

**MUSIC PARTNERSHIP NORTH**  
**INSTRUMENTAL / VOCAL TUITION**  
**TERMS & 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. Invoices will make it clear in advance how many sessions will be delivered each term.
2. Lessons are up to 30 minutes long and take place either individually or in a group of up to 3 on a weekly basis during the school day.
3. Children are usually withdrawn from the main timetable for their instrumental lessons. Wherever lessons are scheduled on a rota basis to avoid children missing the same curriculum lessons each week.
4. Parents are invoiced termly in advance of lessons starting. Children are unable to attend lessons if payment has not been made in time without prior agreement.
5. Parents will need to make sure that any instrument hired from Music Partnership North is covered by their home insurance policy. All hire instruments must be returned to the school office when no longer required.
6. Parents may be required to purchase music books/sheet music to support their child's learning.
7. As the visiting tutors' time is booked in advance, a refund in whole or part cannot be made if you wish your child to leave the tuition scheme mid-term. **Written notice to MPN is required if you wish to terminate lessons.**
8. It is the child's responsibility to turn up on time for their instrumental lessons.
9. Missed lessons due to forgetfulness, school trips or pupil absence **cannot be refunded.** Lessons missed due to tutor absence will be made up at a later date whenever possible and will not be charged for. Parents will be informed if a child misses two or more lessons in a term. If MPN are unable to deliver the full number of lessons in each term, an adjustment will be credited on a subsequent invoice.
10. Children are expected to practise regularly (15 minutes a day is often sufficient) and bring their practice diary to each music lesson. The diary should be completed by the tutor and parent and is a valuable part of effective home/school communication. The diary should include an email address for your child's tutor.
11. Parents should notify the tutor/MPN in advance if their child will be missing a lesson. The tutor will attempt to rearrange lessons where possible, but any rearrangement will impact on the whole group and therefore might not be possible. No refunds will be available.
12. Where lessons clash with a school event we will try to reschedule lessons if possible, however, due to the tight restrictions on tutors' timetables this is not always feasible. If you decide not to take part in the music lesson, **refunds are not available.**
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.