

## CONTRACT

This form constitutes a contract between Leon King and the parent/guardian named below.

Leon King  
 Address XXXXXXXXXXXXXXXX  
 Tel: XXXXXXXXXX email: [XXXXXXXXXX](mailto:XXXXXXXXXX) website: [www.leonking.me.uk](http://www.leonking.me.uk)

(Please PRINT)

<b>CONTRACT FOR TEACHING BETWEEN                      LEON KING AND PARENT/GUARDIAN NAMED BELOW</b>				
Date	/ / 20__			
Child's name	Child's date of birth (for exam entries)			
Prior experience on violin	None	1 year	2 years	over 2 years
Exams taken (if any)				
Lesson length required	20 mins	30 mins	45 mins	
My child:	does / does not have a violin			
Special medical or educational needs (if any) See condition 9.				
I would like my child to have violin lessons. By signing below I agree to the terms and conditions.				
Parent/Guardian's name				
Parent/Guardian's signature				
Address (including postcode)				
Home phone				
Mobile				
Email				
I would like to receive bills by email <input type="checkbox"/> (tick if yes)				

## Terms and conditions

**My teaching rate** for the academic year 2011 – 12 is £30 per hour pro rata.

- 20 minute lesson - £10.00
- 30 minute lesson - £15.00
- 45 minute lesson - £22.50

Fees are subject to annual review.

1. **Billing:** Half-termly in advance. An invoice will be sent by email or post before the first lesson and must be paid by the date specified on the invoice. If you are happy to receive invoices by email please indicate by ticking the box. Online payment is available on request. N.B. Term lengths vary considerably and bills will reflect the number of teaching weeks in the term being billed.
2. **Teaching days:** Lessons take place on most of the available weeks during term. I will inform you on which days lessons will take place at the beginning of each half term on the invoice. I aim to teach on at least 30 weeks in the school year but usually teach more.
3. **Lesson days and times:** Lessons will normally take place on the same day each week.
4. **Missed lessons:** Unfortunately it is not usually possible to make up missed lessons and it is not possible to refund fees for lessons missed due to pupil absence.
5. **Teacher absence:** If I become unavailable on a day on which I have already informed you that a lesson will take place, you will be notified and any fee already paid for that lesson will be carried forward to the following half term. If this is not possible, a refund for that lesson will be given.
6. **Exams:** I am happy to enter students for Associated Board or Trinity Guildhall exams but this is not compulsory. My primary aim is that children have a rewarding and enjoyable musical experience. Exam fees will be billed in advance and must be paid by the application deadline date. Students must not enter for exams without consulting me. I will not enter students for exams without permission of the parent/guardian.
7. **Instruments:** You need to provide an instrument for your child if you do not already have one. I can advise you on what type and size of instrument your child needs.
8. **Notice period:** Half a term's notice is required in writing for termination of lessons.
9. **Special medical or educational needs:** In the interests of the student's well-being whilst in the teacher's care, the teacher must be informed of any medical, special learning needs or other condition affecting the student. This information will be treated in strict confidence and will not be disclosed to any third party.
10. **Child Protection:** Due to child protection advice, I am not able to have direct contact with students by their own personal mobile phone or email. All communications must be via parents' phone/email or through school.