



16 Balaclava Road, Surbiton, Surrey KT6 5PN  
One-to-One Music Lessons - Terms and Conditions  
2023 - 2024 Academic Year

## 1. Lesson Prices:

Lesson duration	Level - Beginner to Grade 7	Level - Grade 8 and above
30 minutes (trial)	£26	£30
30 minutes	£26	£30
45 minutes	£38	£42
60 minutes	£48	£54

£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 a written notice via email to [info@kingstonmusicschool.com](mailto: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:

<b>Autumn 2023</b>	
1st Half	Mon 11th Sept - Sat 14th Oct
Half Term Holiday	Sun 15th Oct - Sun 29th Oct
2nd Half	Mon 30th Oct - Sat 9th Dec
<b>Spring 2024</b>	
1st Half	Mon 8th Jan - Fri 9th Feb
Half Term Holiday	Sat 10th Feb - Sun 18th Feb
2nd Half	Mon 20th Feb - Sat 23rd Mar
<b>Summer 2024</b>	
1st Half	Sat 20th Apr - Sat 25th May
Half Term Holiday	Sun 26th May - Sun 2nd Jun
2nd Half	Mon 3rd Jun - Mon 8th 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](mailto:info@kingstonmusicschool.com) if you are unable to attend your lesson or would like to switch to online Zoom lessons.
- Please notify Kingston Music School via email if you prefer to receive a personalised recorded instructional video when you are unable to attend your scheduled lessons.
- **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/](http://gb.abrsm.org/en/)
- Trinity: [trinitycollege.com/qualifications/music/grade-exams](http://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. Performance Opportunities:

- Students have the opportunity to take part in our yearly video concert and Kingston Music Festivals.

## 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](mailto: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.