

Instrumental Contract – Terms and Conditions

The following terms and conditions provide the basis on which the instrumental contract is agreed. Please read the following before signing the contract:

1. This is a 10 month contract to cover the whole academic year. Please note that you will not receive a refund if you choose to stop lessons mid-year as we also have a contract with our service provider which cannot be changed or cancelled.
2. As parent or guardian you agree to the appropriate sum being paid yearly in advance or via 10 monthly direct debit payments and to inform the finance office of any change in circumstances regarding payment or free school meal status.
3. Montsaye Academy agrees to provide 33 lessons spread throughout the academic year. If a member of staff providing the lessons is absent, that time will be caught up by the end of the academic year.
4. Lessons take place during normal class time. Any student wishing to have lessons must make every effort to catch up with any work missed. It is the student's own responsibility to do this.
5. It is the responsibility of students to check the timetables on the Music Department noticeboard each week so that he/she can attend lessons at the correct time. Where possible, Montsaye Academy will upload timetables to the Academy website and send text messages home regarding any changes to the timetable. Any casual absence by students will be charged at the normal rate. Forgetfulness and failure to attend due to occasional illness will still be charged at the normal rate as costs are still incurred by the Academy.
6. Montsaye Academy will aim to provide instruments if necessary for the following lessons: violin/cello, woodwind, brass. If your son/daughter is loaned an instrument for the period of the lessons, you will be legally responsible for it and should arrange insurance.
7. Students will be expected to provide their own music books. These books will be specified by the member of staff providing the lessons. Replacement reeds or strings and other consumables (eg: rosin or valve oil) are also the responsibility of the student.
8. All payments need to be directed to Montsaye Academy Finance Office. The preferred method of payment is via monthly direct debit. We also accept payment by cash and cheque. Non-direct debit payments **MUST** be yearly in advance. Part payment in cash, by cheque or online cannot be accepted. Direct debit payments, returned by the bank, will incur an additional fee of £12 per event.

For students who may receive fully subsidised lessons:

- a) Failure to attend lessons on a consistent basis may result in the withdrawal of the offer of lessons.
- b) Only one set of lessons is fully subsidised.
- c) Students receiving a fully subsidised lesson **MUST** attend at least one extra-curricular music activity per week. A current extra-curricular timetable can be found on the school website.
- d) If FSM eligibility is removed during the academic year, the lessons will become chargeable. In certain circumstances, at the discretion of the Business Manager, an alternative arrangement can be made.

Instrumental Contract – Contract

Student Name:	
Year Group 2023-24:	
Chosen Instrument/s:	
Parent/Guardian Email Address for notification of non-attendance:	

I would like my son/daughter to receive instrumental tuition at Montsaye Academy as indicated:	
I would like my son/daughter to receive individual 30 minute instrumental lessons. (£73.90p/m)	
I would like my son/daughter to receive individual 20 minute instrumental lessons. (£48.62p/m)	
I would like my son/daughter to receive shared 20 minute instrumental lessons. (£23.31p/m)	
I would like my son/daughter to receive tuition via a 30 minute workshop lesson. (£21.65p/m) I/We understand that compulsory attendance is required to at least one extra-curricular music activity to qualify for the workshop lessons.	
I/ We would like my son/ daughter to receive a fully subsidised shared 20 minute instrumental lesson and have applied for a bursary to cover this. I/ We understand that only one set of lessons is fully subsidised and compulsory attendance is required to at least one extra-curricular music activity to qualify for the subsidy.	

To receive subsidised lessons please indicate below which extra-curricular music club(s) your child will likely be attending:					
Boomwhacker club		Rock Band		Music Tech club	
Guitar Club		Choir		Orchestra	
		Samba drumming			

I have read and agree to all the terms and conditions. I agree to inform the finance office of any change in circumstances for payment.
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Please sign and date the section below and return to Student Reception.			
Name: (Please print)			
Signed:		Date:	

Payment instruction: Peripatetic instrumental lessons 2023-2024

I/We wish to pay for the full academic year in advance and enclose payment for (see pricing breakdown on front page of letter)	(enter amount) £
I/We wish to pay by direct debit (enter direct debit monthly payment amount) and enclose a deposit of £30. Deposits may be sent via cheque or BACS.	(enter direct debit amount) £

If paying by direct debit, please complete the mandate below.



Name(s) of Account Holders(s);	INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT.
Address of Account Holder(s);	ClubWise PO Box 146 Princes Risborough HP27 7AW Service user number: 253773

Bank or Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society Branch

To The Manager	Bank / Building Society
Address	
Town	Postcode
Reference	

P	E	R	I											
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Please pay Clubwise Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with ClubWise on behalf of Montsaye Academy and, if so, debits will be passed electronically to my Bank/Building Society.

Signature(s)	Date:
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For internal use only.

Reference

The Direct Debit Guarantee

- This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or interval of your Direct Debit, Montsaye Academy will notify you 30 days in advance of your account being debited or as otherwise agreed. If you request ClubWise on behalf of Montsaye Academy to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by ClubWise or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when ClubWise asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us and be aware that you will remain liable for any outstanding fees for the full contractual term.