

Rowans Music

incorporating Rowans Music and Rowans Scientific Publications



Tuesday, 25 August 2020

XXXXX

Dear XXXXX

Thank you for selecting me to be XXXXX's Piano teacher. I would like to ask that you read this letter and the enclosed Contract for full terms and conditions carefully, and then sign both copies of the Contract returning them to me at the first lesson, so that I can also sign them. Because of COVID restrictions, all lessons are currently online via Skype or Zoom.

Fees are **£17.00** per week, and lessons will be on **Tuesdays at 7.00pm online**. Fees are payable on the first lesson of each month. I generally invoice for the whole year and break the payments into 12 equal monthly instalments payable by Standing Order payable on the first of the month (pro rata if starting later in the year). If you prefer to pay by Electronic transfer of funds by internet/phone banking/cash on receipt of a monthly invoice this is also fine. For payment by cheque, these should be made out to '**Steven Levitt**' but as my bank charge 75p per cheque paid in, I would have to add this to each invoice.

Lessons: Lessons will be timed for 30 minutes from the time that you login. I will have to keep strictly to time, as I will need to leave to teach another student in the online session. There will obviously be a small amount of changeover time, but I need to keep this to a minimum.

Music: You will need to obtain the music I suggest, from any of the music shops in Cambridge. Occasionally I might be able to get it for you, if I am visiting one of the shops, but I am not able to make regular visits to buy music for clients. For child beginners, I use the **John Thompson Easiest Piano Course Part 1**. These were in stock, at the time of writing, at *Pianoforte Cambridge*, King's Hedges Road, Cambridge.

Examinations: I enter pupils for examination with the **Associated Board of the Royal Schools of Music (ABRSM)**, when I consider them to be ready. I expect scales to be fluent and aural tests to be understood at the beginning of the term the examination is to be undertaken so that the final term can be spent concentrating on polishing the pieces.

Data Protection: The General Data Protection Regulations (GDPR) came into force in May 2018. This means that by signing my 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. also in keeping records of examination entries and achievements etc. **NO DATA IS SHARED AT ANY TIME**, except that required for examination entries.

This term starts on Monday 7th September 2020. I usually teach only during term times, although where a term begins or ends, midweek I may start my term on the Monday or finish on the Friday. I am only available for teaching Monday–Friday mostly after school, but I am also available during school hours. New students commence lessons on a half term trial basis, at the end of which, by agreement we will either continue or end the contract. After that time, condition 5 of the terms of the contract will apply.

Yours sincerely

Steven Levitt