

Contract for Instrumental Lessons

Teacher name: Charlie Mathews

Email: charlesmathewsmusic@gmail.com

Mobile: 07934 750811

Dear Parent / Guardian

The arrangements for piano/keyboard lessons are set out in this letter of contract. Please read it carefully, and then complete, sign and return to Charlie Mathews at the email address given above if you wish your son / daughter (to continue) to receive piano/keyboard lessons in school.

Arrangements for lessons:

- I will aim to provide at least 10 lessons each term. The exact number will depend on the length of each individual term.
- Fees are to be paid at the beginning of each term when an invoice will be issued.
- Payment must be made within the first 2 weeks of receipt of the invoice.
- If payment has not been made 2 weeks after the issue of the invoice I reserve the right to exclude the pupil from any further lessons until payment is received in full, including payment for lessons missed while excluded.
- Any lessons missed by the pupil **will be charged for** unless agreed in advance with me. Notice must be given at the start of each half term if a lesson is to be missed.
- Any lessons missed due to my unavailability will be rearranged where possible or credited on following terms invoice.
- If lessons are to be discontinued, **half a term's notice (or 6 weeks, whichever is the longest)** must be given in writing (by the parent / guardian). If insufficient notice is given, **payment will be due** for those lessons not taken during the notice period.

Lesson prices

Individual 20 minute lesson - £10.00

Individual 30 minute lesson - £15.00

***Assisted Bursaries** are available for parents who receive one of the following; Free School Meals, Income Support, Income Based Job Seeker's Allowance, Working Tax Credit. Please let me know if you feel you would be eligible.

This agreement is between:

Charlie Mathews (piano teacher) and.....(Parent / Guardian)

Piano/keyboard lessons will be provided as outlined above to:.....(Pupil)

at:.....(School)

in:.....(Class)

Date of Birth(pupil)

I have read and accepted the conditions and understand that they can be varied only with the agreement of both parties.

Signed (Parent/Guardian).....

Date.....

Contact details:

Name.....Tel No;.....

Address.....

.....Post

Code.....

Email.....

PRIVACY STATEMENT

As an instrumental teacher accredited to the Derby & Derbyshire Music Partnership I process

personal data relating to clients, and to those who are interested in the services I provide.

I have received GDPR training and I am committed to complying with my legal obligations in respect of data protection and privacy. I only collect the personal data I need in order to provide you with the services you have asked me to provide or tell you about. This can include your name, contact address, email addresses, telephone numbers, your child's date of birth and school. I will collect information about you when you enter into a contract with me and make enquiries about my services. I will only keep personal data for as long as is necessary to provide my services, or for as long as I reasonably need to keep the information for lawful business purposes or to comply with a statutory or other legal requirement. All information collected from you will be stored securely, on a computer with an encrypted password.

The Derby & Derbyshire Music Partnership have legitimate reason to access student names, instrument/voice, date of birth and attainment level to comply with statutory funding obligations to the Department for Education/Arts Council England. As such, the privacy policy on www.derbyshiremusic.org.uk applies. I may also need to share your personal data with other third parties including legal or other advisers, regulatory authorities, courts and government agencies

****PLEASE READ CAREFULLY***

*In the event of **Coronavirus** causing either school closure, any further lockdowns, or the teacher or pupil having to self-isolate, lessons will not be refunded, but arrangements will be made ASAP to continue instrumental teaching via video link at a mutually convenient time for this period. This is not intended to be a permanent replacement to lessons in school, but merely to minimise the impact on your child's musical development. It is important that you inform me, if your family needs to isolate so that arrangements can be made in good time for these lessons.*