

Instrumental

Music Lessons

Application Form

Terms and Conditions

This section is to be completed by the Music Teacher.

For lessons based at:

Music tuition by:

Contact details:

Introduction

Dear Parent / Guardian,

Thank you for your interest in instrumental lessons for your child. I am delighted to be working in partnership with you and the school to provide high-quality instrumental tuition that nurtures creativity, confidence, and musical skill.

Please note that I am a self-employed music teacher, not an employee of the school listed in this agreement. The school acts as a facilitator of lessons, providing space and support to help ensure your child receives the best possible learning experience. While lessons take place on school premises, all arrangements - including scheduling, payment, and communication - are managed directly between myself and you as the Parent / Guardian.

From time to time, the school may apply room hire charges for the use of its facilities. Where applicable, these charges may be added to the overall cost of tuition and will be clearly itemised on your invoice.

The following Terms and Conditions outline the expectations and responsibilities of both the Parent / Guardian and the Teacher. They are designed to ensure clarity, fairness, and a smooth, supportive learning experience for your child.

If you have any questions or concerns at any point, please don't hesitate to get in touch.

Warm regards,

Application Form

Date

Student's name

Hereinafter referred to as the Student

Date of birth

School

Parent's / Guardian's name

Hereinafter referred to as the Parent / Guardian

Address

Postcode

Telephone

Emergency contact name

Emergency contact phone number

Lesson duration

Proposed start date

Do you have an instrument?

Yes

No

Preferred payment method

Personal data will be handled securely and used only for the purposes of lesson administration, communication, and invoicing. Please refer to the attached Privacy Policy with regards to data collection and protection.

Terms and Conditions

Whereby it is agreed as follows:

1. The Teacher will provide _____ lessons, each lasting _____ minutes, starting on _____ at _____ . Lessons will normally take place weekly, excluding holiday periods, unless otherwise agreed. A schedule of lesson dates and times will be provided prior to the first lesson. Changes to the schedule may be made if mutually agreed by both the Teacher and the Parent / Guardian.
2. Parents are kindly requested to pay in advance for a series of lessons - typically 11 or 12 sessions - as invoiced by the Teacher. Accepted payment methods include:
The total fee is calculated at £ _____ per lesson. Including VAT _____ Excluding VAT _____
3. Late payment may result in a delay to the start of lessons. The Teacher reserves the right to charge interest on overdue payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 where applicable.
4. The Teacher may from time-to-time review tuition fees. The Teacher shall give the Parent / Guardian not less than _____ weeks' written notice of any increase in rates.
5. This Agreement shall continue until terminated by either Party giving not less than _____ written notice to the other. The Parent / Guardian is requested to complete the Cancellation Form as set out below.
5a. Please note: During the notice period, the Teacher does not offer refunds for lesson cancellations, unless _____ otherwise agreed in exceptional circumstances. If written notice is not received, up to six lessons will remain chargeable to the Parent / Guardian.
6. The Parent / Guardian has a legal right to cancel this Agreement and receive a refund under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations (2013) during the 'cooling off period' which starts from the date of this Agreement and ends 14 days later. To cancel the Agreement, the Parent / Guardian should let the Teacher know by email that he / she has decided to cancel. The Teacher will confirm receipt of this email and arrange a refund for lessons not received. Reimbursement will be made using the same means of payment for the initial transaction, unless agreed otherwise.
7. The Parent / Guardian is responsible for ensuring that the Student is available for the arranged lesson as confirmed by email between the Teacher and Parent / Guardian. Delays or interruptions (for which either the Parent / Guardian or Student is responsible) encroaching into this time will be considered as time provided.
8. If no prior notice to discontinue lessons has been served and the Student fails to attend an arranged lesson according to the Schedule provided by the Teacher (or as subsequently confirmed by email between the Teacher and Parent / Guardian), fees for that lesson remain payable and no refund of any fees paid in advance will be given.

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9. Should a lesson be missed by the Teacher for any reason, the Teacher will either provide a replacement lesson at an agreed time or issue a credit note or refund for the missed session. Where appropriate, the Teacher may offer a suitably qualified substitute to deliver the lesson. Any substitute will be supervised by the Teacher, and all terms of this Agreement will remain in full effect. The Parent / Guardian has the right to reasonably decline the substitute. In such cases, the Teacher will endeavour to rearrange the lesson at a mutually convenient time or provide a credit note or refund.
10. Cancellations made with less than 48 hours' notice may incur the full lesson fee, except in cases of genuine emergency or illness, at the Teacher's discretion.
11. Extra lessons may be scheduled at any other time by mutual agreement and at a cost agreed between the Parent / Guardian and Teacher.
12. The Parent / Guardian and Student undertake not to make unlawful photocopies of music.
13. Examination entries, festivals, competitions or similar activities or events will only be entered if the Parent / Guardian (in consultation with the Student) and Teacher agree. Any entry fees will be paid by the Parent / Guardian.
14. The Parent / Guardian is responsible for informing the Teacher of any medical, health, or other such condition(s) which may affect the learning experience and interaction.
15. The Teacher agrees to follow safeguarding best practices in accordance with statutory guidance. Where concerns arise, the Teacher may report the matter to the School's Designated Safeguarding Lead (DSL), or, where appropriate, to the Local Authority Designated Officer (LADO), in line with local safeguarding procedures.
16. The Parent / Guardian and Teacher agree to comply with all applicable laws, statutes, regulations including in relation to confidentiality, privacy, and GDPR.
17. The Teacher is not responsible for the loan of any equipment (e.g., instruments, computers, etc.) or materials (e.g., sheet music) unless agreed in advance.
18. Materials supplied electronically by the Teacher remain the Intellectual Property of the Teacher.
19. From time to time, the Teacher may request that the Parent / Guardian purchase specific music materials (e.g. sheet music or books) for the Student to support their learning. It is expected that such purchases will be made promptly to avoid disruption to the Student's progress.
20. The Teacher is not liable for any technical faults, failures, or damages to equipment used by the Student, and will not be required to make up any lost teaching time caused by such issues.
21. The Parent / Guardian is responsible for the insurance of the Student's instrument and all equipment used by the Student.

