The King's Academy

Extracurricular Instrumental Music Tuition Policy

2026-27 Academic Year

Approved: September 2026
Next Review: August 2027

1. Purpose and Scope

This policy governs external (instrumental) music tuition lessons provided before, during or after the school day involving instrumental teachers and students. It sets out details of the provision and the responsibilities of parents/carers, students, instrumental teachers and the Academy.

2. Background

Instrumental teachers can make an important contribution to the music department's work, supporting both curricular and extracurricular music at the Academy through the provision of additional opportunities for students to learn and master an instrument. Instrumental lessons are currently available in:

- flute
- piano
- saxophone
- bass guitar
- guitar
- drum kit
- brass
- singing.

Further instruments will be added when demand and availability of tuition staff allows.

Lessons take place in the music department practice rooms on a rota basis, timetabled for weekly tuition. Lesson times will usually change from week to week to ensure that students are not absent from the same academic lesson on a regular basis. Timetables are made available to students on Teams and are also displayed on the music department notice board. It is the student's responsibility to check and record their individual timetable as well as to keep abreast of general announcements.

The Academy has a small stock of instruments which students can use to practise in school but these instruments cannot be taken home. Students will therefore need to provide their own instruments for home practice, either by hiring or purchasing an instrument. The Assisted Instrument Purchase Scheme (AIPS) enables students at The King's Academy to purchase musical instruments without paying United Kingdom VAT (Value Added Tax). The scheme has the approval of HM Revenue and Customs. Further details of the scheme including the specific terms and conditions and how the scheme operates at the Academy are provided separately.

In due course students may enter for Associated Board of the Royal School of Music (ABRSM), Guildhall and Rock School (or equivalent) examinations, depending on their ability and progress, and the Academy will acknowledge their successes. The charge for examination entrance may vary (fees are published on the examination board websites) and the cost of the entrance fee is charged directly to the student/ parent.

There is an expectation of up to 33 lessons being deliverable across the school year (38 weeks) to allow for examination periods, Activities Week, absence and catch up etc. As each half-term and term can be of varying lengths according to the school calendar, the number of lessons delivered in each half-term or term will vary.

3. Roles and Responsibilities

3.1 Students

a) Attend scheduled lessons punctually: it is the student's responsibility to know their timetable. Repeated non-attendance or failure to bring instruments/music may lead to termination of lessons.
b) Bring their instrument, music, and any other materials required to each lesson.
c) Let their teacher and the Academy music department know in advance if they will miss a session (where possible).
d) Be respectful in behaviour, ready to learn, and participate in any ensemble or performance opportunities where appropriate as these support their progress. Disruptive behaviour, repeated failure to prepare, or misuse of school facilities may result in a review and cancellation of the tuition agreement.

3.2 Parents/ Carers

a) Enrol their child for instrumental lessons using the procedures set by the Academy.
b) Agree in writing in advance to the Academy's terms and conditions for the provision of instrumental music lessons.
c) Pay tuition fees **half-termly in advance**, by the dates and via the method stipulated.
d) Provide at least a month's written notice of an intention to stop lessons.
e) Inform both the Academy music department and the instrumental teacher of any planned absence (e.g. medical appointments, Academy trips) *as early as possible*, preferably in writing.
f) Ensure their child brings their instrument, sheet music or other materials to each lesson.
g) Liaise respectfully with the instrumental teacher and the Academy music department about any concerns (e.g. progress, timetable, cancellations).
h) Encourage their child to practise at home between lessons.

3.3 Instrumental Music Teachers

a) Provide a regular weekly (or agreed) time slot for lessons within the Academy timetable; liaise with the Academy music department to align with students' timetables.
b) Give timely notice of any planned absence, so lessons can be rearranged where possible.
c) If cancelling a lesson, reschedule the lesson at a mutually convenient time (preferred) or deduct the cancelled session from the monthly charges billed to the Academy.
d) Record student attendance and share with the Academy.
e) Communicate with parents / carers about progress, absences, and any concerns.
f) Comply with the requirements of the contract for services between the teacher and the Academy in all areas

3.4 Academy Music Department

a) Coordinate with instrumental teachers to create or adjust the lessons timetable in a way that minimally disrupts academic lessons, as far as possible.
b) Send parents a clear application/enrolment process and standard terms and conditions for use of the service
c) Provide a point of contact (the Head of Music) for instrumental teachers and parents.
d) Communicate Academy calendar changes (e.g., trips, INSET days) to instrumental staff well in advance (minimum two weeks' notice) to allow them to reschedule lessons.
e) Arrange the half-termly in advance collection of parental payments via ParentPay and arrange the payment of peri-music teachers monthly in arrears within 30 days of submission of a valid invoice.
f) Manage waiting lists in case of high demand.
g) Track lesson uptake and attendance; intervene if students miss lessons without good reason or if there are behaviour concerns.
h) Reconcile contractor invoices to attendance records so as to be able to query and resolve any anomalies and authorise validated invoices for payment
i) Determine if any refunds are due to parents for missed lessons and submit a completed ParentPay refund request to Finance for any which have been validated and confirmed
j) Monitor the quality of delivery, raising and addressing any concerns promptly.

