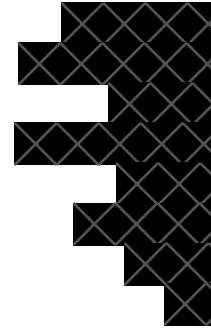




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**PHILL COURT MUSIC**



[info@phillcourtmusic.com](mailto:info@phillcourtmusic.com)  
[phillcourtmusic.com](http://phillcourtmusic.com)

## **LESSON TERMS & CONDITIONS INFORMATION PACK**

Dear Student/Parent/Guardian

This PDF outlines terms, conditions & information for tuition with Phillip Court Music and applies to new/existing students.

It will cover the topics mentioned below. If there is a query or something you would like more information on in this document, please don't hesitate to contact me.

Lesson arrangements

Payment & cancellation details.

Lesson resources & equipment.

Syllabus books.

Contact information.

Practice logs.

Social media.

# LESSON ARRANGEMENTS

Lessons are to be held on a once per week minimum basis, in person or via online video.

Lessons will take place on the days/during the hours of -

Monday - Saturday 09:00am - 23:00pm

Lesson times & dates can only be changed with notice of one week by the student/parent/guardian, but no guarantee can be made about available times/dates. I will do my best to reschedule lessons in the same week.

Lessons will be provided at my personal studio only (excluding online video or any other special arrangement such as educational institutions)

Individual lesson plans will be written for each student & for each lesson. These will be kept on file & are able to be requested with notice of 7 hours in pdf formats.

Lessons on different instruments/subjects can be scheduled together ie: guitar & bass guitar, with alternating lessons every week or split lessons if needed.

If the student is under 18 or requires a suitable adult to be present, they will need to be present for each & every lesson. This applies to in person & online lessons.

If specialist needs or special arrangements are to be taken into consideration please contact me at the first instance so that the lessons can be planned and arranged appropriately beforehand.

Exams are to be booked through myself in the first instance for all subjects excluding GCSE, As & A Level Music.

## PAYMENT & CANCELATION DETAILS

Private instrumental, theory or GCSE/A.S/A-Level lessons booked directly with myself are £16.50 for 30 minutes & £30 for 60 minutes in person or via online video.

*Lessons booked/supplied via a third party individual/organisation may be subject to different fees & will be noted thereof.*

Payment options for lessons are - Bank transfer (business account details will be provided when needed) credit/debit card, contactless, Apple Pay or similar service. Along with an online payment portal or using PayPal (fees may apply)

Bank Transfer Payments are to be paid before the commencement or next scheduled lesson.

The payment schedule for lessons is every month (first in advance)

Payments are guaranteed by using the Private Teaching Contract & this document, which gives information on payments and is to be signed by the parent/guardian or student (if over 18) and the teacher.

**Any** cancellations will incur a charge of the **full lesson fee** unless the lesson can be rescheduled within 7 days of the original lesson.

**Four** weeks written notice (or equivalent fee for four weeks of tuition) is needed to stop tuition and is outlined in this agreement & the private teaching contract.

# RESOURCES & EQUIPMENT FOR LESSONS

This is a basic list of resources and equipment you will need to bring each lesson, Be that in person or online. This is an ideal list only, & every lesson/ student's needs are different depending on subject/instrument/discipline undertaken.

Instrument

Tuner

Instrument Cable

Practice Log

Pen, Pencil & Eraser

Plectrum

Water

Syllabus Book

Grade Book

Any Handouts/lesson notes from previous lessons (or pdf's for online video lessons)

## SYLLABUS BOOKS I RECOMMEND

The “Complete Learn To Play” books are usually recommended for lessons in most circumstances, and can be purchased from myself, any good music retailer or online.

These are also available as E-Books with extra downloadable exercises/backing tracks.

**For Bass Guitar** - CLTP Bass

**For Guitar** - CLTP Guitar

**For Vocals** - CLTP Vocals/Singing

**For Music Theory** - ABRSM's Music Theory Guide, either part 1 or 2 respectively.

Or London College of Music Contemporary Music Theory Companions 1-8 respectively.

*For other lessons, subjects or further studies, other books may be needed. Including guide books, grade books, manuscript books or song books etc.*

## CONTACT INFORMATION

### Telephone

Studio - [REDACTED] 9:00am - 17:00pm Mon-Fri

Mobile - [REDACTED] 9:00am - 23:00pm Mon-Fri

### Email

info@phillcourtmusic.com

For general information regarding any services required.



Direct contact for Mr Phillip Court DipRSL(M.T) LRSL(M.T)

*Please note - Phill Court Music will not forward or sell your personal contact information to third parties, under any circumstances and all data is kept securely following all GDPR guidelines.*

# PRACTICE LOGS

Practice logs will be issued to all students the commencement of lessons in person.

The logs will be used to record homework, practice schedules and what has been covered in each lesson.

These will correspond with the individually tailored lesson plan for each lesson/student.

There is also a space for parent/guardian comments.

This can be used to relay information about any concerns regarding practice, content or homework.

Practice logs are free but replacement logs will be charged at £4.99.

The log will be filled in every lesson and will outline the key points, aims & objectives during the lesson.

It will include the homework, tasks and/or objectives to be completed for the next lesson.

Please use the practice chart inside to record practice times between lessons.

*For online video lessons a PDF of assigned work will be provided each lesson via email, Dropbox or similar. & can be used to mark out & keep a record of each students practice.*

## **SOCIAL MEDIA & PHILL COURT MUSIC**

I urge all students (18+) and/or parents/guardians to follow on social media, as some updates, news & general information will be posted regarding events, timetables & resources for students etc.

Links for the following can be found on [phillcourtmusic.com](http://phillcourtmusic.com)

Facebook

Instagram

Linkedin

Soundcloud

Twitter

Youtube

I also publish update blog posts on the site under the blog tab covering a large range of subjects including reviews, lessons, industry news, advice & more.

*Please try to avoid messaging using any social media outlet as these are not monitored 24/7.*



# Acknowledgment

Please sign and date this page below to acknowledge that you understand & accept the terms & conditions outlined in this document/contract. A copy will be returned & one kept on record for Phill Court Music. This will coincide with private teaching contract & the online video information pack if applicable.

An eSignature will suffice for the PDF version of this document

Name of Student/Parent/Guardian (Parent/Guardian if applicable)

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Lesson Subject & Duration

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Signature

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Thank you for choosing Phillip for private tuition.

If you have any queries or would like more information, please don't hesitate to contact.