

## Wakefield Music Services Terms and Conditions

### Terms and Conditions of Instrumental Lessons:

- Lessons are taught by employees of Wakefield Music Services
- Lessons take place weekly during school term time in line with Wakefield Council schools Academic Term Time calendar.
- Wakefield Music Services staff work for 36 teaching weeks per academic year
- During the course of an academic year, a minimum of 33 lessons will be offered. Lessons do not take place, and are therefore not within the 36 taught weeks (unless make-up sessions are being offered) during:
  - The first week of the Autumn term of a new academic year (early September)
  - The last week of the Autumn term (last week before Christmas)
  - The last week of the Summer term (mid July).
- Where lessons are missed due to teacher absence, make up lessons will be offered to ensure total delivered do not fall below 33. These may take place later in the academic year.
- Lessons missed due to school trips, school cancellations and pupil absence are not owed by Wakefield Music Services.

### Loan of Musical Instrument for– Statement and Conditions of Use

In order to provide further valuable opportunities for practice, it is clearly helpful if they are able to take an instrument home. We offer a free loan of instrument for an initial period of a year (which is extendable if required) to the duration of lessons, with the exception of drum kit and piano/keyboard. As the instruments on loan are valuable, we need your agreement that while the instrument is in your child's care appropriate steps be taken to ensure it is not lost or damaged.

The instrument remains the property of Wakefield Music Services and not of the school that your child attends.

In consideration of Wakefield Music Services loaning my child the above instrument you are required to agree to accept the following conditions:

- During the period of the loan, I will do everything I can to ensure that the instrument is used in a proper manner in accordance with advice given by my child's instrumental teacher.
- If during the period of loan, the instrument is damaged or lost, I agree to reimburse Wakefield Music Services the cost of making good the damage or the cost of replacing the instrument.
- I will ensure my child uses the instrument at home to practise between lessons
- I will ensure my child attends lessons with the instrument, save for illness, cancellation or school closure
- I understand that I am strongly advised to insure the instrument while on loan. Please contact us if you would like an estimate of the instrument value.
- At the end of the loan or tuition (whichever is soonest), I will ensure that the instrument is returned to Wakefield Music Services staff or office immediately in good working order.

### **Notice to cancel Instrumental Lessons or attendance to a Wakefield Music Services Ensemble:**

I understand that lessons and / or attendance to a Wakefield Music Services Ensemble will continue from one academic year to the next, unless cancelled by a Parent or Guardian in writing. If you or your child would like to cease lessons, half a term's notice of cancellation is required in writing to [music@wakefield.gov.uk](mailto:music@wakefield.gov.uk) and to your child's school if applicable.

Where lessons take place in school, these terms and conditions apply unless school inform you otherwise. Please also refer to the terms and conditions of the relevant school with regards to cancellation.

Unfortunately, refunds cannot be issued for termination of lessons mid-term. The cut off dates for giving notice are:

- By October half term for finish at Christmas
- By Christmas holiday for finish at February half term
- By February half term for finish at Easter
- By Easter for finish at May half term
- By May half term for finish at Summer