

**Salisbury Area Music Co-operative (SAMC)** is a team of highly skilled and experienced music teachers, offering professional music tuition of the highest standards in over 50 primary and secondary schools across Salisbury and South Wiltshire. Our teachers believe in maintaining a pupil-centred approach which aims to nurture a lifelong enjoyment of music-making and can offer individual and small group instrumental lessons.

All of the members of SAMC are self-employed teachers and by working together they share their expertise, pool resources and follow a professional development programme. The Co-operative ensures that all teacher-members keep up to date with their DBS and Safeguarding training.

### **Lessons**

SAMC offers a variety of lesson structures ranging from individual to shared groups. The shared/group lessons will be arranged by the teacher to best suit the musical and educational needs of the children concerned. Please state on your application form your preferred choice of lesson. Please note that not all types of lesson are available, or suitable, in all schools

### **SAMC Terms and Conditions**

Terms and Conditions (for lessons in the academic year 2021-22). Before completing the application form, please read the following terms and conditions and retain for reference.

#### **Lessons**

1.1 All applications for tuition must be completed and signed by the pupil's parent/carer and returned to the office. If tuition cannot be arranged, pupil details will be retained on a waiting list for 6 months.

1.2 The Co-operative aims to provide 33 lessons per academic year. The number of lessons per term will vary according to the number of teaching sessions available.

1.3 The teacher reserves the right to change a pupil's grouping without prior notice, to best meet the musical needs of the child concerned, providing the fee charged remains the same. In the event that a grouping change results in a price alteration, the teacher will notify the parent/carer as soon as possible to seek agreement.

1.4 Any changes to individual lessons will only be made with the agreement of the parent/carer.

#### **Payment**

2.1 Invoices are issued termly based on a 3 terms per academic year (Autumn, Spring and Summer).

2.2 Payment must be made within 14 days of the invoice date to ensure continuity of tuition and is NON-REFUNDABLE. Failure to pay will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher. Lessons missed due to suspension will be forfeited.

2.3 The cost of lessons does not include the hire of an instrument, music or accessories.

#### **Absence**

3.1 If a teacher is absent from a lesson they will aim to re-schedule within the term. If this is not possible, a credit will be given.

3.2 If a pupil is absent the following apply:

- 14 days' notice to the Co-operative in writing/email - ([office@salisburyareamusic.co.uk](mailto:office@salisburyareamusic.co.uk)) the teacher will aim to re-schedule within the term. If this is not possible a credit will be given on the following term's invoice
- No notice or insufficient notice – lesson is forfeited.
- Please note that where absence from lessons is due to school related events, e.g. teacher-training day, exams, school trips, work experience etc. it is the parent/carer's responsibility to ensure 14 days' notice is given to the Co-operative in writing/email.

3.3 In the case of group lessons, if a single pupil is absent from a lesson for whatever reason, we regret that no credit can be made. If a whole group is unable to attend a lesson, the Co-operative requires 14 days' notice as detailed above.

3.4 If a pupil is withdrawn, excluded or suspended from school and lessons cannot be provided in school, the Co-operative office must be informed immediately to discuss future provision of lessons. Otherwise, any missed lessons will be forfeited.

3.5 Advance notice of absence should be sent to the Co-operative office and not to the school or individual teacher in writing/email. Advance notice of absence to avoid missing a school curriculum lesson is not acceptable, for which lessons will not be refunded or credited.

### **Cancellations**

4.1 Lessons can only stop at the end of term. (There are 3 terms per academic year; Autumn, Spring and Summer). The end of term is defined as the end of the school academic term, i.e. the last date of the school calendar for that term. Notice must be given at least 4 weeks before the end of term.

4.2 If notice is given after 4 weeks before the end of term, but before the term actually finishes, a 4 week cancellation fee will be payable.

4.3 If a pupil stops attending lessons mid-term, no refund can be issued for the lessons missed for the remainder of the term.

4.4 If notice is given after the term has finished the following term's fees become payable in full.

4.5 Notice of cancellation should be sent to the Co-operative office and not to the school or individual teacher.

### **Cooling Off Period**

5.1 You have a legal right to cancel this application under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. This means that during the cooling off period, set out in 5.2, if you change your mind or decide for any other reason that you do not want to proceed with the lessons, you can notify the office of your decision to cancel the application and receive a refund for any lessons paid for but not received prior to that cancellation.

5.2 Your cooling off period starts from the date of this application and ends 14 days later. To cancel the application, you should let the office know that you have decided to cancel.

### **Complaints**

6.1 In the event of a complaint, SAMC will endeavour to resolve any disputes in a timely and reasonable manner. Complaints should be directed, in the first instance, to the SAMC Business Manager in writing by email or post at the address above.

