



BRIGHTON COLLEGE
AL AIN

INSTRUMENTAL SCHEME AGREEMENT
2017-2018

Please read this carefully as a signed agreement must be returned to the Performing Arts Department **BEFORE** lessons will commence. Payment may only be made directly to the Finance department once the invoices have been issued which indicates acceptance into the Instrumental Programme.

1. CONDITIONS OF TUITION

1.1. Number of Lessons per academic year

- a) The Music Department will provide 30 lessons in the academic year.
- b) Please note that there will not necessarily be 10 lessons per term as actual numbers will depend on the number of academic weeks per term; the number of scheduled productions involving instrumental staff and instrumental pupils; special events and ADEC approved holidays during the term.

1.2. Types of Lessons

- a) Pupils may have either 25 minute individual lessons or 25 minute group lessons.
- b) Group lessons will be formed dependant on number of interested pupils, pupil's age, skill level and instrument types. Please note that should it not be possible to form a group, then you have the option of either remaining on the waiting list until it is possible or changing to individual lessons.

1.3. Fees

- a) Payment should be made directly to the Finance Department only once an invoice has been received. Any questions or queries should be directed to the Finance Department only.
- b) There are three terms in the academic year and three payments required in total. The fees will be invoiced termly in advance at the following rate:
 - a. For individual 25 minute lessons: AED 95 per lesson = AED 2850 for the year. This is payable in termly amounts of AED 950
 - b. For group 25 minute lessons: AED 65 per lesson = AED 1950 for the year. This is payable in termly amounts of AED 650

1.4. New instrumental pupils (first lesson)

- a) The teacher will evaluate a pupil on the first lesson to confirm that they are ready to continue with the chosen instrument. If the teacher feels that another instrument would be a better choice, a discussion will be had with the parent/guardian about alternate provision.

1.5. Scheduling (Instrumental Timetable)

- a) All instrumental lessons will be scheduled each week during an academic lesson.
- b) Hard copies of the Instrumental Timetable will be posted on the Boys & Girls Senior School Music Room's notice board at the start of each term but this is subject to change dependant on College events.
- c) Please note that all pupils will have a rotating schedule to ensure the instrumental lesson will not affect the same academic lesson every week.
- d) To ensure fairness to all pupils, the only lessons that will be avoided are P.E., Swimming and Islamic Studies.

1.6. Make up lessons/Cancellations

Make up lessons will happen by the end of the academic year and not necessarily within the same term.

Make up lessons will be permitted in the following situations;

- a) Approved school trips off campus.
- b) Cancellations by the Music Department for events and rehearsals involving instrumental teacher participation.
- c) Cancellations by the Music Department due to instrumental teacher absences.

Make up lessons will not be permitted in the following situations and are chargeable;

- a) Parents or pupils not reading the schedule correctly.
- b) Absences from school for sick leave.
- c) Absences from school for personal leave or personal appointments.
- d) Absences from school for personal holidays taken on academic days.

1.7. Home Practice and Pupil Co-operation

- a) The instrumental teacher will make every effort to impart knowledge and motivate the pupil. Parents, please encourage regular practice at home as without it, progress will not occur. The Instrumental Pupil Log Book is the way that teachers and parents can communicate and so that parents understand the practice set for the week.
- b) Pupils are expected to bring the correct materials to each class including the Instrumental Pupil Log Book, any sheet music given and the instrument.

1.8. Examinations

- a) Pupils will only be entered for public examinations such as ABRSM and competitions with the recommendation of the teacher and permission of the parent/guardian.
- b) Parents will be required to pay upfront for the cost of the exam before entrance.

1.9. Withdrawal from Instrumental lessons

- a) If a student wishes to cease instrumental lessons, the **parent** must provide notice in writing to the Music Department before the end of term. Please note that if we do not receive written notice from the parent then lessons will continue to be charged.
 - b) In the event of withdrawal during a term, the parent will be charged for the full term and no refunds will be issued for unused lessons.
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CONDITIONS OF TUITION & INSTRUMENT HIRE

Parental Acknowledgment form

This form must be completed, signed and returned **BEFORE** instrumental lessons will take place.

Forms must be returned to any member of the Performing Arts Dept.

PLEASE NOTE: No payment should be made until an invoice is received.

Instrumental Pupil Details	
Pupil Name (first/last name):	
2017/2018 Year Group:	House Tutor:
Instrument:	Group Lessons: <input type="checkbox"/> OR Individual Lessons: <input type="checkbox"/>
Would you like your child to be considered for the Associated Board of the Royal Schools of Music (ABRSM) exams in their first chosen instrument? Please note that the exams carry an additional charge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be interested in a second instrument if teacher availability permits?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Second Instrument Choice:	For Second Instrument: Group Lessons: <input type="checkbox"/> OR Individual Lessons: <input type="checkbox"/>
Would you like your child to be considered for the Associated Board of the Royal Schools of Music (ABRSM) exams in their second chosen instrument? Please note that the exams carry an additional charge.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parental Acknowledgment	
Parent/Guardian Name (title/first/last name):	
Email:	Mobile:
<input type="checkbox"/> I accept the Conditions of Tuition	
Signature:	Date: