



HECKMONDWIKE GRAMMAR SCHOOL MUSIC DEPARTMENT TERMS & CONDITIONS OF INSTRUMENTAL/VOICE LESSONS 2025/2026

Times and dates

- Lesson times and dates are displayed on the school website, Teams and on a notice board outside the music rooms.
- Where possible, lessons are rotated each week to try and avoid the same academic lessons being missed with regularity.
- Lessons are during school time
- Sixth form students should endeavour to have their lessons fixed in their free periods.
- Before/after school and lunchtime lessons are usually only reserved for year 11 students, as it is their GCSE year.
- Students must ask permission to leave their class lessons and return promptly afterwards.
- Lessons may be able to be swapped should a problem arise and if there are more serious difficulties certain times can usually be avoided. Please speak to the Head of Music in these circumstances.
- The music department store area in S005 will be open from approximately 8:00am for instruments to be stored.
- Please stress to your child about the importance of storing instruments carefully and in a tidy manner.

Attendance

- All peripatetic teachers keep a weekly register, which is regularly checked.
- In cases of continued absence, parents will be notified by ClassCharts notices, email or telephone.
- If you have applied for shared lessons for your child and there is no appropriate partner, then either 10-minute weekly or 20-minute fortnightly lessons will be offered.
- We would ask you to encourage your child to practise regularly and help us by reading and signing the practice book each week to ensure continued attendance and progress.
- **Full access to 'Associated Board' and/or 'Rockschool' grade examinations are available and encouraged.**

Payment

- Prior to the start of an academic year a link to a form, will be added to the school's website where you can register for music lessons. For 2025/26, this must be completed by **Friday 5th July 2025**. After that date please contact the Business office on finance@heckgrammar.co.uk. On a termly basis, parents who have children participating in lessons will be contacted in advance of the payment dates below to confirm they wish lessons to continue. Based on the information provided payment requests will be sent to parents.
- **Payment must be made in advance for the term ahead** e.g. you will be sent a payment request for autumn term lessons in June, spring term will be towards the end of the autumn term and summer term will be towards the end of the spring term.
- Payments are through 'ParentPay' our on-line payment system. If you don't have an account please speak to the Business Office about creating one. The Business Office can be contacted on finance@heckgrammar.co.uk.
- Please ensure prompt payment to the **Business Office** on receipt of a request through Parent Pay. **IF PAYMENTS ARE NOT MET BY THE DATES BELOW THEN STUDENTS WILL NOT BE TIMETABLED FOR FUTURE LESSONS.** We cannot accept any responsibility for disruption to tuition due to late payment.

* Autumn Term (Sep-Dec 2025) Payment Due	BY 10th July 2025
* Spring Term (Jan-Mar 2026) Payment Due	BY 11th December 2025
* Summer Term Apr-Jul 2026) Payment Due	BY 21st March 2026

- Payment requests will be raised on an even termly split however, please note that the number of lessons given each term will vary slightly. The autumn term is longer (14-15 weeks) and the summer term may be interrupted by examinations.
- The school will provide 33 lessons over the course of an academic year.
- Refunds will not be available for lessons missed due to student absences, exams or trips. *Please notify the Head of Music regarding any long-term absence.* Only, if including such absences, lessons fall below the minimum for the academic year, will we consider partial refunds but this will be on an individual basis.

Financial Support

- **Children Looked After are entitled to free music tuition throughout their education. Please contact the Finance Director in confidence.**
- **KS3 Children in receipt of Pupil Premium are entitled to free music lessons.**
- **KS4/5 Children in receipt of Pupil Premium or 6th form bursary are entitled to half-price music lessons. Pupil Premium children or 6th form bursary students who study GCSE or A level music are entitled to free lessons. Please contact the Finance Director in confidence.**

Ceasing Lessons

- A student can only withdraw from lessons **at the end of a term**. If a student ceases lessons before the end of term there is no refund entitlement.
- Should you wish your child's lessons to cease we ask for written confirmation before the next payment date. Written confirmation should be to the Head of Music and the Business Office.
- Prior to the summer term the Head of Music will contact students in years 11 and 13 with regard to exam leave to discuss the option of continuing or ceasing lessons early.

Insurance

- Parents are advised to take out insurance cover for their child's instrument. This should provide 'all-risks' cover including travel to and from school, storage at school and in a car boot, plus events both on site and out of school.
- www.larkmusic.com is one reputable firm, but some home insurance companies may be able to include it on a policy.

Ensemble Participation

All instrumental or vocal lessons are subsidised by the School Governing Body and are given on the understanding that the students shall take a full and active part in the school musical activities. This means you are required to regularly attend our ensembles and concerts as appropriate to your ability. For a list of ensembles, please see the website or music notice board.