer in others. If, at the end of the year, there have been fewer than 33 lessons offered, you will be refunded the cost of any missed lessons.

### **When do the lessons take place?**

Where possible, lessons take place during the school day but are on a rotating timetable, so boys do not miss the same lesson each week. 6th Form students are taught during free periods. This means it is essential that boys check their timetable regularly and on the morning of their lesson.

### **What happens if a lesson is missed?**

If the teacher misses a lesson, you will not be charged for that lesson; it will be made up or refunded after the end of the academic year.

If a student misses a lesson, there may be a range of reasons and outcomes:

If school is closed (weather, industrial action etc) Lessons will be made up or refunded.

If the pupil is attending a non-compulsory school trip or a public exam Please advise the Music Department as early as possible, to see if the lesson can be rescheduled. This cannot be guaranteed and the lesson ***cannot be refunded.***

If the pupil is ill Lessons will not be made up if a student is ill as the lesson has been timetabled.

If a pupil forgets his instrument or has an injury which prevents him playing temporarily, he should still attend the lesson; the teacher will cover listening skills and/or theory work, which can still be valuable.

### **GCSE and A Level Study Leave**

If your son is in Year 11 or Year 13, his lessons will stop at the end of the Spring term (or after 22 lessons); you will be sent a reminder of this. Please let us know if you wish the lessons to continue after this date.

### **How do I apply for lessons?**

Contact Mrs White in the Music Office (email [music@hitchinboys.co.uk](mailto:music@hitchinboys.co.uk)) and ask for an application form. If an instrumental teacher has no spaces available, there will be a waiting list. Once an application form is signed by the parent/carer and the space has been accepted by the parents, it forms a legally binding contract with the school and an obligation to pay.

### **When will I be charged for the lessons?**

You will be advised of your Music Fees each term by the school's Finance Office. You will be able to pay by Wisepay or cheque, made out to Hitchin Boys' School - please mark the envelope 'Music Lessons'. Music Fees are due for immediate payment and **prior to the start of the term they relate to**; non-payment will result in a student being removed from the teacher's list and the debt remaining with the pupil until paid.

### **Can I apply for financial assistance?**

You can apply for financial assistance by contacting the remission scheme directly either online at [www.hertsdirect.org/services/edlearn/canhelp](http://www.hertsdirect.org/services/edlearn/canhelp) or by telephoning the HCC Customer Service Centre on 0300 123 4048 and asking for help with music fees. Applications open in June in anticipation of September. If you are awarded remission, please let the school know. Until such time as remission is granted, lessons will be billed at full price and paid by the parent(s)/carer(s). If given remittance, please note that you will be required to pay an administration fee of £21 per term which the school finance office will invoice you for.

### **How do I get in touch with the instrumental teacher?**

If you wish to contact your son's instrumental/vocal teacher, please write a note in your son's practice book, asking the teacher to contact you. Alternatively, you can contact the Music Office and we shall ask the teacher to contact you directly.

**What should I do if I am not happy with the teaching that my son is receiving?**

Please contact Mrs White directly via the Music Department, telling us your concerns and we shall deal with them as necessary.

**What do I do if I wish to stop lessons?**

The contract with **the HBS requires a full half-term's notice in writing to the HBS Music Department**, if you wish to terminate lessons (i.e. by the October half-term holiday for lessons to terminate at Christmas). During the notice period, lessons will be charged, regardless of whether the pupil attends the lesson or not.

**Does my son need to possess his own instrument in order to have lessons?**

It is essential that your son is able to practise for his lessons and, to that end, he needs to be in possession of an instrument. If necessary, contact Mrs White in the Music Office, who can put you in touch with establishments where instruments can be hired. It is also possible to take advantage of the Assisted Purchase scheme; please contact Mrs White or Mrs Strachen. Your son should bring his own instrument to every lesson (with the obvious exceptions of piano, keyboard and percussion).

**Is my son's musical instrument covered by the school's insurance while it is in school?**

No, your son's instrument is not covered by HBS insurance. We advise you to ensure that it is covered on your own insurance policy.