3.5 Academy Finance Department

a) Set up payment items for music lessons on ParentPay
b) Monitor payment progress and provide reports to the Music Department to confirm when full payment for half-termly set of lessons has been made
c) Process ParentPay refunds which have been authorised by the Head of Music
d) Process contractor payments on receipt of a validated, authorised invoice

3.6 Academy Leadership Team

a) Ensure that all Safer Recruitment practices have been followed for the recruitment of instrumental music teachers, including Enhanced Disclosure and Barring Service (DBS) checks and all other necessary pre-employment checks.
b) Ensure that all instrumental teachers have been appropriately inducted in Academy procedures, including the completion of mandatory training as required.

4. Tuition Fees, Invoicing and Payment

4.1 2026/27 fees for lessons

Fees for the 2026-27 academic year have been set as below:

- Solo lessons: £15 per student per 25 minute lesson.
- Group tuition (3 or more students): £5 per student per 25 minute lesson.

Changes between solo lessons and group tuition can only be made at the end of a half-term period and not during the half-term.

4.2 Invoicing

The Academy will set up a payment item on ParentPay by a set date before the start of each half-term. Parents must pay by the deadline specified via ParentPay. Lessons cannot commence until full payment for the half-term has been received so once the payment due date has passed the payment item will be removed from ParentPay which means that the student will need to wait until the next half-term before being able to join the programme.

4.3 Payment frequency

Fees are charged **half-termly in advance**. Full payment for the half-term must be made by the date specified before tuition can commence. There are no exceptions to this rule.

4.4 Late payment

If full payment for the half-term is not received by the due date in advance of the start of the half-term, the student will be unable to access lessons that half-term and they will need to wait until the next half-term before being able to join the programme (so long as full payment has been made).

4.5 Fee Increases

If instrumental fees are increased (e.g. rate rise), the Academy will be obliged to increase the rate charged to parents. Appropriate notice of the increase will be given to parents in writing.

4.6 Financial assistance

Students who receive Pupil Premium funding may apply to the Academy for financial assistance towards the cost of lessons. Please contact the Head of Music about this in the first instance.

5. Cancellation, Absence and Refunds

5.1 Cancellation by the Instrumental Teacher

If the teacher cancels a lesson (planned absence, illness, emergency), they will reschedule the lesson at a mutually convenient time (within the same half-term if possible). The Academy or teacher should give as much advance notice of cancellation as possible. No payment will be made to the contractor for lessons which they have cancelled and have not been able to rearrange. If the number of lessons provided to the student falls below the minimum specified in the parental agreement the Music Department will arrange for a refund to be made to the parent.

5.2 Cancellation / Non-Attendance by the Student

Students and parents should seek to avoid circumstances which would necessitate the student missing a lesson. For example, medical appointments should not be scheduled at times when a music lesson is scheduled. If the student must miss a lesson due to an unavoidable planned absence (e.g. Academy trip, appointment) then the student (or parent/ carer) should inform the instrumental teacher and Music Department **as soon as possible**. A minimum of one week's notice must be given for any planned absences. Where sufficient notice is given, the teacher will make reasonable endeavours to swap lessons with another pupil, but is not obliged to make up the lesson. If the teacher has made reasonable endeavours but has been unable to reschedule the lesson then they will be paid for the session and no refund will be due to the parent/ carer.

If the student fails to attend a lesson due to an unplanned absence e.g. illness, forgetfulness, exclusion or conflicting commitments or notice is otherwise insufficient and the teacher cannot reasonably reschedule, these do not count as undelivered lessons and are therefore non-refundable to parents. Under these circumstances the contractor would still be paid for the lesson.

If a student misses two consecutive lessons without reason, the instrumental teacher or Head of Music will contact parents. Continued non-attendance may lead to termination of tuition at the school's discretion. If tuition is terminated due to persistent student absence, we are not able to offer a refund.

Behaviour expectations for students participating in music tuition lessons are the same as for any other lessons and any issues arising will be sanctioned in the same way. Consistently poor behaviour in music tuition lessons may lead to termination of tuition at the school's discretion. If tuition is terminated due to persistent poor student behaviour, we are not able to offer a refund.

