

Terms & Conditions between NMS (Nottingham Music Service) and parents of children receiving music lessons billed directly by NMS

Commitment of students

Students will be expected to commit to their learning and play between lessons – remember that the more you play, the better you get! Students should:

- Attend lessons regularly and promptly so that continuity can be maintained.
- Aim to make music every day if you can.
- Always remember to think about posture.
- Listen for a good sound.
- Have fun when you play. That way your personality will shine through your music.

Commitments of parents

- To ensure your child looks after any instrument provided, as recommended by the teacher
- To encourage regular practice (essential for progress) and attendance at school and/or [NMS](#) instrumental ensembles
- Students must provide (where appropriate) their own music books
- To pay any fees promptly when requested before each teaching period begins.

Commented [LG1]: Remove anything instrument related – forms as part of any instrument hire agreement. Good question about who provides music resources though

Music Lessons

- NMS' standard tuition is provided as 20-minute lessons per child. This means that a productive amount of time can be spent with a student on a 1:1 basis, or that two students of similar standard can combine for a 40-minute lesson.
- The cost of these lessons are £74.70 per half term, offering a minimum of 30 lessons across the year.

Student Registration

- Parents must register their child via Speed Admin. Once we receive their registration, Music Service staff will discuss the timing of lessons with school staff and the NMS instrumental teacher.
- NMS will then email the parent to confirm the time of the lessons with information on how to pay.

Instrument Hire

- Instruments can be hired for £12 per term or £30 per academic year
- Instruments can be requested at the point on enrolment via the SpeedAdmin registration page

Terms and Conditions

Term of Contract

- This Agreement will normally last for an academic year. In the event of wishing to discontinue lessons, you agree to give a minimum of half a term's notice in writing to NMS. You also agree that no refund of fees will be due to you for notice given within a half-term.
- Please see notice dates in the table below*

Cost and payments

- Payment is requested on a half termly basis in advance.
- Once lessons have commenced, lessons for the following half term will roll over automatically and payments will be invoiced at the beginning of each half term.
- Remissions: In the instance that students are eligible for remissions (e.g. Pupil Premium), the subsidy must be agreed directly with the school who will pay fees directly to NMS.

Teaching Weeks

- Instrumental teaching will be provided for a minimum of 30 per be delivered over 6 half-term teaching periods.
- Teaching is delivered during the school day.
- Other than where school activities or child absences prevent us, we guarantee to deliver a minimum of 30 lessons in a full year.

Lesson Cancellation policy

- Once lessons have commenced, lessons for the following half term will roll over automatically unless a de-registration has been requested.
- Lessons can be cancelled at the end of a half term with half a term's notice. To do this, students must de-register in speed admin.
- Lessons will automatically rollover to the following academic year, unless the student is a school leaver. Students wishing to end lessons at the end of an academic year who are **not** school leavers are subject to the half-termly notice periods given below.

*Notice Dates

Lesson period	Notice Deadline	Date effective from
Autumn 1	Friday 24 th May 2024	Monday 16 th September 2024
Autumn 2	Friday 30 th August 2024	Monday 4 th October 2024
Spring 1	Friday 18 th October 2024	Monday 6 th January 2025
Spring 2	Friday 20 th December 2024	Monday 24 th February 2025
Summer 1	Friday 13 th February 2025	Tuesday 22 nd April 2025
Summer 2	Friday 4 th March 2025	Monday 3 rd June 2025

- If a de-registration request has not be received, registration for the following half term will commence and invoices will be raised for payment as outlined in the Terms and Conditions

Payment Terms

- Payments are made via the Nottingham Music Service website
- Payments are to be made in advance of each half-term
- If payment has not been made by the start of the relevant teaching period, we reserve the right to withhold lessons

Teaching period	Date effective from
Autumn 1	Monday 16 th September 2024
Autumn 2	Monday 4 th October 2024
Spring 1	Monday 6 th January 2025
Spring 2	Monday 24 th February 2025
Summer 1	Tuesday 22 nd April 2025
Summer 2	Monday 3 rd June 2025

Missed Lessons: Teacher Absence

- Teachers are required to keep accurate records and sign in when they arrive at school.
- Lessons are delivered for a minimum of 30 weeks across a full school year; this gives 'catch up' weeks when teachers can visit schools to make up any missed lessons.
- Where lost teaching time is created by the inability of NMS teachers to deliver, then subject to potential 'catch up' referred to above, NMS will provide a refund against the lost teaching time.
- Any refund for lost teaching time will be made at the end of the academic year.

Missed Lessons: Student Absence

- Student absences will not entitle you to a refund. This applies whether absences are caused by student illness, student absence, school closures or school activity conflicts or any other cause outside NMS's control.
- Our teachers will do their best to 'catch up' lessons missed due to student absence, but no guarantee is given.

Privacy Policy Summary and data protection

- NMS are committed to protecting your personal information and being transparent about the information we hold.
- We collect personal data such as name, address, telephone number, date of birth and medical conditions.
- This is used by NMS in order that we may fulfil our contractual obligations to you by providing your child with the music education for which you have applied, whilst ensuring the wellbeing of your child while in our custody.
- NMS is registered under the Data Protection Act 1998 and The General Data Protection Regulation (GDPR) 2018
- Our registered charity number in England & Wales is 1153716

These Terms and Conditions are reviewed annually by NMS.

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