6.2 Complaints will be handled in accordance with the SAMC Complaints Procedure which can be seen at <https://salisburyareamusic.co.uk/about-us/policies/>

### **Liability**

7.1 The Co-operative does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

### **Terms and Conditions**

8.1 The Co-operative reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by the Co-operative concerning these Terms and Conditions shall be final. Please note that these Terms and Conditions are legally binding. Your signature on the application form confirms that you have read and understood them and that you agree to abide by them.

### **Data Protection**

The data we collect is used for the running of SAMC. Information is used by SAMC Administrators and teacher-members for the purposes of running SAMC only. Information may be used for reporting and statistical purposes as required for funding; this information will be anonymous. SAMC may need to share your details with the pupil's school and with external organisations for the purposes of instrument hire.

### **Instrument Hire**

Parents have the opportunity to hire instruments through Wiltshire Music Connect, to find out more please visit [www.wiltshiremusicconnect.org.uk](http://www.wiltshiremusicconnect.org.uk)

### **Financial assistance**

Financial assistance is available to support families with the cost of tuition. Please contact your school for advice on what subsidy you may be entitled to and for help on how to apply.

### Pupil Application Form 2021/22

Pupil Name			
Date of Birth		School year in Sept 2021	
School			
Any relevant medical information or any learning needs			

Parent/Guardian Name			
Email	<b>Do write VERY clearly otherwise lessons may be delayed if we cannot contact you</b>		

Home Address			
Home phone			
Mobile			

Instrument															
Grades achieved or beginner															
Name of Instrumental Teacher (if known)															
<p><b>Group Lessons</b> - please tick below if you would like a <b>group lesson</b> (tick all that apply) Group lessons are available at the discretion of the teachers and the availability of suitable pupils. Prices vary according to the numbers in the group and length of lesson. <b>Parents will be consulted prior to the final decision on groupings</b></p> <table border="1"> <tr> <td>Group A (4 pupils in 30 mins) £4.67</td> <td></td> </tr> <tr> <td>Group B (2 pupils in 20 mins) £6.22</td> <td></td> </tr> <tr> <td>Group C (3 pupils in 30 mins) £6.22</td> <td></td> </tr> <tr> <td>Group D (2 pupils in 30 mins) £9.33</td> <td></td> </tr> </table>	Group A (4 pupils in 30 mins) £4.67		Group B (2 pupils in 20 mins) £6.22		Group C (3 pupils in 30 mins) £6.22		Group D (2 pupils in 30 mins) £9.33		<p><b>Individual (1 to 1 lessons)</b> Please indicate below if you would like an <b>individual lesson</b> - complete box in order of preference (ie 1, 2, 3)</p> <table border="1"> <tr> <td>15 minute individual lesson £9.33</td> <td></td> </tr> <tr> <td>20 minute individual lesson £12.44</td> <td></td> </tr> <tr> <td>30 minute individual lesson £18.66</td> <td></td> </tr> </table>	15 minute individual lesson £9.33		20 minute individual lesson £12.44		30 minute individual lesson £18.66	
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**PLEASE CONTINUE OVER THE PAGE - THIS AGREEMENT REQUIRES A SIGNATURE**

Please tick if your family is in receipt of Pupil Premium at school ( <b>do not tick</b> if you are Service Pupil Premium, ie armed forces)	
Please tick if your child has been identified as having SEND (Special Educational Needs and Disabilities)	

## Important Information on Instrument Hire

For lessons, other than vocal, to begin you will need an instrument. **Please tick as appropriate, if not completed then lessons cannot begin.**

I have an instrument and can start lessons straight away	
I need to hire an instrument	
I have an instrument on loan from Wiltshire Music Connect and the number is	

## Declaration

On behalf of the pupil named overleaf, I apply for instrumental/vocal tuition with the Salisbury Area Music Co-operative. I have read the terms and conditions and agree to pay fees when required. I understand that lessons will be renewed automatically within an academic year and that if I wish to cancel lessons I must ensure that my request in writing is received by the office 4 weeks before the end of the term. If notice to stop is received less than 4 weeks before the end of a term, but before the actual term finishes, a 4 week cancellation fee will be payable (see conditions 4.2 and 4.4). **I understand that if I fail to give notice on the above basis or if I give notice after the end of the term, the following term's fees become payable in full.**

Please note that these terms and conditions are legally binding. Your signature confirms that you have read and understood them and that you agree to abide by them.

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

Date \_\_\_\_\_

Once this form is received by the office it will be passed to the relevant teacher who will contact the parents.

Please check your email address is correct and legible otherwise your application may be delayed.