

Tuition Fact Sheet

Welcome to the Music *for* Schools Foundation! This document outlines the teaching agreement for your child's lessons with us.

Contact Points

Music *for* Schools Foundation Head Office

Telephone 0845 375 2466

Facsimile (01283) 743511

PO Box 6018, Burton on Trent
Staffordshire, DE14 2WU

E-mail info@mfsf.org.uk

Website www.mfsf.org.uk



MUSIC *for* SCHOOLS
FOUNDATION

Lessons Per Term

Our tutors deliver 30 lessons per year, invoiced at 10 per term. Lessons are distributed evenly over the course of each term, meaning that there will not necessarily be a lesson every week. You may also find that more lessons are given in the Autumn and Spring than in the Summer (to try and accommodate Bank holidays, school trips and secondary school visits!)

Once lessons have commenced, your child's tutor will notify you of the lesson start date each half term.

Lesson Times

After the initial lesson, your child's tutor will advise of any changes to the lesson time. It is advisable that pupils arrive punctually or a few minutes early, in order to maximise lesson time.

M/SF will endeavour to accommodate parental requests. However, this is dependant on tutor availability.

Lesson Groupings

Typically, a group of 4 or 5 children is taught for 30 minutes, 3 pupils for 20 minutes, and 2 pupils for 15 minutes. The tutor may alter a pupil's grouping, dependent upon age and ability, particularly if they feel a pupil may benefit from alternative grouping arrangements.

What Happens If...?

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|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) The pupil is ill or away on holiday | <i>The Foundation is under no obligation to replace this lesson.</i> |
| 2) The pupil forgets their instrument or lesson | <i>The Foundation is under no obligation to replace this lesson.</i> |
| 3) The pupil has a long-term absence, e.g. broken limb, hospital operation (3 consecutive weeks or more) | <i>Parents should contact Head Office at the earliest opportunity, and we will make arrangements to amend your next invoice.</i> |
| 4) The pupil's instrument is broken or away for swap or repair | <i>The pupil should go to the lesson as normal, and a Theory lesson will be given if appropriate. If for any reason a Theory lesson cannot be given, the lesson will be replaced at a later date.</i> |
| 5) The M/SF tutor is absent | <i>The lesson will be made up during the current or following terms.</i> |
| 6) Snow/School Trip/Inset Day | <i>If notified in advance, the tutor will endeavour to make up the lesson as above, or a double length lesson will be given. Where school trips are concerned, if we are not notified in advance, we may not be able to replace the lesson.</i> |
| 7) A lesson is scheduled on a bank holiday | <i>The tutor will take this lesson on a separate occasion.</i> |

Pupil Progress

Detailed Progress Reports will be issued at the end of the Summer Term each year. A brief summary of your child's attendance and achievement will also be given at the end of the Autumn and Spring Terms.

Examinations

There are opportunities for pupils to take Associated Board of the Royal Schools of Music examinations. The M/SF tutor will advise when your child is ready to be entered.

Music and Accessories

Parents will be requested to purchase additional music required for lessons and examinations, and accessories such as reeds, valve oil, cork grease, etc, when they are needed.

Ending Lessons

If your child wishes to finish lessons, please notify MfSF Head Office at the earliest opportunity. Please note we require half a term's notice prior to ceasing tuition, and unfortunately, we are unable to give tuition refunds if you have already paid.

As more lessons are usually given in the Autumn and Spring Terms, when cancelling lessons in the Spring or Summer Terms you may therefore be required to pay for lessons taken but not covered by previous invoices.

Lesson Costs

Current charges for 10 lessons are:

Standard Rate	£59 (£57 with email discount)
Subsidised Rate	£52 (provided email address given)

If you have ordered an instrument via one of the Normans packages, you will receive your first term of lessons at half price, and subsequent lessons at the Subsidised Rate (excludes second hand). If you have provided your own instrument, all lessons must be paid for in advance and at the Standard Rate.

How do I pay?

After your initial registration we will send you an invoice when you are next required to pay. All invoices must be settled within two weeks of the invoice date. After this point, a surcharge will be added to each account. Payment should be made as follows:

- By post:** Cheques and Postal Orders to our Head Office address, using the envelope provided. **Please do not send cash and do not send any monies to our tutor.** Please remember to enclose your remittance slip, or quote your account number.
- By telephone:** We accept most major credit cards, and Switch. Please contact **0845 375 2466** during office hours. (**Monday - Friday, 9.00am-5.30pm**)
- Online:** You can pay online at www.mfsf.org.uk

Like New instruments

One additional term of free tuition is provided with each **full-size, like-new** Normans instrument. Please note that the free term will only be allocated when you order a **full-size, like-new** instrument or when you swap your mini instrument for a full-size, like-new one.

Repairs

If you have purchased or leased an instrument through Normans Ltd, and a problem arises, your instrument may be repaired by your child's tutor. If they are unable to make the repair and the instrument is within the specified guarantee period of the rental or purchase, the instrument should be forwarded (with an explanatory covering letter) to the designated Normans repairer, who is located at:

**Normans Ltd
3rd Avenue
Centrum 100
Burton on Trent
Staffordshire
DE14 2WD
Tel: 08000 28 14 15**

Please do not take the instrument to be repaired by a non-affiliated Normans repairer, as Normans would be unable to reimburse repair fees.

Own Instrument Repairs

Pupils attending lessons with their own instruments must make sure that their instrument is in good working order. Should a minor fault occur, the MfSF tutor will attempt to repair the instrument in order to ensure the pupil can participate in the lesson.

If you do not wish the tutor to make repairs to your child's instrument, please advise MfSF Head Office in writing, at the address above, before tuition commences. If the tutor is unable to repair the instrument, please make arrangements to repair the instrument prior to the next lesson.

We regret to advise that tuition refunds are not available if the pupil's instrument is away for repair. The pupil should attend the lesson as usual, but without their instrument.

We hope your child enjoys their music tuition. However, if you have any queries, please contact the Music for Schools Foundation on **0845 375 2466**.