



**Ford End C of E Primary School**  
Main Road, Ford End, Chelmsford, Essex, CM3 1LQ  
Tel: 01245 237209 Fax: 01245 237560  
Email: admin@fordend.essex.sch.uk  
Website: www.fordendschool.com  
Executive Head: Mrs. Elizabeth Maycock  
Head of School: Mrs. Sarah Cottee

## Individual Music Tuition Agreement

*The school has always endeavoured to provide individual instrumental or singing instruction for all those pupils showing an aptitude and interest in music. However, in view of reduced funding, the Governors now feel it necessary to seek some measure of commitment from participating children and their parents/guardians to ensure best use of the limited funds. Please give careful consideration to the terms of the following agreement before signing and returning to school.*

### The school agrees to provide:

- A qualified music teacher
- A suitable location
- A 15 minute lesson per pupil, per week, throughout the academic year
- Encouragement and the opportunity to perform in school events

### In consideration for which Parents/Guardians agree to:

- Pay the appropriate fees, in advance, per term for the full academic year
- Provide a suitable instrument (if applicable) (available for hire from Essex Music Services)
- Provide opportunity and encouragement for regular practice
- Where financial support for lessons is given - provide information requested to support their application on a termly basis
- Notify the school in writing at the end of term if your child should wish to cease taking music lessons

### And the pupil agrees to:

- Know which day your music lesson is and remember to bring your instrument and book to school
- Make sure you get to your lesson on time
- Do the required amount of practice every day

**Signed** .....  
Headteacher

**Date** .....

**Signed** .....  
Parent/Guardian

**Date** .....

**Signed** .....  
Pupil

**Date** .....

NOTE : In the event of the school not being able to provide agreed lessons per term, a pro rata refund will be made in the form of a credit towards the ensuing term's fees. In the event of a pupil not attending ten lessons per term due to his/her own absence, no refund will be payable except in exceptional circumstances such as prolonged illness and then at the discretion of the Headteacher.  
It should be noted that where, in the opinion of the music teacher, there is a sustained lack of commitment, the pupil's place may be forfeited.