

## Dixons City Academy- Peripatetic Music Service Terms and Conditions

### Payments

Lesson fees are invoiced via the ParentPay system one academic term in advance. Payment is expected in full prior to the end of the current term to secure the student's place for the following term.

In cases of late payment, the following escalation procedure will apply:

1. A reminder will be issued via MCAS one week after the payment deadline.
2. A follow-up telephone call will be made by the Administration Team.
3. A final telephone reminder will be issued.

If payment remains outstanding after these steps, the student will be withdrawn from the instrumental timetable for the subsequent term.

### Termination of Lessons

A full term's written notice is required to terminate instrumental lessons. Failure to provide adequate notice will result in a charge for the following term, regardless of attendance. This is due to the contractual obligations with peripatetic staff, whose time is scheduled and paid for in advance.

### Attitude

Due to the high cost to the Academy and parents for these lessons, it is expected that students who have a lesson adopt the appropriate attitude. There is often a waiting list of students who would be happy to take up a lesson if the opportunity arose and a student who is not demonstrating a satisfactory attitude towards their lessons will lose that opportunity to allow for another student to benefit.

If your child does have lessons, it is required that they undertake a certain amount of personal practise as set by the specific tutor. Students should aim to practice for a minimum of 20 minutes three times a week. The amount of time devoted to this practise varies according to the instrument being studied. The tutor will advise the students on the most appropriate amount of time to be spent in practise.

When your child is timetabled for a lesson, it is their responsibility to arrive on time with the correct equipment and books. Students are also to ensure that they know at what time their ensemble begins and turn up at the correct place, on time.

**Note: All lesson allowances are awarded at the Head of Department's discretion.**

Since the students miss essential curriculum work when they leave class for their peripatetic lesson, it is an expectation that they catch up with any missed work and complete any of the homework that has been set. If the student fails to meet the above requirements, or if a teacher within the Academy is not sufficiently satisfied that missed work and homework is being completed, then the head of department will review the privilege of the instrumental provision.

### Attendance

Students must consult the instrumental timetable noticeboard regularly and attend all scheduled lessons. Absence from two or more lessons in a term, without valid reason, may result in removal from the timetable for the following term.

Absences must be reported to the Academy, and it should be noted if the student is scheduled for a peripatetic lesson on the day of absence.

The following circumstances will not be counted as missed attendance:

1. Absence of the peripatetic teacher (as communicated via the noticeboard).
2. Exam or mock exam clashes (records will be updated accordingly).
3. School closure due to adverse weather or other exceptional circumstances.
4. Participation in an authorised school trip.

If any of the above occur, these will not count against your child's attendance.

## Performing Arts Admissions

If a student has a place at DCA through a successful Performing Arts Placement audition, they are entitled to one free paired instrument lesson on a woodwind or brass instrument. These students may then choose to upgrade their lesson from a paired to an individual lesson at half the usual price listed in the table above (e.g. £36.50 to upgrade their free paired 20-minute lesson to an individual 20-minute lesson). A single additional instrumental or singing lesson beyond this will be charged at the full rate. Any further will be charged at full price. This free lesson is provided under the agreement of regular attendance from the student as usual and will be rescinded if the student is not meeting the stated expectations (see section on Attitude to Lessons later in this booklet.)

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