

# KING'S COLLEGE MUSIC SCHOOL



## TERMS & CONDITIONS for TUTORIAL SERVICES in MUSIC at the College

King's College offers a wide range of instrumental and vocal music lessons. These are offered during the school day by a team of carefully selected, vetted and qualified visiting music teachers. The teachers are selected, but not employed by the College and are contracted to teach instruments by King's parents who book their time. The College approves the instrumental programmes and most will lead to examinations in Trinity Guildhall or Royal Schools syllabuses. All year 9 students study Music, as a subject within the modular system, but there is no instrumental component to this. The teachers will communicate directly with parents and bill parents directly at a standard fee. The standard fee is \$55 per hour (+GST where applicable) although more specialist brass teaching will need to be at a higher rate. Group tuition is offered at \$30 (+GST where applicable) per pair per half hour (ie \$15 each).

It is important to understand the nature of the arrangement and so these are the terms & conditions by which the teachers agree to abide:

### **Contract**

The music tuition starts at the next available opportunity upon receipt of a Contract for Tutorial Services at the Music Office, signed by the parent or guardian, or boarding housemaster on a parent's behalf. "Music Tuition" is here intended to represent "Tutorial Services" in all documents.

### **Purpose**

The purpose of the contract is to set out the conditions by which the Tutor provides tutorial services to the son/daughter of the Client who is a student at King's College.

### **Nature of the tutorial services**

The Tutor will provide tuition in the instrument and for the duration you specify, during or around school hours and on school premises.

### **Venue**

The tuition will take place at King's College unless otherwise advised by the Tutor.

### **Duration of Contract**

The tuition will begin on the first available date and continue until further notice, until either party in accordance with its provisions terminates the contract.

### **Payment**

The rate of payment will be (for 2010/11) a maximum of **\$55 per hour** (+ GST where applicable) **payable termly in advance** if the tutor so requests, upon presentation of an invoice by the Tutor. The Tutor is responsible for any tax payable. More specialist brass teaching attracts a higher rate owing to the nature of the number of students. This is made clear to parents at the time of booking tuition.

### **Reports**

The Client will from time to time require the Tutor to prepare and supply written or verbal reports as to the progress of the student. Often these are emailed.

### **Termination of Contract by the Client**

The Client may terminate this contract by giving the Tutor two weeks' notice, on the grounds of:

- Non-compliance by the Tutor with reasonable standards of quality and care in the tuition of the student; OR
- Failure by the Tutor to adhere to the agreed tuition timetable. OR
- Wanting to give up the instrument.

### **Termination of the Contract by the Tutor**

At any time the Tutor may terminate this contract by giving the Client two weeks' notice on the grounds of:

- Failure by the Student to adhere to the tuition timetable or conduct them-selves in a reasonable manner.
- Periods of unexplained absence, which does not contribute to, sustained learning.

### **Non-availability**

If for reasons of illness or circumstances beyond the Tutor's control, the Tutor is unable to provide the services contracted to students on a certain day or period, the Tutor will notify the designated person at King's College, of his/her unavailability and shall also advise the College of contingency plans.

### **Student Absence**

If for any reason the student is unable to make a lesson, **the music office must be notified by noon the previous working day** to enable changes to be made, otherwise the lesson will be forfeited. For a Monday absence, this is by noon Friday. If the teacher is away, then the lesson will be made up or the fees adjusted accordingly. If the student is ill and the lesson cannot be rearranged, normally this is chargeable. Although the music teachers are aware of school events, **it is the responsibility of each student to tell the teacher or music office of any school absence from music lessons e.g. Ahuroa camp, Field Trips etc.** No lessons take place during Internal School exams.

### **Lesson Times**

The lessons are given at a fixed time each week, which means the rotating timetable at King's enables a different subject to be missed each week. Priority is given to the senior students for out-of- class times or for those learning two instruments. The Music Office schedules times as directed by the tutor.

### **Privacy**

The College makes available full contact records to the tutors on request, for purposes of contacting parents and sending accounts. The records include telephone numbers and email addresses submitted to the College. The tutors are also encouraged to read the statements on learning needs held on file to aid better teaching and understanding of each student. The tutors undertake to respect privacy and confidentiality of any personal information gained during the period of teaching at the College.

### **Telephone/cell phone communication**

Music teachers, who are itinerant and only in College certain hours, sometimes find the convenience of issuing cell phone numbers to students to be invaluable. This can be useful if the teacher is away and they do not want the student to miss more class than is necessary. Students similarly like to contact if they discover their train is late etc. If you do not wish your son/daughter to divulge a cell phone number, or to be contacted by the music teacher in this way, please make this clear to the Music Office or to your son/daughter. We would also highlight use of email as a useful tool in communication.

### **Full Record**

This Contract represents a full record of the agreement entered into between the parties and any changes or additions to this Contract will need to be mutually agreed to in writing.

This Contract replaces all previous written or oral agreements and understandings. It is held on file in the Music School.

The Director of Music, is happy to answer queries from parents or guardians and you are asked to contact him for further details on 276 0642 in term time.