

## Harrogate Grammar School- Terms of Membership

- Pupils will usually be expected to provide their own instruments through the various schemes of loan, hire or private ownership. Ask us about locally recommended music shops and advice on buying instruments. Some instruments (Tuba, Trombone, Euphonium, French Horn, Violin, Viola, Flute, Clarinet, Bassoon, Alto & Tenor Saxophones) may be available to hire from the Harrogate Grammar School music department at a very low cost. (This hire facility is only available to students at Harrogate Grammar School at present). Ask for details on instruments currently available.
- **Payment** for tuition is due in advance; parents or pupils will be billed by email (when possible) for the full term's lessons at the middle of each term. (Term 1: October; Term 2: February; Term 3: May).
- If a pupil misses a lesson, the fee for that lesson will still be charged, unless 24 hours advanced notice of absence has been given to the teacher. A cancelled lesson due to absence on the part of the teacher will either be credited to the following term or rearranged for later in the term. It is therefore advisable to ensure that both you and the teacher have each others telephone numbers.
- **Please make direct contact with the instrumental teacher in the event of needing to miss or reschedule a lesson.**
- The Music School is open during school term time only. It may be possible to arrange lessons outside the school term in special circumstances.
- Cheques should be made payable to "**Harrogate Music School**" (with the pupils name written on the reverse) and mailed to Mr. Kemp (NOT given to the teacher) at the Music School address. Please try to avoid having the students 'hand in' the money at school. There have been numerous occasions in the past when the cheques have never made it to their intended destination due to being left in the bottom of a school bag!
- As from September 2008 the **registration fee of £15** will be paid by each new pupil on joining the music school **before** the tuition commences.

- Neither the Music School nor the Grammar School can be held responsible for any accident, theft or damage that may occur on the premises. Please do not leave any instruments unattended.
- **Four lessons notice** (or equal pay) in writing to both the teacher and the principal of the Music School is required for termination of tuition. This is so that we can rearrange teaching schedules and organise new pupils from any waiting lists.

**Tuition fees are reviewed on an annual basis**

**Students are requested to make prompt payments when they are invoiced to avoid late payment fees.**

Enjoy your music making  
Andy Kemp  
Music School Principal