

## PRIVATE TEACHING CONTRACT

THIS AGREEMENT SHOULD BE COMPLETED AND SIGNED BY A PARENT OR GUARDIAN OF THE STUDENT WHERE THE STUDENT IS UNDER 18 YEARS OF AGE

An Agreement made this ..... 2020

between **STEVEN LEVITT** (the Teacher)

of **15 THE ELMS, MILTON, CAMBRIDGE CB24 6ZQ**

and \_\_\_\_\_ (full name)

of (address) \_\_\_\_\_ (Parent/Guardian)

for the Teacher to provide lessons, at the dates and times set out below, of **PIANO** tuition online or in person (subject to COVID -19 restrictions) of **30 minutes each** (duration) to **XXXXX** (the Student) for a fee of **£17.00** per lesson payable in full at the beginning of each month in cash, cheque or Internet Banking/Standing Order.

Lessons to commence on **Monday 7<sup>th</sup> September 2020** and thereafter on

<b>DATES</b>	<b>TIMES</b>	<b>VENUE</b>
<b>XXXX</b>	<b>XX.XX</b>	<b>On-line</b>

**Cancellation Policy:** A written notice period of **6 weeks** is required to terminate this Agreement (see Term 5 overleaf) after an initial "Cooling off" period of 14 days.

This Agreement is subject to the terms and conditions printed overleaf and may only be varied with the agreement of both parties.

Signed by the Student/Parent/Guardian ..... (\*Delete as applicable)

Signed by the Teacher ..... Date .....

(\*This agreement should be completed and signed by a Parent or Guardian of the Student if the Student is under 18 one copy to be retained by the teacher and one by the parent/guardian/student.)

**N.B. THE CONDITIONS OVERLEAF FORM AN INTEGRAL PART OF THIS CONTRACT**

## 1. DATA PROTECTION (GDPR)

I have read and understood this paragraph

*The General Data Protection Regulations (GDPR) came into force in May 2018. This means that by signing this contract, you agree to me storing and keeping information, in electronic and other means. Effectively, that is a copy of this contract, name, address, telephone and email details for contacting you, and stored in my accounting software, to invoice you for your lessons etc., Students dates of birth for examination entries. Also in keeping records of examination entries and achievements etc. NO DATA IS SHARED AT ANY TIME, except that required for examination entries.*

## 2. FEES

Lesson fees quoted are for 30 minutes and will be paid pro rata for lessons of more than one half hour's duration. Lesson fees are subject to annual review.

## 3. MISSED LESSONS

*All lessons missed by the Student shall be paid for (i.e. no refund will be given) unless missed due to a medical emergency or bereavement.* If the Teacher is unavailable to give any scheduled lesson the lesson will be carried forward to another date. If this is not possible, any fee already paid will be refunded or used to pay for a future lesson.

## 4. ADDITIONAL LESSONS

Extra lessons may be scheduled during holiday periods or at any other time by agreement. This is not always possible due to my own family's circumstances.

## 5. TERMINATION OF AGREEMENT

A decision to discontinue lessons after the initial 14 day's introductory period has been completed, may be taken by the Student/Parent/Guardian or the Teacher.

At any time after the introductory period, the decision to discontinue lessons may be taken by the Student/Parent/Guardian or the Teacher in which case **six (6) weeks written notice** shall be given by the party seeking to discontinue. If the Student discontinues lessons with insufficient notice, the Student/Parent/Guardian will be liable to pay fees for those lessons not taken during the notice period.

## 6. GENERAL

- a. *The Student/Parent/Guardian* agrees to pay for any music and accessories etc. required by the Student and provided by the Teacher.
- b. *The Student/Parent/Guardian* will be responsible for any loss or damage incurred to any instrument, accessory or music loaned by the Teacher to the Student. Such items will be returned on request to the Teacher.
- c. *The Student/Parent/Guardian undertakes not to make photocopies of any music.*
- d. *The Student* will not enter any examination, festival, competition or otherwise perform in public without first consulting the Teacher. *The Teacher* will not enter the Student for any examination/festival etc. without the approval of the Student/Parent/Guardian. Any entry fees for examinations/festivals etc. will be paid by the Student/Parent/Guardian.
- e. *The Student/Parent/Guardian* is responsible for the insurance of the Student's instrument. In the interests of the Student's well-being whilst in the Teacher's care, the Teacher must be informed of any medical or other condition affecting the Student. **On occasions, it may be necessary for the teacher to touch the hands and/or arms of the student to demonstrate correct hand positions or to assist with fingering or other techniques. Unless the parent/guardian etc says otherwise, this contract accepts that this is accepted practice.**  
*If the Student has an allergy to or phobia of dogs, the teacher should be informed (as the teacher owns a dog), so that arrangements can be made to keep the dog out of the way. This will only apply to lessons received in my home.*
- f. *For lessons on your premises or online*, if the Student is under the age of eighteen (18), the Parent/ Guardian shall ensure a responsible adult is present on the premises and within earshot of the Student for the duration of each lesson.

## NOTES FOR GUIDANCE

"Term" in the above context corresponds to the termly calendar in LEA schools.

*As a member of the Musicians' Union, the Teacher is fully insured for public liability, and has obtained a DBS enhanced disclosure certificate with continuous update. He has also undertaken a Safe-guarding training course run by the Diocese of Ely in January 2015.*

**It is important to note that whilst a Teacher will use his or her best endeavours to ensure the Pupil makes satisfactory progress, this cannot be guaranteed. In particular, careful regular practice as advised by the Teacher is a pre-requisite of success on a musical instrument.**