

Dear Parent,

As your child's instrumental teacher at Hartford Primary, I enclose details of my fees, terms and conditions.

Lesson fees:

- 20 min lesson £12.00
  - Half hour lesson £18.00
  - Group lesson: 20 min -£6 (2 students)
  - Group lesson: 30 min – £6 (3 students)
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- You will be billed termly, at the beginning of each term and the invoice is payable within 14 days of receipt.
  - I will require half a term's notice in writing for the discontinuation of lessons.
  - If a pupil fails to attend a scheduled lesson no refund will be given.  
If the teacher (myself) is absent, then the lesson will either be refunded or an alternative lesson will be provided.
  - I will require 2 weeks' notice via email regarding any school trips and visits, otherwise the lesson will be charged if not attended. If the notice is provided, the alternative date will be provided if possible or lesson will be refunded.
  - Entry for an examination will be at my discretion and subject to the appropriate standard having been attained and continued commitment being shown.
  - A minimum of a half term's notice in writing will be given for any changes in the fees for lessons.
  - It will be helpful if the parent can provide a notebook so that I can record the progress and practiced pieces in the lesson. Parents are encouraged to consult the student's lesson notebook each week for suggestions and comments on progress. It is important that the child brings the notebook with them to every lesson if possible. Parents are encouraged to be involved actively in the learning process as this has been found to result in more effective progress. Establishing regular routines for practice are essential for successful learning to take place.
  - All communications regarding lessons, including cancellations must be made through me as an independent tutor to my email :

[mag\\_mags@hotmail.com](mailto:mag_mags@hotmail.com)

Please sign and return the reply slip below, either electronically or with the student at the first lesson, to indicate that the above terms and conditions have been accepted. Alternatively, payment of the first invoice for the current term is indication of your acceptance of these T&Cs.

Yours sincerely,

Magdalena Fray  
Piano Teacher

I have read and accepted the terms and conditions regarding tuition for my son/daughter.

Pupil's Name \_\_\_\_\_ Form \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_