



# Fielding Primary School

## Instrumental lessons

### Terms and Conditions 2024-2025

These Terms and Conditions apply to all pupils and their parents who wish to have music lessons organised by the school using Peripatetic Teachers i.e., a music teacher employed directly by Ealing Music Service (EMS) or by a music tutor employed directly by the school.

Peripatetic Lessons are available for the following instruments (subject to change):

Piano; Violin; Cello; Double bass; Flute; Alto saxophone; Clarinet; Drum-kit; Guitar (classical); Trumpet; Trombone, French horn

- Lessons at Fielding should not be a “dip-in-and-try” experience but should be undertaken with a view to long-term commitment.
- Regular practice, both independent and supervised, will not only speed the child's progress, but will enhance enjoyment of the instrument.

### Booking and Payment Terms

Instrument	On offer to:	Group Size	Lesson length	Price per lesson
Piano	Years 3-6	1:1	30 mins	£25.25
Group Piano	Year 2	Up to 3	30 mins	£16.00
Classical Guitar	Years 2-6	Up to 4	30 mins group lesson	£13.00
Violin	Years 2-6	Up to 3	20 min 1:1 lesson or 30 min or small group lesson	£16.00
Cello	Years 3-6	Up to 3	20 min 1:1 lesson or 30 min small group lesson	£16.00
Double bass	Years 3-6	Up to 2	20 min 1:1 lesson or 30 min small group lesson	£16.00
Drumkit	Years 3-6	Up to 2	20 min 1:1 lesson or 30 min small group lesson	£16.00
Brass: Trumpet/Trombone/French Horn	Years 3-6	Up to 3	20 min 1:1 lesson or 30 min small group lesson	£16.00
Clarinet & Alto saxophone	Years 3-6	Up to 3	20 min 1:1 lesson or 30 min small group lesson	£16.00
Flute	Years 3-6	Up to 3	20 min 1:1 lesson or 30 min small group lesson 30 mins	£16.00

1. Parents/guardians wishing to enrol a son/daughter for tuition at Fielding should read the conditions detailed below and complete the Microsoft form titled 'EMS Instrumental Tuition Booking Form' online. No paper forms or emails will be accepted.
2. The moment you submit the booking form and agree to the terms and conditions you are signing up to instrumental tuition. You agree for your child to be timetabled and are therefore liable to pay fees from the date you submit the form. You can sign up for instrumental tuition at any point during the year using the Microsoft booking form but please note that we usually timetable half a term in advance, so if booking forms are received prior to half term we can process it in time for them to start lessons in the following term, subject to availability.
3. If we are unable to add your child to a timetable, due to capacity constraints or the form was submitted past a deadline they will be added to the waiting list, and you will be notified by email when a space becomes available. If you are on the waiting list but wish to be removed, please inform us in writing by emailing [music@fielding.ealing.sch](mailto:music@fielding.ealing.sch) as soon as possible.
4. When completing the Microsoft online booking form, you confirm acceptance of the current Terms & Conditions.
5. Instrumental tuition is timetabled on a termly basis therefore prior to each new term we refer to the waiting list and allocate spare spaces on a first come first served basis. Once you are on the waiting list you will be notified as soon as a space becomes available for your child. Please notify us if you wish to be taken off the waiting list by emailing [music@fielding.ealing.sch.uk](mailto:music@fielding.ealing.sch.uk)
6. When your child has been timetabled for lessons, the appropriate fee will then be added to your MCAS account ready for payment. Fees are in the table above.
7. Music lessons are taught over 30 lessons each year and are charged termly and in blocks of 10.
8. Lessons are taught either one-to-one or in small groups:
9. Fees are reviewed regularly and are published within this document and on the school website. Parents/guardians are notified of any alterations via Latest News.
10. Payment of Y2-Y6 fees for the term's lessons are requested via MCAS the half term before lessons commence and will automatically be added to your MCAS account.
11. Families wishing to receive financial support whose children are in receipt of Free School meals and registered as Pupil Premium should discuss this with their child's class teacher when completing their 'Pupil Premium Passport'.
12. Fees are payable for a full term in advance and no mid-term refunds will be given should a child decide to discontinue lessons. Fees are payable in full within 14 days from the billing date. A late payment charge of £25.00 will be applied to all overdue accounts.
13. Those already enrolled in instrumental tuition will automatically be re-enrolled for the following term (unless we receive a cancellation- before the cancellation deadline see cancellation section) therefore there is no need to resubmit a booking form. This also applies to year 2 pupils having lessons as they will automatically be assigned a new teacher in Year 3 unless we receive a cancellation.
14. If we do not receive a cancellation with half a term's notice prior to the new term you will be charged for the next term's lessons.

