



16 Balaclava Road, Surbiton, Surrey KT6 5PN
One-to-One Music Lessons - Terms and Conditions
2022 - 2023 Academic Year

1. Lesson Prices:

Lesson duration	Level - Beginner to Grade 7	Level - Grade 8 and above
30 minutes (trial)	£24.50	£27
30 minutes	£24.50	£27
45 minutes	£35	£39
60 minutes	£45	£50

£30 Registration fee will be added to your first invoice

2. Lesson Payment:

- Lessons are billed via invoice on a termly basis, 3 times per year:
 - Autumn Term (September - December)
 - Spring Term (January - April)
 - Summer Term (April - July)
- Lessons are non-refundable under any circumstances.**
- Payments must be settled prior to the due date on the invoice. Late payments will incur a 5% surcharge to cover administration costs.
- We accept payments by bank transfer (BACS, no fee) or credit card (VISA, MASTERCARD, AMEX).
Credit card payments will incur an additional charge of 3.5% to cover transaction fees.
- Lesson prices are subject to change at the beginning of each academic year.

3. Notice to Cease Lessons:

- Students/Parents must give one full term's written notice via email to info@kingstonmusicschool.com to cease lessons.

4. Student Portal:

Once your lessons are scheduled you will receive login information for the online student portal. **It is crucial that you set up your account prior to starting your lessons.** The MyMusicStaff.com online platform will serve as a means of communication between you and your teacher. This will allow you to organise your daily practise.

Student Portal Features:

- Check your lesson timetable
- Connect to a Zoom lesson via a link
- View your teacher's lesson notes
- Download documents (PDFs, MP3s) in the 'Online Resources' folder posted by your teacher
- Send messages and attachments to your teacher via the 'Practice Log'
- Update your contact information via 'Profile Settings'

5. Term Schedule:

Autumn 2022	
1st Half	Sat 10th Sept - Fri 21st Oct
Half Term Holiday	Sat 22nd Oct - Sun 30th Oct
2nd Half	Mon 31st Oct - Sat 3rd Dec
Spring 2023	
1st Half	Sat 7th Jan - Sat 11th Feb
Half Term Holiday	Sun 12th Feb - Sun 19th Feb
2nd Half	Mon 20th Feb - Fri 24th Mar
Summer 2023	
1st Half	Sat 21st Apr - Fri 26th May
Half Term Holiday	Sat 27th May - Sun 4th Jun
2nd Half	Mon 5th Jun - Sat 9th July

6. Lesson Attendance:

- Lesson times are at a fixed time on a weekly basis.
- Please notify Kingston Music School via email info@kingstonmusicschool.com if you are unable to attend your lesson or would like to switch to online Zoom lessons.
- If you are not able to attend your lessons, your teacher will email you a personalised recorded instructional video.
- **Any scheduled lessons cannot be rescheduled. Please ensure you are available to attend your lessons throughout the term.**
- We are not able to refund any music lessons if you are unable to attend your lesson under any circumstances.
- If your teacher is unable to teach, lessons will either be covered by a substitute teacher or re-arranged to a catch-up week at the end of the same term.

7. Zoom Lessons:

- If you are unable to attend your lesson face-to-face, your teacher will be happy to teach you at your scheduled time via the Zoom video app instead.
- In order to deliver your lesson on a weekly basis, your teacher may do so via Zoom online.

8. Equipment:

- It is the student's responsibility to purchase any required instruments, music books, homework diary and relevant equipment (strings, metronome etc.) as recommended by the teacher.
- Kingston Music School does not rent out or loan any musical instruments.
- We may occasionally have second hand instruments for sale.

9. Music Examinations:

- Pupils are entered for music exams with the agreement of the parents and at the discretion of the teacher.
- Information regarding music exams can be found on the examination board's website:
- ABRSM: gb.abrsm.org/en/
- Trinity: trinitycollege.com/qualifications/music/grade-exams
- Examination boards now offer pre-recorded video exams, as well as face-to-face exams at examination centres.

10. Recitals:

- Students have the opportunity to take part in our yearly recitals. It is highly recommended that all students take part.

11. Parking:

- Kingston Music School does not guarantee any parking on the front drive.
- Metered parking is available in the street.
- **Please do not block other cars parked on the front drive by parking on the double yellow lines directly in front of the house.**

12. Promotional material and updates:

- Kingston Music School reserves the right to shoot videos and take pictures during face-to-face lessons for promotional purposes, both online and in print. Please email Kingston Music School info@kingstonmusicschool.com to opt out.
- Kingston Music School will keep students/parents up-to-date with relevant news via email and the Kingston Music School Blog.
- Kingston Music School reserves the right to update these terms and conditions as required.
- Parents/students will be informed accordingly of any changes.