



# TERMS AND CONDITIONS

BEETHOVEN MUSIC SCHOOL



52 WALTON ROAD  
HARROW  
HA1 4UU

HARROW ARTS CENTRE  
171 UXBRIDGE ROAD  
PINNAR HA5 4E



[www.beethovenmusicschool.com](http://www.beethovenmusicschool.com)

## 1. LESSONS

### 1.1 INSTRUMENTAL LESSONS

Instrumental classes are always individual and can vary in length depending on age and level of the student.

### 1.2 MUSICIANSHIP

Musicianship classes are group lessons. Being part of a musicianship course is compulsory as it provides a quality and in-depth musical education.

### 1.3 TEACHERS

A student's Instrumental and Musicianship teachers can vary during some weeks of the academic year due to Teacher's sickness or performances. In this case a supply teacher may take his/her place if there has been enough notice to organise it or lessons will take place ONLINE. Alternatively, the teacher will offer rescheduling options.

## 2. FEES

2.1 Tuition fees are payable in four weeks periods in advance.

2.2 A four weeks invoice will be sent at the beginning of four weeks period. Fees are due by the deadline provided on the invoice.

2.3 Cheques are not accepted unless agreed beforehand. Bank charges on any returned cheques will be levied in full.

2.4 Late Payments - if payments are not paid within 4 weeks of the deadline stated on the invoice, interest will incur at 4% per week from week 4 as per the Bank of England base rate. Increases in fee levels may be happen between one academic year to the next. Changes will be published in the website before the academic year starts,

2.5 Invoices: Payment must not be amended by students or parents once the invoice has been issued. Any amendments will be made in the next invoice.

### 3. ABSENCE AND RESCHEDULING

3.1 Fees will not be adjusted to take into account absences, variations, illness, holidays, or anything else that makes the student miss the lesson,

- When a lesson has been cancelled by the teacher, it will be rescheduled by the teacher.
- Students can make up individual lessons by using our Calendly service. A link is provided when a student joins. Teachers don't have an obligation to make up lessons missed by students and will not work extra hours outside their working schedule to accommodate make ups. Students can book free spaces in Calendly. When a Student is going to miss a lesson and informs in advance that space is added in Calendly. This service cannot guarantee that lessons will be made up. It is the parents/student's responsibility to keep checking Calendly for new added free spaces.
- If a musicianship lesson is missed, a student can opt to attend an extra lesson in another group/level. An email with information on Musicianship days/times and links is sent to every student.

3.2 If a student comes to a lesson sick or becomes sick during a lesson, the parents will be asked to collect him/her and the lesson will not be deducted or rescheduled. Therefore sick students should not attend but are welcome to have the lesson online.

### 4. TERMINATION OF ATTENDANCE AT A MUSIC COURSE DURING THE ACADEMIC YEAR

4.1 A student that applies for music education is applying for a regular place in Beethoven Music School for the whole of his/her musical education journey (Initiation 1 to Grade 8) unless we receive notice to terminate the course.

4.2 In the event of having to stop attending lessons the decision must be informed eight weeks in advance. Either party of this agreement may terminate the agreement by giving notice of 8 weeks, for termination to take effect at the end of the 8 weeks

4.3 Teachers reserve the right to request the removal of a student if the student's/parent's ethos and commitment to the instrumental/music lessons are unsatisfactory. A refund will be given for the remaining booked weeks.



## 5. PRACTICAL RULES

**5.1 RESPECT FOR PRIVATE MATERIALS:** Please do not touch any private materials in the waiting room save for the books on the shelf marked 'music library' or the leaflets on the shelf marked 'concerts and activities'.

**5.2 CLEANLINESS:** Rubbish or food must not be left lying around.

**5.3 PUNCTUALITY:** Students must arrive at the individual lesson on time. If a parent arrives late, students will be taught during the remaining time of the lesson. Lessons WILL NOT be lengthened.

**5.4 NO RESPONSIBILITY BEFORE AND AFTER LESSONS:** Children are under the full responsibility of their parents/guardians before and after lessons. Students who outside the classrooms before or after lessons are under the responsibility of their guardians. Teachers cannot be checking on them while other lessons have already started. Parents and guardians must therefore arrive on time to collect students. Students who need to travel from the musicianship classroom to the car park or vice versa do the walking between classes under the responsibility of their parents/guardians. Parents/guardians should think carefully beforehand to decide if their child can do the walking in between classrooms on his/her own.

**5.5 COLLECTING STUDENTS:** It is the responsibility of parents to agree with the students where will they be picked up and to ensure that the students understand the arrangements made. Elder students must be informed whether they will be collected from the classroom (Musicianship) or whether they should go to the parked car. Teachers cannot check where a student is going when the lesson has ended.

### 5.6 PARKING:

INSTRUMENTAL LESSONS AT 52 Walton Road: Parking inside the property is not permitted. Neither is parking permitted in front of No: 50 Walton Road as the neighbour needs the space for loading and unloading goods.

MUSICIANSHIP LESSONS AT HARROW ARTS CENTRE: there is a big free carpark at Harrow Arts Centre.

**5.7 RESPECT THE NEIGHBOURS:** Music classes take place in a neighbourhood therefore noise must be kept to a minimum when entering and leaving the property.

### 5.8 SOCKS:

- Students should wear socks inside the classes all year round for hygiene and safety reasons(e.g. to avoid getting a splinter).