### **Missed lessons/Absence**

15. A lesson may not take place due to it being a spare week in the instrumental teacher's calendar. These are weeks where they are not scheduled to teach that week unless they have got lessons to make up if they have been absent at any point that term. Sometimes spare weeks may arise mid-term to avoid clashes with residentials and trips. Pupils are not missing out on any lessons that have been paid for as each instrumental teacher's termly schedule allows adequate time in the term for them to teach at least 10 lessons.
16. Refunds can only be given if the tutor is absent, or the school is closed.
17. If a student is ill, no refund of the lesson fee will be made or the lesson made up at a future date, unless there are special circumstances (e.g., hospitalisation, long term absence due to ongoing illness) and you should inform the Specialist Music teacher by emailing [music@fielding.ealing.sch.uk](mailto:music@fielding.ealing.sch.uk)
18. If the teacher misses a lesson through illness, the lesson will be made up at a later date, or there will be a refund of missed lesson fees in the following term.

19. We do not reschedule lessons for Gardening and cooking days. You will need to decide with your child as to whether they attend the lesson or not. Though, whatever you decide you will still be charged for this lesson.
20. In a school the size of Fielding, it is not always possible to avoid clashes between lessons and non-musical events (sports matches, trips etc.). We cannot offer refunds on missed lessons unless the tutor is absent. However, if you give your child's tutor at least 10 days warning of an upcoming clash in writing via a practice diary or email, in many cases the lesson can be rescheduled.
21. It is the pupil's responsibility to regularly check the date/time/location of their lessons on the timetables provided on the school website and displayed in the classroom. Refunds will not be given should a lesson be missed.

### **Cancellation**

22. Cancellations will only be processed via the Microsoft Form online [click here](#).
23. In order to maintain a high standard of instrumental tuition, we must give our tutors adequate notice of their hours each term. Half a term's notice prior to the start of the next term is required for cancellations therefore an online cancellation form must be submitted by the deadlines on our website. For this academic year the deadlines are as follows:

**Friday 18th October 2024** - for lessons ceasing at the end of the autumn term 2024

**Friday 7th February 2025** - for lessons ceasing at the end of the Spring term 2025

**Friday 16th May 2025** - for lessons ceasing at the end of the summer term 2025

24. On receipt of a cancellation, your child will then be removed from the timetable for the new term. However, if you submit a cancellation after the deadlines then we cannot process this so you will still be liable to pay the next term's fees because the teacher will have already been booked.
25. The cancellation methods stated above (Microsoft form) is the only accepted method to cancel lessons.
26. We are unable to give refunds mid-term as the teacher has already been booked and paid for the full term. Cancellations only take effect at the start of a new term providing the cancellation has been submitted by the deadlines.

### **Lessons and Timetables**

26. Lessons take place during the school day and, where possible, times are rotated every term so that pupils do not miss the same curriculum lessons two terms in a row. If there are any issues with the lesson times, please write this in the practise diary and if possible, the teacher will review the appointment times.
27. At the start of each term, you will need to check the 'Timetables' section of the Music webpage to inform your child of their teacher, lesson time and day. Teacher's may often collect your child on the first week of every term but after that they will be expected to attend their lesson at the correct time independently.
28. Changes may need to be made to lesson arrangements in light of any COVID 19 government guidance updates. You will be notified by email if we need to make any changes to our tuition arrangements.
29. When timetabling we will prioritise enabling those pupils currently enrolled to continue lessons and due to the current circumstances, we cannot guarantee everyone a place, though we will do the best we can. In the event of a part or whole school closure, we have a remote learning plan (see section 30 below).

