

# TERMS AND CONDITIONS

## BEETHOVEN MUSIC SCHOOL

52 WALTON ROAD  
HARROW  
HA1 4UU

[www.beethovenmusicschool.com](http://www.beethovenmusicschool.com)

### 1. PRACTICAL RULES

- 1.1 **RESPECT FOR PRIVATE MATERIALS:** Please do not touch any private materials in the waiting room save for the books on the shelf marked 'music library' or the leaflets on the shelf marked 'concerts and activities'.
- 1.2 **CLEANLINESS:** Rubbish or food must not be left lying around.
- 1.3 **SILENCE DURING LESSONS:** Students and parents will be asked to leave the waiting room and even the premises if they make such noise as to disturb the lessons taking place in the classrooms. The garden must not be used as a playground. Children must not run, and parents must not talk loudly among themselves.
- 1.4 **PUNCTUALITY:** Students must arrive at the individual lesson on time. If a parent arrives late, students will be taught during the remaining time of the lesson. **Lessons WILL NOT be lengthened.**
- 1.5 **NO RESPONSIBILITY BEFORE AND AFTER LESSONS:** Children are under the **full responsibility of their parents/guardians before and after lessons.** Students who wait in the waiting room before or after lessons are under the responsibility of their guardians. Teachers cannot be checking on them while other lessons have already started. Parents and guardians must therefore arrive on time to collect students. **Students who need to travel from the musicianship classroom to the instrumental classroom or vice versa do the walking between classes under the responsibility of their parents/guardians.** We urge that parents/guardians accompany young students from one classroom to another in between lessons as the gates from Beethoven Music School to the public street are always open. Parents/guardians should think carefully beforehand to decide if their child can do the walking in between classrooms on his/her own.
- 1.6 **COLLECTING STUDENTS.** It is the responsibility of parents to agree with the students where will they be picked up and to ensure that the students understand the arrangements made. Students must be informed whether they will be collected from the waiting room or in front of the gate, or whether they should go to the parked car. Teachers cannot check where a student is going when the lesson has ended.

**1.7 PARKING:** Parking inside the property is not permitted. Neither is parking permitted in front of No: **50 Walton Road** as the neighbour needs the space for loading and unloading goods.

**1.8 RESPECT THE NEIGHBOURS:** Music classes take place in a neighbourhood. Therefore noise must be kept to a minimum when entering and leaving the property.

### **1.9 SOCKS**

- Students should wear **socks inside the classes** all year round for hygiene and safety reasons (e.g. to avoid getting a splinter).
- There are boxes in the waiting room to keep socks in during term time. This is particularly useful during warmer months when most children don't wear socks.

### **1.10 USE OF THE BATHROOM**

- Please **make sure that students go to the toilet before coming to music classes.**
- Going to the toilet during a lesson **wastes lesson time and affects the flow of the lesson.** To reach to the toilet students need to go through one of the classrooms therefore disturbing a lesson taking place. **Please make sure that students go to the toilet just before travelling to the music school.**

**1.11 PAST PAPERS:** If a student misses a lesson when a past paper was meant to be marked, he/she has to ask a fellow student for their past paper booklet to check the answers.

## **2. TERMS ABOUT THE LESSONS**

### **2.1 TIMES AND LENGTH OF THE LESSONS:**

We try to keep the times as close to the official schedule as possible but our priority is our students and to make sure that they go home after having had the help and guidance they need, therefore **lessons can slightly vary in length and timing.**

### **2.2 TEACHERS**

- **A student's Instrumental and Musicianship teachers can vary during some weeks of the academic year due to these reasons:**
  - o Teacher's sickness: A **supply teacher** may take his/her place if there has been enough notice to organise it.
  - o Teacher's performances: The school will always try to offer a supply teacher to cover his/her place.
  - o Educational purposes: Every teacher can give a different insight into a piece and provide their expertise to the student, hence enriching the student's progress and education.

- If there is a request for a change of day/time of the lessons, there is a chance that the student's instrumental teacher will also change.
- A student's instrumental teacher may change from one academic year to another.

**2.3** Being part of a **musicianship course is compulsory** as it provides a quality and in-depth musical education.

### 3. TEACHER – PARENTS COMMUNICATION

**3.1** Parents weeks are organised by Beethoven Music School twice a term In Parents' Weeks we invite parents to stay during the student's **INSTRUMENTAL LESSON** to see and discuss their progress and educational needs and to receive advice on how to help the student at home.

