

Gaynor Shaw Tutoring

104 Kedleston Road

Derby

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07800 604765

Acc No: 01819600 Sort Code: 30-96-35

Contract of Agreement

The arrangements for piano lessons are set out in this letter of contract. Please read it carefully, and then complete, sign and return **as soon as possible** to the office if you wish to apply for your son / daughter to receive piano lessons in school.

This agreement is between Gaynor Shaw and(Parent/Carer)

Gaynor Shaw will provide instrumental lessons to..... (if under 18)

Their DOB..... Name of School:..... School Year.....

✓ PLEASE TICK

A standard price individual 20 minute weekly lesson: £9.50 per lesson

☐

A bursary assisted individual 20 minute lesson: £6.25 per lesson*

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**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. It provides a subsidy of £3.25 per pupil for each lesson.*

*The Starter Scheme is for those pupils who have not learned an instrument before. It provides a subsidy of £3.25 per pupil for each lesson **for the first 6 weeks only of tuition**. After this time, the cost of the lesson reverts to the normal fee as above.*

Contact details (please complete):

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

Address.....

Post Code.....

Email.....

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

Signed by parent/carers**Date.....**

Contract Information

What you can expect from me:

- I will plan, prepare and deliver approx 5-7 lessons per half term on a weekly basis
- I will provide a notebook to write practice notes in and also a folder to hold loose music (I will include this on the first invoice, approx £3).
- I will inform you of any lessons not held because of my unavailability at least one week in advance and I will deduct from your invoice/credit you for the next half term with the fees.
- I will send via email an invoice for the appropriate half termly fees to the student/parent/carer. The number of lessons planned for a particular month will be stated on the month's invoice.
- Payment must be made within the first 2 weeks of each half term.
- If it is a bank holiday, I will either reschedule a lesson or cancel and credit the fees, with agreement of both parties.
- If payment has not been made by the third lesson of each half term, 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.
- If students wish to participate in exams/assessments, I will enter students for examinations with yours and their prior agreement and examination fees will be added to the half termly invoice.
- Extra lessons may be scheduled due to examinations/performances etc by mutual agreement.
- The lesson fee structure will remain as shown for the whole of the current academic year (2023-2024)
- If there is an increase in fees, I will give you a half term's notice.
- I will ensure my DBS certificate is up to date and the relevant training has been completed.

What I can expect from you:

- That students bring their music, note books and any other worksheets to each lesson.
- That parents/carers pay fees at the start of the half term by bank transfer.
- Parents/carers will purchase any music books as advised by me.
- That parents/carers agree beforehand with me any lessons which might be missed before the start of each half term, otherwise these will be charged for. This includes absence through illness, medical appointments, etc.
- That parents/carers inform me of any medical conditions that may affect lessons.
- If students/parents/carers decide not to continue with lessons, half a term's notice must be given. During this notice period, lessons must still be paid for.

Other information:

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 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.derbyshiremusicshub.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

Encouragement to practice – Regular practice is essential if a pupil is to make progress. You can support their child in this, for example, by:

1. Showing an interest in what they are learning
2. Encouraging regular daily practice (ten minutes at least five times per week)
3. Keep practice at a set time each day as it becomes part of a child's routine
4. Providing a suitable space for the practice to be done
5. Checking that the music /notebook is taken to school on the day of the lesson

I hope that this information is helpful – any questions about anything, please feel free to contact me at the address or phone number above.

Gaynor Shaw

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May 2024

Piano Lessons at Markeaton Primary School

Dear Parent/Carer

Thank you for expressing an interest in starting piano lessons with me on a Tuesday morning at Markeaton Primary School. Please find some details below - if you would like your child to commence weekly lessons with me, please read, sign and return the contract to the office.

- The lessons will take place during the school day and your child will be excused from their class to participate in a 20 minute individual shared lesson. A rota system is in place to ensure that children don't miss the same lesson each week.
- Lessons cost **£9.50 per week** for a 20 minute lesson. Fees are payable on a half termly basis by bank transfer (details on the contract) and must be paid in the first two weeks of the half term. There is a bursary scheme for families in receipt of Free School Meals/Income Support/Job Seeker's Allowance/Working Tax Credit resulting in fees of **£6.25** per lesson. You will need to apply for this yourself with an online form, which I can send a link for if your child is accepted for lessons. Bursaries need to be approved before lessons can commence.
- If it is your child's first time learning an instrument at school, they are also entitled to reduced fees for the first six weeks at £6.25. After the six weeks the fees will revert to £9.50 per lesson.
- Your child will need something to practice on at home - either a piano or a keyboard is suitable. If you would like to purchase a keyboard I can usually source one for you for under £50. Let me know if this is something you need. Often a family member or friend has a keyboard lying somewhere unused, so it's worth asking around too!
- If your child progresses well, there is an opportunity to do exams, to perform in front of others at school and in local festivals. I always encourage pupils to do a performance at home every now and again, especially when family members visit at Christmas!

I have a limited number of places available, so if your child is not immediately successful, I will place them on a waiting list and let you know.

If you require any more information then please do contact me.

Gaynor Shaw