

Box Hill School

Brass Lessons

TERMS AND CONDITIONS FOR PARENTS

1. Instrumental lessons are normally given weekly and the times rotated where possible.
2. Lesson timetables are displayed on my website, www.edwardmaxwell.com
It is sometimes necessary to change lesson times; in these cases I will contact pupils or parents directly. Pupils are responsible for remembering their lesson times and attending promptly. Although I will do my best to find pupils who forget, if the pupil cannot be found, I am under no obligation to make the lesson up.
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 27 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 10 lessons; in the Spring term, 10 lessons and the short Summer term, usually 7. 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. The parent is 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 two weeks of the date of the invoice. Further action may be taken to recover fees if they are still not forthcoming.
6. 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.
7. 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.
8. Lessons cancelled by me will be made up, or the fees refunded.

9. 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.
10. 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.
11. 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