

## Home-School Agreement

This agreement is designed to ensure that both students and teachers are fully aware of their rights and responsibilities. It is essential that each student/family reads it carefully.

Please sign one copy and return it to the school.

### Payment

Your invoice will be sent approximately two weeks before the first lesson of each term and must be paid before your first lesson.

Refunds are not available after this point as teachers are contracted.

There is an automatic penalty charge of £15 for any late payment.

Payment deadlines are clearly stated in each invoice. It is very important if ever you think you will be unable to meet a payment deadline that you contact Olivia immediately.

It is unfair to expect the school to provide tuition when payment has not been made. Therefore, the school reserves the right to refuse to teach a student who arrives for a lesson that has not been paid for.

### Cancellations

Tutors are contracted for whole courses. Therefore, if a student cancels or does not attend a lesson, charges will still apply. The teacher will happily reschedule one lesson per term at no extra charge, where possible.

### Teachers' Absence

All lessons missed as a result of teachers' absence shall be made up at a convenient time for all.

## Punctuality

It is important that both teachers and students arrive on time for their lessons. No extra time will be given to students who arrive late but any time lost through a teacher's delayed start, will be made up.

For our part, we undertake to provide lessons of an appropriate level and pace for each student. We will give every student the opportunity to perform at least twice a year and will enter students for examinations and festivals when we consider them ready.

Signed

Date