

Kevin Ackford

(Composer/Arranger, Conductor, Brass & Percussion Tutor)

11 Clifden Terrace, Cardell Road, Bodmin, Cornwall. PL31 2NH.

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Brass/Percussion Lessons Agreement and Registration

(1) Tutor Responsibilities

- a) As a committed and experienced tutor to deliver quality lessons structured to each individual pupil's requirements.
- b) To provide support and opportunities for those wishing to take examinations on their chosen instrument.
- c) To provide opportunities for pupils to perform to an audience.
- d) To provide opportunities for pupils to play alongside other young people in ensembles.
- e) To provide a written report once a year to show how the pupil is progressing.
- f) To provide advice to parents who have any questions or concerns regarding their child's learning.
- g) To source books and other materials required for a child's learning, keeping the costs to a minimum for the parent/carer.
- h) As a Tutor I have been DBS checked to ensure the safety of all learners and evidence can be provided if requested by a parent.

(2) Student Responsibilities

- a) To help create a safe and successful environment for learning.
- b) To attend lessons regularly and on time.
- c) Arrive at your lesson prepared ensuring that you have your instrument/drumsticks and any necessary books or materials.
- d) Help to further your learning by practising at home and remember to bring your practice diary to each lesson.
- e) Remember to take home any letters or information to your Parents/Carers.
- f) Show respect for your tutor and other pupils.

(3) Parent/Carer Responsibilities

- a) To assist me by promoting home practice to your child.
- b) To ensure that your child has their instrument/drumsticks, music and practice diary on the day of their lesson.
- c) To pay invoices promptly, this can either be done by **bank transfer** or **cash**. Invoices are to be paid within fourteen **(14)** days of date of issue. Any invoice not paid within twenty-eight **(28)** days of issue will result in lessons discontinuing and the Parent/Carer being liable for any unpaid fees and further costs involved in recovering the outstanding balance including administration fees.

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(4) Missed Lessons

- a) Any lessons missed by your child shall be paid for unless a minimum of forty-eight (**48**) hours' notice is given by the Pupil/Parent/Carer or School if there is an event in school, School trip or other out of school activity that prevents your child from attending their lesson.
- b) If a lesson is missed where forty-eight (**48**) hours' notice is unable to be given through illness the lesson time will be rescheduled.
- c) When rescheduling lessons, the time of the lesson will be calculated by the time of the pupil's normal lesson divided by the number of pupils in the group (i.e. 30-minute lesson ÷ 3 Pupils = 10 minutes).
- d) If a child forgets their instrument, they will be invited to participate in the lesson, and the lesson will be charged at the normal rate.
- e) If a child forgets their instrument and does not take part in the lesson after being invited to do so, the lesson will be charged at the normal rate.
- f) If I am unavailable to give any scheduled lesson, the lesson shall be carried forward to another date. If this is not possible, any fee paid will be used to pay for a future lesson. If the end of term is reached before the lesson is rescheduled the fee may be carried forward to the next term.

(5) Online Lessons

For those wishing to have lessons outside of school hours I also offer lessons online (**these are only available as individual lessons**).

Lessons are delivered through the platform Zoom which can be downloaded for Apple, Android and PC, the software and registration on Zoom's website (zoom.us) is free. Other accepted platforms are Skype, FaceTime and Messenger.

The following applies to all online lessons.

- a) All lessons are password protected and only accessible via a link that you are sent in an email (Zoom only).
- b) All lessons are locked by me once the pupil has entered the lesson stopping anyone else entering the lesson even if they have managed to obtain the password (Zoom only).
- c) All lessons are recorded and stored in a secure folder on my computer which I only have access to. This is as a safeguarding measure and so that I can go back over lessons enabling me to pinpoint key areas that require more in-depth work (Zoom only).
- d) All lessons can be recorded by the pupil or pupil's parent/carers as a safeguarding measure or for purposes of going back over the lesson during practice (Zoom only).
- e) Pupils are encouraged to log in a few minutes before the lesson starts (all platforms), they will then be placed in a "waiting room" (Zoom only) I will be able to see them and let them in to their lesson once the previous lesson has finished.
- f) An adult must be within the near vicinity of the lesson for the duration of the lesson (all platforms).
- g) If a pupil is not in the waiting room or logged in at the time of their lesson a message will be sent or the pupil/parent/carers will be telephoned to see if there is a technical problem, if so the prearranged alternative platform will be used.
- h) If a pupil is not in the waiting room or logged in 10 minutes after they/their parent/their carers has been contacted either by message or telephone and I have not received a reply then the lesson will be terminated and the pupil/parent/carers will still be charged for the missed lesson.

