



By accepting music tuition lessons for your child, you agree to the following  
TERMS AND CONDITIONS:

- 1) MPN deliver instrumental lessons for up to 33 weeks over the school year. The number of weeks delivered will vary from term to term depending on the length of the term.
- 2) Invoices must be paid for by the due date stated. Failure to pay will result in lessons being paused, with no refunds given due to lessons missed because of this.
- 3) Lessons will continue in future terms until we are told in writing that you wish for lessons to stop.
- 4) Students are unable to attend lessons if payment has not been made in time without prior agreement.
- 5) Half a terms notice (minimum 6 weeks) must be given in writing ahead of cancellation of lessons.
- 6) Refunds will not be given due to a student missing a lesson for reasons such as forgetting to attend a lesson, student sickness (unless this is long term), school trips and visits.
- 7) Music diaries must be brought to every lesson.
- 8) It is the responsibility of the parent to purchase any required learning materials such as books
- 9) It is the student's responsibility to turn up on time for their music lessons.
- 10) While every effort is made to try and fulfil the request of either a group, joint or individual lesson, sometimes it is not possible. If this happens, parents will be informed of what options are available and if the cost of the lesson will be different.
- 11) Missed lessons by the tutor will be rescheduled into a scheduled catch up week. Any lessons unable to be rescheduled will be credited at the end of summer term.
- 12) Parents are liable for any damage caused to a hired instrument and/or the accessories. All hire instruments must be returned to the school office when no longer required.
- 13) MPN will sometimes use email to contact parents / guardians. However, as part of our safeguarding policy all communication to the tutor email address must be made by the parent / guardian and not the student.
- 14) Please address all teaching queries to your tutors NCC (Northumberland County Council) email address. For all other queries on payment or administration please use [mpn@northumberland.gov.uk](mailto:mpn@northumberland.gov.uk)