



Julie's Music School

TERMS AND CONDITIONS (June 2024)

Please read the following information carefully and keep this document for reference. Note especially the notice period for changing times or stopping a course, as this can affect the whole class, not just your child.

In Summary:

- Bookings for a term's course need to be made online at the start of each term.
- Refunds for missed lessons are not given.
- If I am absent, a full refund for that class will be given.
- No food or drink in the classroom.
- Occasional lessons and the end-of-term concert will be filmed or photographed for your child's musical development, for further publicity for the school, for safeguarding purposes and for my professional development as a teacher.

1. CLASSES:

- 1.1. Operate during a 3-term year, each term usually lasts between 11 and 15 weeks.
- 1.2. Every Tuesday during term-time and will run for 30 minutes.
 - Year 1: 3:30 - 4:00
 - Year 2/3: 4:00 - 4:30
 - Year 2/3: 4:30 - 5:00
 - Year 3/4/5/6: 5:00 - 5:30

2. LESSON CANCELLATION / REFUNDS:

- 2.1. Refunds for missed lessons are not given. However, if I am unable to take the lesson for any reason, the lesson will be refunded.
- 2.2. In extreme weather conditions, or other events beyond my control, I will continue with the lesson in person, but regret that the lesson will not be refunded if cancelled for this reason.

3. SAFEGUARDING:

- 3.1. I maintain an up-to-date DBS check.
- 3.2. I hold both public liability and professional indemnity insurance. Documentation for this can be issued upon request.
- 3.3. I am committed to upholding the highest standards of safeguarding and child protection.

4. PHYSICAL CONTACT:

- 4.1. Touch is used to identify tension, correct alignment, and help children develop their own kinesthetic awareness. This work is crucial for beginners, and essential where players have developed physical habits which require retraining. It's also sometimes necessary when doing action songs to build musicianship skills (i.e. clapping palms).
- 4.2. Touch is limited to hands, wrists, arms, shoulders and back.
- 4.3. The purpose of touch is always explained when physical contact is necessary, so that the student is able to engage positively and effectively in learning.
- 4.4. Physical contact is never used unnecessarily, inappropriately, or without consent.

5. BEHAVIOUR:

- 5.1. For positive learning to take place in the class, I expect children to be kind and respectful to me and the others in the class.
- 5.2. I will set clear boundaries of what is expected, and I aim to be firm and consistent so that children know and feel secure within those boundaries.
- 5.3. If a child is disruptive, I will respond positively to them and help to maintain their self-esteem by showing I disapprove of their disruptive behaviour, not the child themselves. I will speak to the parent to discuss the incident and suggest ways to support the child.

6. RECORDING IN LESSONS:

- 6.1. Occasional lessons and the end-of-term concert will be photographed or filmed for the child's musical development and my professional development as a teacher. Parents must fill out an updated **Recording Permission Form**, which allows them to give or deny consent.
- 6.2. If no parent is present to watch the class, the lesson will be recorded. This is for safeguarding reasons.

7. OTHER:

- 7.1. No food or drink in the classroom.
- 7.2. Parents are allowed to be present to watch during the class.
- 7.3. Term dates are available on my website.

8. INSTRUMENT:

- 8.1. Children will need a keyboard or piano at home to practice on. Preferably it needs to be full-length with 88 weighted keys. But for beginners, who are trying the instrument out, a smaller keyboard of 61 keys and above will be adequate at the start.