**3.2** **Teachers cannot have a full discussion/provide an explanation about a student's progress after the end of an instrumental lesson.** Please use the diaries as a form of communication and make sure you attend parents' week when progress will be assessed. Otherwise, please **arrive five minutes before the end of the lesson to speak to the teacher.**

**3.3** It is parents' responsibility to note down the dates and to remember to attend parents' weeks. The dates are posted on the school's website ([www.beethovenmusicschool.com](http://www.beethovenmusicschool.com)) and in the information booklet.

### MUSIC DIARY

**3.4** **Parents should look at students' music diaries every week** to see what the students are meant to do at home and to see if there are any notes for the parents from the teachers. The notebooks and diaries are the way to communicate with parents when the parents are not inside the individual lesson when it takes place.

**3.5** Please make sure that students always bring their diaries to the lessons as without them the communication between parents and teachers cannot take place.

### CONTACT THE TEACHERS

**3.6** The best way to contact teachers is through the **music diaries**. Please check the diaries every week to see if a teacher has written a note for parents.

**3.7** Parents can also contact the teachers **by email**. Please send the email to the email address of the relevant teacher.

### 4. EXAMS

**4.1** Applications are made by the school only if we receive a **written confirmation** requesting to make the application.

- 4.2 **Exam fees** must be paid online (practical exams) directly to the examination board or by cheque (theory exams) to **TRINITY COLLEGE LONDON**. Parents must hand to the teachers the cheque if they would like Beethoven Music School to do the application administration. Exam fees are not included in the monthly invoices.
- 4.3 If the Examination Board is **ABRSM**, parents or adult students must complete the application online at <http://gb.abrsm.org>.
- 4.4 The Examination Boards decide the date and it cannot be chosen in advance. Exams may be on **weekdays** and it is the parents'/students' responsibility to **contact the Examination Board** to change a date or time if it is not suitable. Details about examinations can be found on the Trinity-Guildhall Examination Board website: <http://www.trinitycollege.co.uk>.
- 4.5 If teachers do not suggest that a student takes an exam at a particular time, it is because they believe that he/she is not ready yet to do so and that learning is a gradual process. **If parents want the student to take an exam at a particular time and teachers have not mentioned it, parents must let teachers know a term in advance.** It must be borne in mind that to take more than one exam per year requires the student to make a larger investment **in learning and practice.**

## 5. CONCERTS

Students generally perform at two concerts a year: **Christmas Concert** (December) and **Summer Concert** (June– July).

- 5.1 **Participation in the concert is compulsory.**
- 5.2 **A concert fee (£11) will be charged in the monthly invoice in order to pay for the hiring of the venue and teaching fees.**
- 5.3 **If a student cannot participate the fee cannot be deducted.**

## 6. FESTIVALS

- 6.1 Participation in festivals is **optional**. Beethoven Music School tries to find as many opportunities as possible for our students.
- 6.2 Teachers send information on the festivals and activities happening and do all the administration work.
- 6.3 Teachers will not apply for a student to attend a festival unless they have received a **written confirmation**.
- 6.4 **Festival fees** must be paid by cheque to **the specific festival organisation**. Parents must confirm by email and give the cheque to the teachers if they would like them to do the application administration. Festival fees are not included in the monthly invoices.

## 7. FEES

- 7.1 Tuition fees are payable **monthly in advance**.
- 7.2 A monthly invoice will be sent at the beginning of each month. The monthly fees must be **paid in advance** at the **first lesson of the month inside a labelled sealed envelope and handed over personally**.
- 7.3 Cheques are not accepted unless agreed beforehand. Bank charges on any returned cheques will be levied in full.
- 7.4 **Late Payments - Please note fees paid after the end of the month in which they are meant to be paid will be charged 5% of interest on the o/s balance.**
- 7.5 Increases in fee levels may be reviewed during the tax year. Students will be informed in advance.
- 7.6 The fees set below are for a standard month of four weeks. In the event of a month having more or less academic weeks, the amount will be adjusted accordingly. The fees set out below are valid for the academic year 2016–17.
- **Musicianship / Preparation 11+, GCSE and A Levels** only: £32 monthly
  - **Musicianship + Instrumental 1** (15 mins): £68 monthly
  - **Musicianship + Instrumental 2** (30 mins): £104 monthly
  - **Musicianship + Instrumental 3** (45 mins): £136 monthly
- 8.7 **Musicianship classes** can be 1-hr lessons in a group of a maximum of 12 students, 45- min lessons of a maximum of 10 students and 30-min lessons of a maximum of 6 students. The length depends on levels and number of students.
- 7.8 **Instrumental classes** are always individual and can vary in length depending on age and level of the student.
- 7.9 **Invoices: Payment must not be amended by students or parents once the invoice has been issued. Any amendments will be made in the next invoice.**

