

This agreement sets out the terms and conditions on which One Education Music provide music lessons and instrument hire. In requesting a music lesson and hiring instruments from One Education Music, you are subject to and agree to being bound by these terms and conditions in addition to the following policies (where applicable):

- [Privacy Policy](#)
- One Education full [terms and conditions](#)

One Education reserve the right to vary these terms and conditions at any time and without notice. If you are unsure about any of the content of these terms and conditions, please contact One Education Music via email at [music@oneeducation.co.uk](mailto:music@oneeducation.co.uk).

### **Interpretation**

“We”, “us”, refers to One Education Music (OEM)

“You”, “your”, refers to the parent/carer

### **1. Sessions**

- a) Instrumental lessons will be taught by One Education Music and delivered in term time on the basis of one lesson per week for the duration of the academic year. The annual programme of teaching weeks is available in **Annex A**.
- b) The provision of lessons is subject to demand and the availability of a One Education Music Service instructor. Whilst efforts will be made to ensure the same teacher provides tuition to your child throughout the term, One Education Music reserves the right to provide alternative teachers either temporarily or permanently with no notice.
- c) Pupils will be taught in groups of no more than 3 and grouping will be determined by a One Education Music instructor. This will be based upon the pupil’s age, instrument and musical progress.
- d) The lesson types offered are:
  - i) 10 minutes individual lesson
  - ii) 20 minutes individual lesson
  - iii) 20-minute shared lesson (2 pupils)
  - iv) 30-minute group lesson (3 pupils)
- e) The size and membership of a group may be subject to change without notice (e.g. due to differing rates of progress).
- f) Where a lesson is reduced to just one pupil (due to instrument choice and progression), the pupil will be offered a 10-minute individual lessons. We will notify the parent where

---

this is the case as you may choose to increase the length of the lessons so the child can get the most out of their weekly lesson.

- g) In some instances, group numbers will be capped. Where this applies, places will be offered on a first come first served basis.
- h) Progress is monitored regularly.
- i) In signing up for music tuition lessons, you are committing to your child having lessons for the whole of the academic year.
- j) In-year withdrawals will only be permitted in exceptional cases and requests must be made in writing and emailed to [music@oneeducation.co.uk](mailto:music@oneeducation.co.uk) for reviewing. If approved, fees may be payable until the end of the term.

### 2. Lesson Times

- a) Lessons delivered at school usually take place during the school day. Parents/carers accept that this will usually result in a pupil being withdrawn from their normal school classes for the duration of the lesson.
- b) OEM instructors will agree a time and day for regular instrumental lessons in advance of the lessons commencing.
- c) OEM instructors are not responsible for escorting children to/from lessons, although the instructor will make every effort to ensure attendance is consistent.

### 3. Fees

- a) The price per tuition session is £9 per week (£5 per week for after school clubs), and in joining the tuition programme you agree to purchase lessons for the full academic year whilst your child remains a pupil at the school.
- b) Invoices will be issued termly in advance and fees are payable before the term start date. Failure to make payment on time, will result in your child not receiving a lesson.
- c) Pupils who qualify for pupil premium may be entitled to discounted music lesson subject to the policy at your child's school. If you have selected pupil premium on the enrolment, your child will go on a waiting list whilst we verify this with the school. If the school agrees to subsidise the music lessons, we will write to you to confirm the school's contribution and issue an invoice.
- d) During a pupil's first term of learning, lessons will be calculated pro-rata and charged from the date of the first lesson. Lessons may begin before an invoice has been issued but failure to make payment for these lessons will result in the cancellation of tuition.

- 
- e) Fees will be reviewed annually.

#### **4. Commencement of lessons**

- a) Lessons will begin once payment is received.
- b) If you qualify for subsidised fees (i.e. for pupil premium children), lessons will begin once OEM has received confirmation of eligibility from your child's school
- c) Trial instrumental lessons are not offered.

#### **5. Behaviour**

- a) Pupils are expected to behave in a responsible and courteous manner at all time, to attend lessons and to practise between lessons.
- b) Poor attendance, failure to practise or disruptive, anti-social behaviour by the pupil may result in tuition being withdrawn and any paid or outstanding fees would be retained or remain payable.

