

Rowans Group

incorporating Rowans Music and Rowans Scientific Publications



Monday, 20 March 2017

Dear

Thank you for selecting me to be your child's Piano teacher. I would like to ask that you read this letter as it contains some of my terms and conditions, along with the enclosed Contract for full terms and conditions, and sign both copies of the Contract and return them to me at the first lesson.

Fees are £16 per week for lessons in your home. Fees are payable in advance, on the first lesson of each month. Bills for each month are given out the week before payment is due. **Cheques should be made out to 'Steven Levitt' and or 'Rowans Group'**. As my bank makes a 75p charge for depositing cheques, this is passed on to clients if payment is made by cheque. Payment by Standing Order, or electronic bank transfer are free, and so I encourage payment by this method, as I object to paying the bank any more than is absolutely necessary!

Lessons: Lessons will be timed for 30 minutes from the time that I arrive. I will have to keep strictly to time, as I have to leave to teach at another pupil's home. There will obviously be a small amount of changeover time, but I need to keep this to a minimum. Adverse traffic conditions may occasionally affect arrival times. If the delays are likely to be more than 10 – 15 minutes, I will telephone you to appraise you of the situation.

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 young beginners I use the *John Thompson Easiest Piano Course Part 1* or for the very young *Music for Little Mozarts, lesson book 1*. For older beginners, I use the *Bastien: Older Beginners Course, level 1*, *Pianoworks Book 1* by Janet and Alan Bullard or the *Alfred Basic Adult All-In-One Piano Course, Level 1*.



Examinations: I enter pupils for examination with the *Associated Board of the Royal Schools of Music*, 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.

This term started on Wednesday 4th January, and ends on Friday 31st March 2017 with half term from Monday 13th to Friday 17th February. 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 usually after school, but I am also available occasionally during school hours. I normally teach on Bank Holidays that fall outside school holidays, unless I inform you otherwise

New students commence lessons on a half term trial basis, at the end of which, by mutual agreement, we will either continue, or end the contract. After that time, condition 4 of the terms of the contract will apply.

Yours sincerely

Steven Levitt