## 8. ABSENCE AND RESCHEDULING

- 8.1 **Fees will not be adjusted to take into account absences**, variations, illness, holidays, or anything else that makes the student miss the lesson, unless:
- A lesson has been cancelled by the teacher, in which case it will be rescheduled or deducted from the last invoice of the academic year.
  - Students can **make up individual lessons** by using the missed lessons of other students. This service is managed entirely by students and parents.
  - If a **musicianship lesson is missed**, a student can opt to attend an extra lesson in another group/level. Please consult the teachers.

- 8.2 If a student comes to a lesson sick or becomes sick during a lesson, the parents will be asked to collect him/her and the lesson will not be deducted or rescheduled. Therefore sick students should not attend, and either the student or parent must notify of their non-attendance at the website stated in 6.1 above if they want to make up the missed lesson.

## 9. MATERIAL

- 9.1 Material required for the specific musicianship course or instrumental level will be given to students as soon as required and the fees will be added to the monthly invoice.
- 9.2 If a student/parent prefers to purchase the material independently, a **written request** must be sent/given to the teachers.
- 9.3 **Students must bring a folder and a homework notebook from home.** If students forget to bring their material the content of the lessons may be affected and the communication between the teacher and parents through the homework notebook paused during that week.

## 10. PHOTOGRAPHY AND VIDEOTAPING

- 10.1 Concerts organised by Beethoven Music School are always videotaped for the School's records and also for the use of the students and families who participated in the concert. Photographs are also taken during concerts, festivals, and other public events.
- 10.2 Photographs and videotaping are occasionally taken in a classroom context for pedagogical or motivational usage, such as a recording of a performance for the students to hear themselves or hanging a photo of the group on the wall of great composers after finishing a composition.
- 10.3 Photographs and videos may be displayed on the School's website after a public event like a concert or festival to allow parents and students to enjoy the memories of the event.
- 10.4 If parents do not wish any image of a particular student to be displayed, this should be made by way of written request to Beethoven Music School.

## 11. ADMISSIONS AND THREE WEEKS TRIAL

11.1 Beethoven Music School operates a **three weeks trial period** during which new students commit to a week lessons before committing to the whole term. This policy allows students to be sure that they enjoy the lessons before deciding if they'd like to continue and allows time to the teachers to assess the student's level, potential and educational needs and if the student is comfortable in the level class allocated.

11.2 The fee to be paid on the day of the initial lesson depends on the length and type of the lessons attended.

11.3 The fees during the first three weeks are to be paid on the day of the lessons unless another arrangement has been made.

11.4 The three weeks trial period only can be used by new students who have never been taught at Beethoven Music School before.

11.5 **A student has the right to end lessons with just one week's notice during the first three weeks of enrolment.** After the third week, if a student wants to end the classes they need to give twelve weeks' notice.

## **12. TERMINATION OF ATTENDANCE AT A MUSIC COURSE DURING THE ACADEMIC YEAR**

12.1 **A student that applies for music education is applying for a regular place in Beethoven Music School for the whole of his/her musical education journey (Initiation 1 to Grade 8) unless** we receive notice to terminate the course.

12.2 In the unavoidable event of having to stop attending lessons the decision must be informed **twelve weeks in advance.**

12.3 Teachers reserve the right to request the removal of a student if the student's/parent's ethos and commitment to the instrumental/music lessons are unsatisfactory.

## **13. GOVERNING LAW AND JURISDICTION**

Please read these Terms and Conditions carefully and make sure you understand every point.

13.1 These Terms and Conditions shall be subject to the laws of the jurisdiction of the location for the lessons (specified above) and the signatories to these Terms and Conditions agree that any dispute relating to the subject matter of these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of that jurisdiction.

The Beethoven Music School teachers are legally assisted by the Musicians Union and the Incorporated Society of Musicians (ISM).