**Teacher details**

Name: Sharon Sullivan

Address:

Postcode:

Telephone:

Email: [info@sharonsullivanmusic.com](mailto:info@sharonsullivanmusic.com)

I Sharon Sullivan offer tuition to (*pupil)*

under the following Terms and Conditions, and agree to be bound by them.

**Signed:**  (*teacher*) **Date:**

**Tuition**

Lessons will be provided on the following instrument:

Lessons will take place every week of the academic term.

Lessons will be \_\_\_\_\_\_\_\_\_\_ minutes in length.

Day and time of lesson: *(if fixed)*

Location of lessons:

Tuition will be given throughout the academic year, however lessons may continue in the school holidays where agreed between teacher and pupil.

**Fees**

For the 2022-2023 academic year lessons will be charged at the rate of £38/hour pro rata.

The Teacher may increase the tuition fees at the beginning of a school year and will give written notice of such an increase to the parent at least 2 weeks in advance of the start of lessons.

**Payment**

Lessons are to be paid in advance of the school term, or each half term, or weekly, to be agreed between teacher and parent.

Lessons may be paid in cash on the day if paying weekly or via (BACS) online banking if paying termly or half-termly.

Bank details for BACS payments -

Account name: Ms S J Sullivan

Sort code: 08 90 43

Account number: 04174880

**Cancellation of lessons during the term**

The pupil’s parent must pay for all lessons in term time as detailed on https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures.

If the teacher is unavailable to give any scheduled lesson, the parent will not be charged. If the fee has been paid in advance this will be refunded or rolled over to fund a later lesson.

**Termination of lessons**

Termination of lessons requires 4 weeks written (email) notice to be given by/to the teacher or parent.

Overpaid fees will be refunded to the parent within 5 working days. Any outstanding fees owed to the teacher must be paid within 5 working days.

The Agreement will remain in force continuously unless written termination of lessons is received. The agreement renders invalid any previous contract between the parent and teacher.

**The Home Learning Environment**

The student and teacher should be in a space free from any distractions (tv, household appliances, siblings etc.) that could have a negative impact on their teaching/ learning. The teacher will teach from a quiet, calm room with no others in attendance.

The student should be set up, warmed up and ready with their instrument, music, notebook and pencil by the start of the lesson time when having lessons at their home or online.

In the case of lessons being unable to take place in person due to Covid/illness/weather reasons lessons will take place online.

**Online Lessons**

Parents and teacher must ensure they make all reasonable efforts to ensure a good Internet connection with sufficient band-with. This may mean prohibiting other family members from live-streaming, gaming etc. for the duration of the lesson.

It’s worth noting that whilst lessons can be attended via a phone a laptop is preferable as it enables the student to see the teacher demonstrate more easily. The device should be positioned so that the teacher can see the student and their instrument and the student can see the teacher.

After agreeing a mutually convenient time for lessons the teacher will schedule the meetings in Zoom and email the parent the link. Parents do not need to schedule lessons. Lesson links must not be shared with any 3rd party.

**Zoom Settings**

Parents should sign up for a free Zoom account at <https://zoom.us> and download the app.

From the home page of the app click on the settings icon and select ‘audio’ in the menu.

Un-tick ‘automatically adjust microphone volume’.

In the Supress Background Noise menu select Low.

In the Music and Professional Audio menu tick ‘Show in-meeting option to enable original sound’ and ‘Echo cancellation’

Once in the Zoom lesson turn on Original Sound.

**Safeguarding**

* A parent must be present (and seen) at the beginning of each lesson and on hand/contactable for the duration of the lesson. Parents of students of 10 years old and younger must be in the lesson for it’s entire duration.
* The parent **must** ensure that all communication is via a parental email address /platform account and **not** the student’s email address/platform account. If the teacher has reason to believe communication is coming directly from a student they will end the lesson and contact the parent.
* No one other than the student and parent should be in the lesson room/area while the lesson takes place. There will not be anyone other than the teacher in the room at the teacher’s home.
* Students and teachers must wear appropriate clothing. Clothes that would reasonably worn at school on non-uniform day are acceptable. The teacher will not proceed with lessons where inappropriate clothing is being worn.
* The teacher will keep a log of lessons using a timetable and register.
* Online lesson sign-in must be from the parent’s Zoom account. The teacher will not go ahead with the lesson if this doesn’t happen.
* The online lesson link must not be used for any purposes other than to attend scheduled lessons at the scheduled time.
* The teacher and parent will **not** video-record lessons in Zoom. Parents are welcome, however, to make an audio recording of each lesson for practise and monitoring purposes, but are under no obligation to do so. Recordings are for personal practice use only and must not be shared with anyone or online.
* If the teacher has to stop an online lesson for any safeguarding reason, they will email the parent immediately, outlining the concerns and the reasons for ending the lesson.

**GDPR**

The teacher will only store information necessary for teaching, safeguarding, and tax purposes. Information will not be shared with any 3rd party with the exception of the relevant authorities if there is a safeguarding issue.

**Consent**

The teacher must receive the signed lesson contract in advance of the 1st lesson after a trial lesson. The parent must also indicate that they have read and understood the information in this document and will abide by the terms.

Once this agreement has been signed by both parties it will constitute a legally binding contract between the signatories.

I (*the pupil’s parent or guardian*) accept the offer of tuition for (*pupil*) on the terms and conditions set out herein. I have understood the terms and conditions and agree to be bound by them until termination of this Agreement.

## Signed: (*the pupil’s parent or guardian*)

## Date:

Name:

Address:

Postcode:

Telephone:

Email:

***Notes for Guidance***

* *All teachers using this contract are members of the European String Teachers Association (UK)*
* *ESTA (UK) members are insured with Public Liability Cover and have access to a 24-hour legal helpline*
* *ESTA (UK) cannot accept liability for any changes made to the published template*