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22. Lessons must not be recorded by either party without prior written consent. If permitted recordings are made, they must not be shared with third parties or uploaded to social media (this includes videos and photographs).
23. All communications regarding missed or cancelled lessons must be between the Parent / Guardian and Teacher. Under no circumstances should the Student contact the Teacher directly or vice versa.
24. For the purposes of confidentiality and privacy, all communications between the Parent / Guardian and Teacher should be via email. Communication by telephone should only take place where necessary due to urgency e.g. unavoidable last-minute cancellations.
25. Any defamatory, offensive or illegal material aired online and / or via social media by the Student or Parent / Guardian, or inappropriate behaviour by the Student or Parent / Guardian, will result in the immediate termination of lessons. What constitutes such behaviour will be determined in the reasonable opinion of the Teacher. In this instance, the Teacher reserves the right to withdraw entirely from this Agreement with immediate effect. Fees paid will not be refunded.
26. The Teacher has a current disclosure check and Public Liability Insurance.
27. Should the Parent / Guardian wish to raise a concern or make a complaint, this must be addressed directly to the Teacher in the first instance, preferably in writing via email. While complaints are not handled by the School, the Teacher is obliged to inform the School of any complaints received, in accordance with professional conduct and accountability standards. The Teacher will aim to respond within five working days in an effort to resolve the matter promptly and constructively.
28. Neither party shall be liable to the other party for any breach by the other of any of the terms and conditions herein occasioned by pandemic, any act of God, war, revolution, riot, civil disturbance, strike, lock-out, flood, fire or other cause not reasonably within the control of such party.
29. By permitting the commencement of lessons, the Parent / Guardian is deemed to have accepted the terms outlined above, including the payment conditions.

Cancellation Form

Date

To

Teacher's name

From

Parent's / Guardian's name

Student's' Name

School

I hereby give notice that I wish to cancel instrumental music lessons in accordance with the Terms and Conditions of the Agreement. I understand that lessons scheduled during the notice period remain chargeable and that refunds will not be issued for cancellations during this time, unless otherwise agreed by the Teacher in exceptional circumstances.

Reason for cancellation

Optional

Signed

Parent / Guardian

Privacy Policy

1. Introduction

This Privacy Policy explains how I collect, use, store, and protect personal information relating to students and their parents / guardians in connection with private instrumental music tuition delivered in a school setting.

I am committed to protecting your privacy and ensuring that personal information is handled responsibly and in compliance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. What Information I Collect

In order to provide instrumental music lessons, I may collect the following information:

- 2a. Student details: name, age, school year, instrument studied, lesson records, and progress reports.
- 2b. Parent / guardian details: name, email address, telephone number, and billing information (if applicable).
- 2c. Administrative records: lesson schedules, attendance, and payment records.
- 2d. Correspondence: any communication regarding lessons, progress, or scheduling.

I do not collect or store unnecessary personal data.

3. How I Use Personal Information

Personal information is used for the following purposes:

- 3a. To arrange and deliver music lessons.
- 3b. To communicate with parents / guardians regarding scheduling, student progress, and tuition matters.
- 3c. To manage invoicing, payments, and financial records.
- 3d. To meet safeguarding obligations within the school setting.

4. Lawful Basis for Processing

I rely on the following lawful bases under the UK GDPR:

- 4a. Contract: to provide music lessons as agreed.
- 4b. Legal obligation: to comply with safeguarding, child protection, and record-keeping requirements.
- 4c. Legitimate interests: to ensure effective lesson planning, communication, and tuition delivery.
- 4d. Consent: where explicit permission is required (e.g., using a student's photo or recording for educational purposes).

5. Sharing Personal Information

I will only share personal information when necessary and appropriate:

- 5a. With the school, for safeguarding or lesson coordination purposes.
- 5b. With relevant authorities, if required by law or safeguarding concerns.
- 5c. With service providers (e.g., accounting software) strictly for administrative purposes.

I will never sell or share personal data with third parties for marketing.

Privacy Policy

6. Data Storage and Retention

- 6a. Records are stored securely, for example in password-protected digital files or a locked cabinet.
- 6b. Personal data will be retained only for as long as necessary to fulfil the purposes outlined above.
This will typically be for the duration of tuition, plus up to six years thereafter for administrative, legal, or safeguarding purposes, unless a longer retention period is required by law or regulatory guidance.
- 6c. After this period, records will be securely deleted or destroyed.

7. Your Rights

Parents / guardians and students (where appropriate) have the right to:

- 7a. Access the personal data I hold about them.
- 7b. Request corrections to inaccurate or incomplete data.
- 7c. Request deletion of data where it is no longer needed.
- 7d. Object to processing in certain circumstances.
- 7e. Request data portability, where applicable.

Requests can be made by contacting me directly (see Section 9).

8. Safeguarding and Confidentiality

I follow safeguarding policies in line with the school and statutory requirements. Personal information shared for safeguarding purposes will always be treated with the utmost confidentiality and in the best interests of the student.

9. Contact Information

If you have questions or concerns about this Privacy Policy or your personal data, please contact:

Name:

Email:

Phone:

10. Updates to This Policy

This Privacy Policy may be updated periodically. The most recent version will always be available on request. Parents / guardians will be notified of any significant changes.