### **Safety Measures in place to prevent spread of Covid 19**

30. A full COVID19 risk assessment has been completed for instrumental tuition at Fielding. This will be updated in relation to government guidance.
31. A copy of the EMS instrumental tuition risk assessment can be viewed on the EMS website: [EMS Risk Assessment – Peripatetic Tuition](#)

### **Part or whole school closure: Remote learning plan for instrumental tuition**

32. In the event of a part or whole school closure, the instrumental teacher will be providing a remote lesson for your child in the same time slot as their timetabled lesson on Microsoft teams (or Zoom). Fees will still apply. An adult must be present in the room at the time of the lesson and all other aspects of our remote learning plan (in line with EMS risk assessment stipulated below section 31) must be followed. If you are not happy with this offer please do not enrol in instrumental tuition as no refunds will be given in the event of a part or whole school closure.
33. EMS tutor will abide by safeguarding protocol and EMS have conducted their own risk assessment for remote learning. This includes measures such as:
- Suitable environment – both students and teachers must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a bedroom or bathroom is not.
  - EMS teachers will be required to display a means by they can be identified via a lanyard, either on-screen or actual, at all times during the lesson.
  - Students and Teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing.
  - Teachers must always confirm at the start of each lesson that an adult is in close proximity to the student. If an adult is not available at the student's home, the lesson will not go ahead.
  - Communication must be undertaken by parents/carers and not pupils and on parental devices through school platforms, Ealing Music Service Website, EMS teachers' work emails (eg @ealing.gov or @lgfl) and Microsoft teams/ Zoom.
  - EMS teachers will only use Ealing Council iPads for online lessons and for communications. Under no circumstances should teachers or pupils personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is strictly prohibited.
  - Microsoft teams video or Zoom function must only be used during scheduled lesson or meeting times. Neither student or teacher should use this as a means of contacting the other party outside of scheduled lesson times.
  - Lessons will be recorded and stored securely on a cloud (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes, to ensure that the lesson has taken place and to review in case of any issues that may arise
  - The duration of lessons will be kept to a reasonable length in order to allow the family to 'get on' with their day.
  - Any safeguarding concerns relating to remote learning provided by an EMS tutor must be reported to the headteacher Peter Dunmall immediately via [admin@fielding.ealing.sch.uk](mailto:admin@fielding.ealing.sch.uk)
  - For EMS full remote learning risk assessment see their website: [EMS full remote learning risk assessment](#)

### **Communication**

34. Before starting lessons ensure your child has a notebook to take to lessons. Your child can jot down practise notes with prompts from the tutor at the end of the lesson. Due to Covid 19 tutors and pupils cannot share books. To communicate with your child's instrumental tutor, you could write a note in your child's practise diary for them to ask or email the tutor.
35. EMS tutors may use MCAS or their EMS email address to contact you. Please also check the music noticeboard on the Music Curriculum webpage on our website and your child's practise diary on a weekly basis for notices. This is where notices about spare weeks, tutor absences and upcoming deadlines and events will be shared.
36. If you have any concerns about your child's instrumental tuition please contact the music specialist via [music@fielding.ealing.sch.uk](mailto:music@fielding.ealing.sch.uk). We will then get back to you as soon as possible. Please note emails regarding instrumental tuition will be dealt with within 2 school days.

### **Instruments**

37. The school does not provide instruments for pupils to learn on. You may hire instruments from EMS or purchase your own. See the school website for more information. If you have any difficulties in obtaining an instrument, please contact us and we will try to help.

38. Private and hired instruments are not covered by school insurance and should be insured by parents/guardians against theft, loss and damage.

**Changes to Terms and Conditions**

39. The school will review these Terms and Conditions on an ongoing basis.