## 5.9 USE OF THE BATHROOM:

- Please make sure that students go to the toilet before coming to music classes.
- Going to the toilet during a lesson wastes lesson time and affects the flow of the lesson.. Please make sure that students go to the toilet just before travelling to the music school.
- Harrow Arts Centre has toilets in the same floor where the musicianship lessons take place.
- Young students may need to wait to go to the bathroom as they need to be escorted. Lessons are 30min in length, please make sure that students go to the bathroom BEFORE coming to the lesson.

## 6. TEACHER – PARENTS COMMUNICATION

**6.1** Parents weeks are organised by Beethoven Music School twice a term In Parents' Weeks we invite parents to stay during the student's INSTRUMENTAL LESSON to see and discuss their progress and educational needs and to receive advice on how to help the student at home.

**6.2** Teachers are happy to have a discussion/provide an explanation about a student's progress after the end of an instrumental lesson only if the parent arrives five minutes before the end of the lesson to speak to the teacher.

**6.3** It is parents' responsibility to note down the dates and to remember to attend parents' weeks. The dates are posted on the school's website ([www.beethovenmusicschool.com](http://www.beethovenmusicschool.com)) and in the information booklet.

### MUSIC DIARY

**6.4** Parents should look at students' music diaries every week to see what the students are meant to do at home and to see if there are any notes for the parents from the teachers. The notebooks and diaries are the way to communicate with parents when the parents are not inside the individual lesson when it takes place.

**6.5** Please make sure that students always bring their diaries to the lessons as without them the communication between parents and teachers cannot take place.

## CONTACT THE TEACHERS

6.6 The best way to contact teachers is through the music diaries. Please check the diaries every week to see if a teacher has written a note for parents.

6.7 Parents can also contact the teachers by email. Please send the email to the email address of the relevant teacher.

## 7. EXAMS

7.1 Applications and Exam fees must be paid online (practical exams) directly to the examination board to the Examination Board.

7.2 Details about examinations can be found on the ABRSM website <https://gb.abrsm.org/en/> Trinity-Guildhall Examination Board website: <http://www.trinitycollege.co.uk>.

7.3 If teachers do not suggest that a student takes an exam at a particular time, it is because they believe that he/she is not ready yet to do so and that learning is a gradual process. If parents want the student to take an exam at a particular time and teachers have not mentioned it, parents must let teachers know a term in advance. It must be borne in mind that to take more than one exam per year requires the student to make a larger investment in learning and practice.

## 8. CONCERTS

Students generally perform at two concerts a year: Christmas Concert (December) and Summer Concert (June).

8.1 Participation in the concert is compulsory.

8.2 A concert fee will be charged in the monthly invoice in order to pay for the hiring of the venue and teaching fees.

8.3 If a student cannot participate the fee cannot be deducted unless informed within 3 days of being notified when the concert will take place.

## 9. FESTIVALS

**9.1** Participation in festivals is optional. Beethoven Music School tries to find as many opportunities as possible for our students.

**9.2** Information on festivals can be found on the web. Teachers also send information on the festivals and activities happening.

**9.3** Festival fees must be paid by cheque to the specific festival organisation and applications made via their booking system.

## 10. MATERIAL

**10.1** Students must bring a folder and a homework notebook from home. If students forget to bring their material the content of the lessons may be affected and the communication between the teacher and parents through the homework notebook paused during that week.

## 11. PHOTOGRAPHY AND VIDEOTAPING

**11.1** Concerts organised by Beethoven Music School are always videotaped for the School's records and also for the use of the students and families who participated in the concert. Photographs are also taken during concerts, festivals, and other public events.

**11.2** Photographs and videotaping are occasionally taken in a classroom context for pedagogical or motivational usage, such as a recording of a performance for the students to hear themselves or hanging a photo of the group on the wall of great composers after finishing a composition.

**11.3** Photographs and videos may be displayed on the School's website after a public event like a concert or festival to allow parents and students to enjoy the memories of the event.

**11.4** If parents do not wish any image of a particular student to be displayed, this should be made by way of written request to Beethoven Music School.

## 12. ADMISSIONS AND THREE WEEKS TRIAL

**12.1** Beethoven Music School operates a three weeks trial period during which new students commit to a week lessons before committing to the whole term. This policy allows students to be sure that they enjoy the lessons before deciding if they'd like to continue and allows time to the teachers to assess the student's level, potential and educational needs and if the student is comfortable in the level class allocated.

**12.2** The fee to be paid on the day of the initial lesson depends on the length and type of the lessons attended.

**12.3** The three weeks trial period only can be used by new students who have never been taught at Beethoven Music School before.

**12.4** A student has the right to end lessons with just one week's notice during the first three weeks of enrolment. After the third week, if a student wants to end the classes they need to give eight weeks' notice.

## 13. GOVERNING LAW AND JURISDICTION

Please read these Terms and Conditions carefully and make sure you understand every point.

**13.1** These Terms and Conditions shall be subject to the laws of the jurisdiction of the location for the lessons (specified above) and the signatories to these Terms and Conditions agree that any dispute relating to the subject matter of these Terms and Conditions shall be subject to the exclusive jurisdiction of the courts of that jurisdiction.

The Beethoven Music School teachers are legally assisted by the Musicians Union and the Incorporated Society of Musicians (ISM).

***ANY NEW POLICIES/REGULATIONS INFORMED VIA EMAIL DURING THE ACADEMIC YEAR WILL BE PART OF THE TERMS OF CONDITIONS AND AGREED UPON RECEIVING THE INFORMATION IF NOT DISPUTED.***