



## **Guidance for parents / carers**

### **Instrumental Lessons**

Once parents have registered on Live Parent, their child will be added to the waiting list. When a space becomes available the tutor will email parents with the day and time of lessons. They will also advise of any books which may need to be purchased. MPN will inform school of the names of children registered for lessons and will also give them a timetable for the term, and will ask them to forward a copy to you.

If your child is registered for lessons they will not need to re-register at the end of the school year. We will automatically move them to a new year group or school unless you have informed us that they do not wish to continue lessons.

Whilst we can usually accommodate your request for either a group, shared or individual lesson, sometimes it is not possible to fit your child into a group of your choice. If this happens, we will let you know what options are available and if the cost of the lesson will be different. When organising their timetables, the tutor must look at ability, and any school requests to keep children in their own year group.

As a rule, tutors are unable to collect students from the classroom for a lesson, especially in middle school as it cuts down lesson time if they have to search school for the student. It is the child's responsibility to inform the class teacher they have a music lesson and ask to be excused from class. Teachers are used to allowing children out of lessons and we are working with schools to ensure that children have the confidence to ask to leave, especially those who have just moved to a new school in September.

Your child will receive a music diary which can be used to record practice and is also a useful means of communication between yourself and the tutor. It will have space for the tutor's NCC email address which you can use if you have a teaching query. Please address all other queries on payment or administration to: [mpn@northumberland.gov.uk](mailto:mpn@northumberland.gov.uk)

### **Invoicing and Payment**

Invoices are issued at the start of each term and are due for payment within 7 days. The invoice covers the whole term and is calculated on:

- The number of lessons to be delivered during the term
- The cost per lesson depending on whether the lesson is group, shared or individual
- Any refund due if MPN has been unable to deliver a lesson during the previous term.
- Any discount such as school supported pupil premium students, or those who qualify for the MPN GCSE discount.

It is important to note that a refund will only be given if the tutor is not at school to deliver the lesson. **MPN are unable to refund due to:**

- **A student forgetting to attend a lesson**
- **Student sickness (unless this is long term)**
- **School trips and visits**
- **The student loses interest and wants to stop lessons. If a student wishes to stop learning part way through a term, a full terms fees will still be owed.**

If time allows, the tutor will try to make up any missed lesson. However, this can only be done whilst the tutor is in school and is not guaranteed. Every effort is made at the start of term to avoid clashes with school trips but this is not always possible.

If the invoice is not paid within 7 days a reminder letter will be issued. If, after a further 7 day period the account is still in debt, parents will be contacted and lessons will cease.

Limited financial assistance is available through the Music Partnership North Charity (mpncharity.com). There are also links to other organisations who fund music education on our website. If a parent has difficulty in paying for lessons, they should contact the office at [mpn@northumberland.gov.uk](mailto:mpn@northumberland.gov.uk)

Full terms and conditions can be found on our [website](#) under policies and guidelines.