5.3 Cancellation by the School

If lessons are cancelled due to a school closure (e.g., extreme weather, emergencies), lessons will be rescheduled. The school will communicate cancelled sessions promptly and propose make-up arrangements where possible. Where this is not possible, a refund will be given for any sessions missed.

6. Auto renewal

Unless notice is given, tuition will continue automatically from one half-term / academic year to the next if full payment is received in advance by the due date.

7. Notice to Withdraw

If a student starts lessons but subsequently decides not to continue, we are not able to offer a refund for the lessons which have been paid for and not used. Parents/ students wishing to stop lessons must **give at least one month's notice** prior to the start of the new half-term in writing (email or letter) to both the instrumental teacher and the Music Department. If insufficient notice is given, parents will still be liable to pay for the upcoming half-term.

8. Complaints / Dispute Resolution

If parents or students have concerns (e.g., about timetabling, progress, cancellations), they should first speak to the instrumental teacher. If the concern remains unresolved, this should be raised with the Head of Music. In the unlikely event of a serious dispute, the school's formal complaints procedure may be followed.

9. Review of Policy

This policy will be reviewed by the Music Department and school leadership **every year**, or earlier if there are changes in funding, staffing, or legal / financial guidance. Instrumental teachers will be consulted in any substantive review.

Appendix 1: Parent/ Carer Agreement

The King's Academy Instrumental Music Tuition Policy sets out how extracurricular instrumental music tuition is provided in the Academy. This agreement is derived from the policy and sets out the terms and conditions for additional instrumental or vocal lessons delivered at school which parents/ carers must read, understand and agree to prior to the start of the provision. It ensures that lessons run smoothly, payment arrangements are clear, and all parties know what to expect. By signing, the parent/carer agrees to the conditions below so that the Academy and the instrumental music teacher can provide the best possible musical experience for the student.

The Academy will:

- Arrange instrumental lessons for the student, with lessons being delivered across the academic year in line with the published calendar. There is an expectation of up to 33 lessons being deliverable across the school year (38 weeks) so as to allow for examination periods, Activities Week, absence and catch up time. As each half term and term can be of varying lengths according to the school calendar, the number of lessons delivered in each half term or term will vary.
- Provide parents and students with timetable information and communicate changes where possible.
- Offer suitable teaching space and ensure safeguarding arrangements are in place.
- Notify parents and students of teacher absence, school closures or changes that affect lessons.
- Process parental payments securely and pay the instrumental teacher for lessons delivered.
- Support students' involvement in musical ensembles and opportunities where appropriate.

The parent/ carer will:

- Pay the instrumental lesson fees in full **half-termly in advance**, by the deadline stated on ParentPay.
- Understand that lessons will not commence if full payment is not received on time and in that event the student will not be able to begin lessons until the next half term
- Accept that refunds are only provided under the circumstances described in Section 5 of the policy.
- Ensure the student attends lessons punctually and with the correct instrument, music and equipment.
- Inform the Academy and the instrumental teacher as early as possible if the student is unable to attend a scheduled lesson (e.g., appointment, planned absence).
- Encourage regular home practice to support progress.
- Read Academy communications related to lessons and respond when needed.
- Give **at least one month's written notice** prior to the start of the next half term to end tuition.

- Accept that failure to provide the required notice will result in fees for the following half term being charged.

The student will:

- Attend lessons on time and check weekly timetables or rotating schedules.
- Bring their instrument, music books and any accessories needed.
- Practise regularly between lessons.
- Take part positively in lessons and behave in line with the Academy's expectations.
- Where appropriate, participate in school ensembles, concerts or musical events.

Disclaimer:

Parents/carers are responsible for providing and maintaining the student's instrument and ensuring it is insured. The Academy cannot accept responsibility for instruments lost, stolen or damaged on the premises, though every reasonable effort will be made to ensure safe storage.

Data Protection

Student information will be shared with the instrumental teacher only for the purpose of delivering lessons. Data will be stored securely and handled in accordance with GDPR and the Academy's Data Protection Policy.

This agreement remains in force while the student receives instrumental lessons, and renews automatically each academic year unless notice is given as described in The King's Academy Instrumental Music Tuition Policy .

To be completed before lessons begin:

Student Name:	
Tutor Group:	
Instrument:	

By signing below, the parent/carer confirms that they have read and understood The King's Academy Instrumental Music Tuition Policy and agree to the terms of this Instrumental Music Tuition Agreement:

Parent/Carer:

Name:	
Signature:	
Date:	