

## **Terms and Conditions for Academic Year 2020-21 Instrumental Lessons in BPM Music Centres and Schools (Online and In-Person)**

These terms and conditions form the basis of a contract between Bristol Plays Music and parents/carers. Parents/carers are subject to and agree to these terms and conditions. Bristol Plays Music reserves the right to vary these terms and conditions at any time and without notice.

### **1. ENROLMENT AND FEES**

- 1.1. All contracts for instrumental tuition and other music activities are made with parents/carers.
- 1.2. A summary of fees is available on our website: <https://bristolplaysmusic.org/learn/music-tuition/music-tuition-in-school/>
- 1.3. Parents/carers are required to register through the online portal which will start the registration process for their child's instrumental lessons.
- 1.4. Your child's name will be held on a waiting list during the scheduling period and their place will be confirmed by email to you, with details of the lesson and/or session.
- 1.5. Once you have accepted your child's place an invoice will be automatically raised and payable in advance of the first lesson. Failure to pay may result in the offer being withdrawn.
- 1.6. In subsequent terms within the academic year your child's lessons will automatically renew unless you cancel their place in writing before the start of the following double term. Any outstanding fees will be payable. If you fail to notify BPM in writing you will be charged for the following double term. Verbally notifying the tutor/ensemble leader does not qualify as formal notice.
- 1.7. Fees for Instrumental Lessons in schools and at BPM Southmead (online and in-person) cover 11 weeks per double term (33 lessons across the academic year).
- 1.8. Parents will be notified in advance of any future changes in fees which may take effect from the start of the following double term.

### **2. BURSARIES AND REMISSIONS**

- 2.1. Discounted and free lessons are available to children in care, SEND and children with and EHCP.
- 2.2. If your child is eligible for funding from the Pupil Premium Grant (PPG) and your school has agreed this can be used for music tuition, please ask your school to send us the details.

### **3. DURATION OF LESSON**

- 3.1 Individual lessons are available as 20 minute or 30 minute lessons.  
Group lessons (primary aged only) are available as 20 minute (2 pupils) or 30 minute (up to 4 pupils) lessons.  
Group lessons (secondary aged) - if through discussion with a tutor a group lesson is viable, this can be arranged by running two 20 minute individual lessons consecutively.

#### **4. TIMETABLING OF LESSONS**

- 4.1. Instrumental tuition in schools takes place in agreement with individual schools. BPM will timetable the lessons and details will be confirmed with parents and the school. It may not always be possible to accommodate all timetabling requests. Should your child have a timetabling clash you will be expected to explore options with the school, or request your child's absence from their curriculum lessons.
- 4.2. Lesson times will be emailed to you and timetables displayed in schools. Your child is responsible for monitoring the notice board to confirm the day and time of their lesson each week.
- 4.3. Music tutors are not responsible for escorting pupils to/from lessons.

#### **5. MISSED/CANCELLED LESSONS**

- 5.1. If your child is unable to attend a lesson due to, for example, school camp, exam, non-emergency medical appointment, 7 days' notice must be given in writing to [bookings@bristolplaysmusic.org](mailto:bookings@bristolplaysmusic.org). Where no notice is received the lesson will have been deemed to have taken place and no refund or replacement/credit lesson will be due. Where notice is given a credit lesson will be issued for use within the academic year.
- 5.2. If a tutor is unable to teach a session/lesson due to, for example, travel disruption, illness, adverse weather, they will endeavour to make up the session or teach a double lesson/session on another date. If no additional session is possible, a credit lesson will be issued for use within the academic year.

#### **6. SUPERVISION**

- 6.1. BPM tutors are responsible for pupils during the lesson. At all other times, responsibility lies with the school or parents/carers.
- 6.2. Parents/Carers are responsible for students during online lessons at home. The BPM tutor must see the parent/carer at the start and end of every lesson to ensure the supervision is there.

#### **7. INSTRUMENTS/ACCESSORIES**

- 7.1. Parents/carers agree to provide instruments, music and accessories as required. If you do not have an instrument for your child, please contact BPM to discuss possible hire arrangements.

#### **8. LIABILITY**

- 8.1. Bristol Plays Music does not accept liability for loss or damage to pupils' instruments or personal possessions. Parents/carers should arrange appropriate insurance for these items.

#### **General Data Protection Regulations (GDPR)**

For details of how Bristol Plays Music manages and protects personal data please refer to the Bristol Music Trust Privacy Policy <https://www.bristolplaysmusic.org/about/privacy-policy/>

## Online Lessons at Home: Code of Conduct for Parents/Carers

Like an 'in-person' music lesson, online lessons should be participatory and fun. They should become a normal part of the weekly routine. Here are some tips to keep it a fun, professional, safe and effective learning experience for your child.

- Online lessons should take place in an appropriate room in the home and where possible not in the student's bedroom.
- Make sure all the technology is working before the lesson starts. For example, download any apps and check internet access. You may also want to check your mic and camera are on the correct settings.
- Students should be ready and waiting to join the lesson at the scheduled time with instrument, music, music stand and equipment. Ideally, the instrument should be in tune (students may need help with this, if so parents can join in this part of the lesson and ask the tutor for support). The camera should be positioned so that the tutor can see the student's full posture and instrument.
- Students should be careful not to share any personal or private data with BPM tutors or chat with tutors on other social media platforms.
- All lessons must be supervised by a named adult with parental responsibility for the child. The parent/carer should remain in the general proximity throughout (eg by remaining in the building with the door to the teaching room being left open) and will ideally be present in the room at the beginning of the lesson to say hello.
- Siblings and pets should be kept away from the teaching space so the lesson is not unnecessarily disturbed.
- If a lesson stops for any reason (eg poor wifi connection) please record the details and notify the BPM team and they will arrange for the lesson to be rescheduled.