

Dear Parent/Guardian,

Are you interested in your child having Piano lessons?

I am pleased to be able to offer the opportunity for individual Piano lessons within school hours at Our Lady of Compassion Primary School.

Let me introduce myself. I am a self-employed peripatetic teacher, mainly focussing on teaching Piano, Flute and Recorder. I teach in St Peter's Catholic Secondary School as well as evenings and weekends in a private capacity. I have been teaching now for nearly nine years and in that time have been privileged to teach a wide range of students of all ages and abilities, from beginner to diploma level. Our Lady of Compassion Primary School have been kind enough to allow me to work within the school to offer these extra music instrumental lessons, and I do hope you will consider, not only the joy of music and learning, but also the academic and social benefits involved in learning a musical instrument.

In order to register for lessons please fill in the following short Google Form (<https://forms.gle/VRdjKs2pKJ9aomJG7>). When I have received sign ups, I will contact you with further details about paying for the first term of lessons, and you will receive a copy of the terms and conditions which are also appended to this letter. All lessons will be on a one-to-one basis and will be 20 minutes in length. This will be at a cost of £10 per lesson with an intended 33 lessons throughout the school year. Lessons will be invoiced termly and must be paid in advance of the first lesson of each term. Please be advised that it is important for progression that each student practices outside of their weekly lessons. This requires an instrument at home. If you wish to know more about purchasing an instrument, then please get in touch.

I look forward to teaching Piano lessons at Our Lady of Compassion Primary School, and I equally look forward to welcoming your child to Piano lessons and the joy of learning a musical instrument.

Yours Faithfully,



Miss Geraldine Gnych

Terms and Conditions: Instrumental Lessons with Miss Gnych

Registration of Instrument Lessons:

- Your child's name will remain on a waiting list until I (the teacher) allocate a day and time for the lesson. Confirmation of lesson information will then be emailed to you (the parent/guardian)

Fees

- Fees are valid for the academic year and are reviewed annually, but you will be notified in advance of any changes to lesson prices
 - Individual 20-minute lesson (at primary school only) - £10 per lesson
 - Individual 30-minute lesson (at secondary school only) - £15 per lesson
- All lessons at primary school are 20 minutes in length and all lessons at secondary school are 30 minutes in length
- Fees for instrumental lessons will be charged on a term basis in advance and will be based on the number of scheduled teaching weeks in that term, therefore there may be variations in each invoice. The total number of lessons per year is 33.

Lessons

- A total of 33 lessons will be delivered across the academic year. This allows for some flexibility with the 39-week year, taking into account school events and trips that may result in missed lessons
- In primary school lessons are taught on the same timetable each week (your child will have to same day and time every week for their lesson)
- In secondary school lessons are taught on a rotating basis so as to avoid missing the same academic lessons every week (your child will have a different lesson time each week but maintain the same day, unless specified otherwise)
- Students are required to remember their lessons and arrive at their instrument lesson a couple of minutes before it begins.
- Enquiries regarding lessons may be made throughout the school year, however commencement of lessons will only take place at the beginning of the Autumn and Spring terms

Payment

- Payments are made for lessons on a termly basis and are paid in advance
- All invoices must be paid in full before lessons will commence for each term
- If an invoice has not been paid, parents will be contacted, and if fees remain unpaid then the registration of lessons may be cancelled
- A student may only be withdrawn from lessons at the end of a term. Please inform via official email of an intention to withdraw from lessons, and give a half term's notice

Credits/Refunds

- If a lesson has to be cancelled by the teacher due to unforeseen circumstances this will be communicated via email. If possible a rescheduled lesson will be arranged within the academic year otherwise at the end of the year a refund will be paid. Catch-up lessons during the year are only guaranteed for lessons cancelled by the teacher. They are not offered for forgotten lessons or student absences.
- Refunds are not offered for students who miss lessons either through school or absence from school.
- Requests for refund must be made in writing via email and will be considered on a case-by-case basis but I (the teacher) reserve the right to refuse any requests for refunds.