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## **Terms and Conditions for the delivery of Music Lessons** *(renewed April 2021)*

I have found that the following 'conditions' have proved most convenient – I hope that all agree it is sensible to flag this up so that all parties know what is involved at the outset of lessons.

- I aim to teach a minimum of 40 weeks a year and my non-teaching periods generally coincide with recognised school holidays. All dates of teaching terms are published in advance no later than the beginning of the current academic year. Therefore, all weekly students agree to 'sign up' for 40 lessons a year and all students who want biweekly lessons 'sign up' for 20 lessons a year.
- One lesson per academic term may be cancelled free of charge **but all other cancellations would be paid for**. I will endeavour to accommodate the occasional change in time and day of a lesson. This, however, is sometimes difficult and if it is not possible to rearrange, the missed lesson would be considered cancelled under the arrangements as set out here.
- All cancellations or rearranged lessons must be done so by a minimum of 24 hours' notice. All non-attendances would be charged for. Less than 24 hours' notice would be considered a non-attended lesson.
- It is important that all students understand that punctuality is important. It is not usually possible to extend the time allotted for a lesson beyond that which is agreed. Therefore, lateness of a student would reduce the overall length of their lesson with no reduction in cost.
- All lessons are paid for in advance – I send out an invoice in the last week of each month for the coming month. Should there be a lesson that was missed or could not be delivered in any particular month (recognising the arrangements as set out above), I would credit that lesson against the lessons in the following month when I send out the next invoice. These will all continue to be invoiced and managed through the internet application through which I sent invoices. Please do be sure to check any 'unfocused message inbox' as the emails containing the invoices can sometimes get diverted. I would ask that all invoices are paid within 7 days of their receipt.
- The terms and conditions of this agreement may vary from time to time as notified by the teacher to the students. In such a case, a new agreement would be published. This agreement may terminate by one month's notice from either the pupil or the teacher.

**Simon Lumby**  
April 2021