

Peripatetic Lessons at Highbury Fields School – Terms and Conditions

Standard tuition

Standard tuition is normally taught on an individual basis for 25 minutes each week for a total of 30 lessons per year. Deposits for standard tuition are non-refundable.

Group tuition

Group tuition is normally taught in groups of two for 25 minutes each week for a total of 30 lessons per year. The deposit for group tuition is only refundable in the event that a suitable group cannot be found. The parent/guardian may also keep the deposit on the account should a suitable group become available during the term.

Advanced tuition

Advanced tuition is available by audition and subject to availability of tutors. Please contact the Head of Music for information.

Costs and Payment for Lessons

Lessons cost £23.50 per lesson and are payable termly in advance. To secure a place, a deposit of £35 should be received by the following dates:-

- £35 must be paid by 30th September for the spring term lessons
- £35 must be paid by 31st January for the summer term lessons
- £35 must be paid by 31st August for the autumn term lessons .

Once payment for lessons has been received, Highbury Fields School will provide 10 lessons per term on a rolling contract.

We offer 30 lessons during the course of the school year. For administrative purposes, we always invoice for 10 sessions per term. However as term lengths vary, there may be 11 or 12 sessions in a longer term and for example, only 8 or 9 sessions during a shorter term. If your child does not receive 10 lessons in a given term, those lessons will be made up at a convenient time in the school calendar.

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When you sign up for tuition at Highbury Fields School, you are also signing up to the possibility of online tuition in the case of a major global event and the same rules of cancellation will apply. We are unable to pause tuition (and therefore payment) until in-person tuition recommences.

Scheduling/timing of lessons

Most lessons take place during the school day at school, and will usually mean that a pupil will miss part of their normal class. Wherever possible, our staff work on a rota system to minimise this. Pupils are responsible for making their own way to the lesson room before the start of a lesson. Timetables will be published online via the music portal as well as on the noticeboard outside the music room. Once lessons have been timetabled and confirmed, it is expected that pupils will attend all lessons.

Your child's timetable is available on the school music portal at <https://www.hfs-music.co.uk>

For online tuition, your tutor will contact you to organise a mutually-convenient time for lessons and confirm this via email.

Pupils must be punctual for all lessons - whether in person or online. Lessons will not run late if the student arrives late.

Credits and refunds

Highbury Fields School will refund/issue credit note/make up the lesson where:

- the tutor is unavailable
- an online session could not take place due to the tutor's technical issues
- a pupil has a long-term sickness (and provides a doctor's note).

A refund or credit note will be made at the end of the academic year - once the opportunity has been given to make up for missed lessons by the tutor.

Highbury Fields School will not refund, issue a credit note or make up missed lessons where:

- the pupil has failed to arrive for their lesson or is consistently late
- the pupil is away for any reasons, eg sickness, school trip without notice, appointment elsewhere, school closure, continuing technical issues for online lessons.

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Cancellation of lessons

Parents/guardians must give tutors at least 48 hours' notice if their child will miss a scheduled lesson.

Notice must be given during normal working hours, **Monday to Friday**.

For example, in the case that a lesson on a Monday or Tuesday needs to be rearranged, notice must be given by 5pm on Friday. The decision to re-schedule a lesson in this case is made at the tutor's discretion and availability.

Pupil absence due to school closures, school trips or public exams

2 weeks notice must be given by parents/guardians to Highbury Fields School in advance of:

- school trips
- public exams
- Periods of Absence

Highbury Fields School is not obliged to give refunds or to rearrange lessons if no notice is received or notice is given in less than 2 weeks.

In the event of a major global event (eg pandemic or severe weather), Highbury Fields School will transfer lessons online following government guidance providing it is safe to do so.

Stopping lessons

To cancel tuition, please complete the form available on the School's Music Portal Notice sent to the teacher verbally or written will not be counted as notice.

Cancellation dates

Cancellation must be received by the deadline dates shown below:

- end of autumn term 2024/25: Friday 15 November 2025
- end of spring term 2024/25: Friday 14 March 2026
- end of summer term 2024/25: Friday 18 July 2026

If you cancel after the deadline, it is at the discretion of Highbury Fields School to charge a cancellation fee.

Instrumental hire

Our music service has a range of instruments for hire (subject to availability).

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Instrument hire will appear on the same invoice received for the lessons if you have selected this option at the start. Hire is invoiced termly on a rolling contract with the notice to stop hiring being the same as the notice to stop lessons shown in the cancellation dates list above.

Once payment is made, the instrument will need to be collected from the the school. Details of how to do this are on our website.

Parents/guardians must book to return an instrument when their child stops lessons. Hire costs will be payable until the instrument (and any accessories) has been returned to Highbury Fields School. Instruments are issued with guidance for their care and maintenance.

In the event of damage, accident or loss of the instrument(s), Highbury Fields School must be informed immediately by email peri@hfs-music.co.uk

Under no circumstances should the parent/guardian/child carry out or arrange to repair any instrument. Should a repair be deemed necessary then the parents/carers may be charged directly for that to be arranged.

Wear and tear is common and we do not charge parents for this, however, we do charge for avoidable and accidental damage, such as sitting on a bow to break it or mishandling an instrument to bend a key.

In the event of a major global event/pandemic, you may be asked to keep the instrument in your possession until it is safe to return it.

Tutors

All instrumental and vocal tutors are highly qualified and all appropriate checks are made. The school monitors quality and provides professional development for tutors. We reserve the right to alter tutors but will endeavour to tell you if this is necessary. If we are unable to find a replacement tutor, we will refund or credit the relevant fee, as appropriate. All tuition depends on the availability of tutors.

How to pay

All payments for lessons must be made through the hfs-music.org website unless otherwise notified.

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If you are finding it difficult to pay the fees, please call email finance@highburyfields.islington.sch.uk.

We may be able to help you by arranging payment in instalments.

Other important information

Parents/guardians are expected to provide accessories, music and equipment necessary for lessons.

This includes music stands for practising at home.

Where pupils require tutor books for lessons, parents/guardians are responsible for purchasing books.

Other costs, such as entry for examinations (personal pupil choice), will also be charged to the parent/guardian.