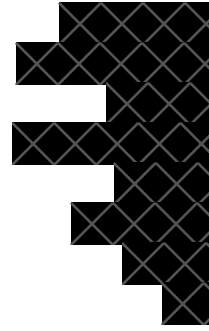




PHILL COURT MUSIC



info@phillcourtmusic.com
phillcourtmusic.com

LESSON TERMS & CONDITIONS INFORMATION PACK

Dear Parent/Guardian/Student

This pack outlines terms, conditions & information for tuition with Phill Court Music, whether you are an existing or new student.

It will cover the following topics. 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 once per week minimum. This includes lessons in person or via online video.

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

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

Lesson times & dates can only be changed with notice of one week, but no guarantee can be made about available times/dates.

Lessons will be provided at my studio only (excluding online video or any other special arrangement)

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 24 hours in pdf or printed formats.

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

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

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

Exams are to be booked through Phill Court Music for all subjects excluding GCSE, As & A Level Music.

PAYMENT & CANCELATION DETAILS

Private lessons booked directly are £[REDACTED] for 30 minutes & £[REDACTED] for 60 minutes across all lesson subjects in person or via online video.

Lessons booked/supplied via a third party individual/organisation may be subject to different fees.

Payment options are - Bank transfer (business account details will be provided when needed) credit/debit card, contactless, Apple Pay or similar service.

Please note - in studio lessons only for credit/debit card, contactless, Apple Pay or similar. Although card payments can sometimes be taken over the phone.

Bank Transfer payments are to be paid on or before the 5th of each month (Requires payment form)

Preferred method of payment, is every four weeks (first in advance) using bank transfer, standing order or via credit/debit card, contactless, Apple Pay or similar.

Payments are guaranteed by using the Private Teaching Contract, 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 one week 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 the Musicians Union contract

This excludes the two week cooling off period at the start of lessons outlined in the contract unless waived.

RESOURCES & EQUIPMENT FOR LESSONS

This is a basic list of resources and equipment you will need to bring each lesson. 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

Memory Stick

Plectrum

Water

Syllabus Book

Grade Book

Any Handouts From Previous Lessons (or pdf's for Skype/online video lessons)

SYLLABUS BOOKS

The “Complete Learn To Play” books will usually be required for lessons in most circumstances, and can be purchased from Phill Court Music, any good music retailer or Amazon.

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 - +44 (0)1443-569761

9:00am - 17:00pm Mon-Fri

Mobile - +44 (0)7939077315

9:00am - 23:00pm Mon-Sun

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.

PRACTICE LOGS

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

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.

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.

SOCIAL MEDIA & PHILL COURT MUSIC

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

Links for the following can be found on 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 do not direct mail or message 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)

Lesson Subject & Duration

Signature

Thank you for choosing Phill Court Music for private tuition.

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