#### **6. Missed Lessons**

- a) Where the number of scheduled sessions differs from the number of sessions invoiced, a credit/debit will be applied. This will be applied to the next invoice in that period.
- b) If, at the end of the academic there remains a credit on the account, a refund will be issued.
- c) Lessons missed by pupils due to reasons including, but not limited to, forgetfulness, short term sickness, school trips/activities, emergency school closure, or exams etc. will not be credited/refunded.
- d) Where a OEM instructor misses a lesson due to staff illness, they will either reschedule the session within the term or a credit will be applied.
- e) Rescheduled lessons may be scheduled in a different term to the original missed lesson but will be in the same academic year.
- f) OEM will endeavour to provide a cover teacher in cases of extended staff absences; this cannot be guaranteed.
- g) No credit will be due for missed lessons in the event of an emergency or full/partial closure of a school due to events outside of OEMs contract e.g. force majeure, a pandemic, flooding, heavy snow or industrial action.

---

### 7. Hire of Instruments

- a) Pupils registered for music tuition lessons through OEM will be provided with an instrument, subject to availability.
- b) Parent/Carers must complete an instrument loan form and return this to their child's music instructor.
- c) At the end of the academic year, if your child wishes to stop lessons, the instrument should be returned to the music instructor.
- d) The instrument may not be transferred to any other person.
- e) Parent/Carers accept responsibility for the safety and security of the instruments whilst in your care and we suggest you insure the instrument against loss or damage.
- f) OEM will assume responsibility for general maintenance resulting from 'fair wear and tear'
- g) Parents/carers are responsible for:
  - i) safe keeping and ensuring proper use,
  - ii) replacement of consumables i.e. strings, reeds, oil etc.
  - iii) repairs for damage caused through misuse or neglect
  - iv) the full replacement cost if the instrument is lost or stolen
- h) Repairs must be carried out by our recommended repairers. Details available on request.

### 8. Communications

- a) OEM may contact parents/carers via email or telephone with regards to their child's tuition lesson and/or instrument hire.
- b) Should you wish to contact your child's music instructor, please email [music@oneeducation.co.uk](mailto:music@oneeducation.co.uk) to request contact details. Any email sent to the tutor must include [music@oneeducation.co.uk](mailto:music@oneeducation.co.uk) copied into the communication.
- c) We may share your data and/or your child's data with the school as necessary to deliver music tuition to your child.

### ANNEX A – Teaching Calendar

#### School calendar 2023/24

September 2023						
Wk	Mo	Tu	We	Th	Fr	Sa Su
35					1	2 3
36	4	5	6	7	8	9 10
37	11	12	13	14	15	16 17
38	18	19	20	21	22	23 24
39	25	26	27	28	29	30

October 2023						
Wk	Mo	Tu	We	Th	Fr	Sa Su
39						1
40	2	3	4	5	6	7 8
41	9	10	11	12	13	14 15
42	16	17	18	19	20	21 22
43	23	24	25	26	27	28 29
44	30	31				

November 2023						
Wk	Mo	Tu	We	Th	Fr	Sa Su
44			1	2	3	4 5
45	6	7	8	9	10	11 12
46	13	14	15	16	17	18 19
47	20	21	22	23	24	25 26
48	27	28	29	30		

December 2023						
Wk	Mo	Tu	We	Th	Fr	Sa Su
48					1	2 3
49	4	5	6	7	8	9 10
50	11	12	13	14	15	16 17
51	18	19	20	21	22	23 24
52	25	26	27	28	29	30 31

January 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
1	1	2	3	4	5	6 7
2	8	9	10	11	12	13 14
3	15	16	17	18	19	20 21
4	22	23	24	25	26	27 28
5	29	30	31			

February 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
5				1	2	3 4
6	5	6	7	8	9	10 11
7	12	13	14	15	16	17 18
8	19	20	21	22	23	24 25
9	26	27	28	29		

March 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
9					1	2 3
10	4	5	6	7	8	9 10
11	11	12	13	14	15	16 17
12	18	19	20	21	22	23 24
13	25	26	27	28	29	30 31

April 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
14	1	2	3	4	5	6 7
15	8	9	10	11	12	13 14
16	15	16	17	18	19	20 21
17	22	23	24	25	26	27 28
18	29	30				

May 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
18			1	2	3	4 5
19	6	7	8	9	10	11 12
20	13	14	15	16	17	18 19
21	20	21	22	23	24	25 26
22	27	28	29	30	31	

June 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
22						1 2
23	3	4	5	6	7	8 9
24	10	11	12	13	14	15 16
25	17	18	19	20	21	22 23
26	24	25	26	27	28	29 30

July 2024						
Wk	Mo	Tu	We	Th	Fr	Sa Su
27	1	2	3	4	5	6 7
28	8	9	10	11	12	13 14
29	15	16	17	18	19	20 21
30	22	23	24	25	26	27 28
31	29	30	31			

#### Key

Whole staff INSET MCR school holidays Bank Holiday