For more information regarding online lessons please contact me on 07866 510 297 or email

kevacfordmusic@gmail.com or visit <https://kevinackford.uk/>

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(6) Termination of Agreement

A decision to discontinue lessons may be taken by the Pupil/Parent/Carer or the myself in which case five (5) weeks' notice be given in writing by the party seeking to discontinue.

In the event of insufficient notice being given the parent/carer will be liable to pay fees for those lessons not taken during the notice period.

(7) Additional Lessons

Lessons normally take place over 30 weeks (10 per term), extra lessons may be scheduled at any time by mutual agreement.

(8) General

- a) Parents/Carers agree to purchase any books or other materials (drumsticks, valve oil, slide cream etc.) which are required to further their child's learning and provided by myself.
- b) Notify me immediately of any loss or damage to any instrument which is being hired.
- c) In the interests of your Child's well-being whilst in my care, I must be informed of any medical or other condition affecting your Child.
- d) In accordance with the **Copyright, Designs and Patents Act 1988**, photocopied music will not be used during lessons.

(9) Subsidised Lessons

If a child meets one of the following criteria and are receiving lessons, they will be entitled to a subsidy as follows:

Up to a maximum of £5.00 per lesson

Children currently identified as being eligible for Free School Meals (not including the FSM Universal Entitlement which came into force for Key Stage 1 in September 2014)

up to a maximum of £2.50 per lesson

Children currently in Care (not adopted)

Children where the parent or child learning is currently in receipt of Disability Living Allowance or Personal Independence Payments.

Services Children (ie one or more parents is currently a serving member of the armed forces of Great Britain and Northern Ireland)

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Special Educational Needs

- Students with statements of Special Educational Needs (or Education, Health & Care Plan) can receive a subsidy which allows them to receive an individual 20 minute instrumental or vocal lesson at the same cost of a small group lesson (value of subsidy is up to a maximum of £8.50 per lesson and usual small group fee still applies). This subsidy applies when schools feel that it would be beneficial for the student to receive individual tuition rather than learning as part of a small group.

Please note that subsidies apply to only one instrument per child

Cost and duration of lessons

Below are the costs of lessons, as well as group lessons I also offer an individual one to one lesson. These can be beneficial for those wishing to enter examinations, those of a higher standard of playing or those who may prefer to learn on their own rather than as part of a group.

Prices are as follows:

Individual lesson (20 minutes) £12.00 per lesson
Group of 2 (20 minutes) £6.00 per lesson
Group of 3 (30 minutes) £6.00 per lesson

Individual Lesson (30 minutes) £18.00 per lesson
Group of 2 (30 minutes) £9.00 per lesson

Book Online and Save.

Go to https://kevinackford.uk/product-category/book_in_school_lessons/

Individual lesson (20 minutes) £10.69 per lesson
Group of 2 (20 minutes) £5.35 per lesson
Group of 3 (30 minutes) £5.35 per lesson

Individual Lesson (30 minutes) £16.00 per lesson
Group of 2 (30 minutes) £8.00 per lesson

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Please complete the registration form below and return it as soon as possible.

Name of Pupil:
Address:
Postcode:
I wish my child to take part in Online Lessons (Please Tick) <input type="checkbox"/>
Instrument Pupil Learning (Please Circle): Cornet / Trumpet / Trombone / Compact Trombone / Euphonium / Tuba / Drums
Current instrumental exam grade (if any):
Please choose one of the following options (Please Tick)
I wish my child to take part in group lessons <input type="checkbox"/> Group of 2 (20 minutes) <input type="checkbox"/> Group of 2 (30 minutes) <input type="checkbox"/> Group of 3 (30 minutes)
I wish my child to take part in individual lessons <input type="checkbox"/> 20 minutes <input type="checkbox"/> 30 minutes
*** Every effort will be made to group your child as requested but this will depend on numbers learning ***
Please choose one of the following options (Please Tick)
Please invoice me for every half term's lessons (5) <input type="checkbox"/>
Please invoice me for every full term's lessons (10) <input type="checkbox"/>
Name of Parent/Guardian (please print):
Telephone Number:
Email Address: (Wherever possible invoices will be sent via email)
Please tick the box to say that you have understood the Lessons Agreement: <input type="checkbox"/>
Please tick this box to say that you have read the privacy policy and you agree to me keeping your details on file in accordance with that policy: <input type="checkbox"/>
Signature of Parent/Carer:
If you qualify and wish to claim for subsidised lessons, please tick this box: <input type="checkbox"/>
If your child qualifies for Pupil Premium, please tick this box: <input type="checkbox"/>