

The Music Department



**The Wallace High School
12A Clonevin Park
Lisburn
BT283AD**

**Mr D Falconer BA (Mus) HDip Ed
(Head of Department)**

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TUITION SCHEME REGULATIONS 2025/2026

The following regulations are essential to the smooth running of the school's Tuition Scheme. Please read them carefully and return the attached reply slip to your student's peripatetic tutor via email.

PLEASE RETAIN THIS DOCUMENT FOR YOUR OWN REFERENCE

1. FEES

Individual lessons for the academic year 2025/26 will be £132 per 8 weeks of lessons, payable in advance.

Lessons are taken on an individual basis and are timetabled in line with the Grammar School timetable. Each student receives 35 minutes of instrumental/voice tuition.

Theory lessons are conducted at lunchtimes and before school. Ms Benson will timetable these lessons with the students.

Aural classes are also taken at lunchtime by Mrs Heater.

Aural training and Theory lessons are included in the cost of the tuition lessons.

Fees for tuition are paid directly to the peripatetic tutors. You will receive a bill from your child's tutor along with BACS transfer details. You will be issued with a receipt of payment by email from the tutor.

If no payment has been received by the third lesson of a billing period, a reminder will be issued. If after a further week the fees have not been received, the matter will be passed to the Head of Music, who will contact you.

School instruments are hired at a cost of **£40.00** per annum – this is billed directly by the school.

2. TIMETABLES

The lessons will be arranged with each tutor and will be rotated weekly through 70 minutes.

3. ABSENCE FROM A LESSON

Illness:

In the event of student absence due to illness, lessons will be charged at the full rate.

Other:

Absence from a lesson must be by arrangement with the Head of Music. Pupils must, for example, inform the Head of Music about school trips, matches, **at least 3 days** in advance. He will, where possible, endeavour to provide a new lesson time. **Missed lessons will be charged at the full rate.**

In the event of tutor absence, tutors will reserve the right to provide missed lessons at a later date in lieu of refund.

4. TERMINATION OF LESSONS

If you wish your child to cease having lessons you must notify the Head of Music of this in writing. **Lessons will stop 8 lessons from the date on which your letter/email is received. If the child ceases lessons immediately then a fee of £132 will be payable. Beginners will be permitted to opt out of tuition after the first 8 lessons. Written notice must be given to the Head of Music by lesson 6.**

Tutors reserve the right to cancel a contract at any time and to refund any monies due.

5. HOME PRACTICE

Learning to play any instrument involves a commitment to regular practice. **This will entail a daily session of at least 10 minutes for the beginner and up to 1 hour for the more advanced student.**

Attention must be given to the demands of aural training, scale work, sight-reading and any theory homework. The ABRSM aural apps are all easily available in the app store for home use.

Each student must provide a notebook in which the practice schedule and tasks for the following lesson are noted by the tutor. Alternatively tutors may email any instructions for practice for the next week.

6. EXTERNAL EXAMINATIONS

When a pupil has reached the required standard, he/she may be entered for an external practical examination (ABRSM, TrinityRockSchool).

The fee for the examination and for any accompaniment will be billed by the school and is payable by Parentmail app. Students are presented for examination by The Wallace High School.

7. EXTRA-CURRICULAR ACTIVITIES

All pupils receiving tuition in The Wallace High School must take part in the relevant extra-curricular activity of the Music Department. e.g. (Singers in choirs, instrumentalists in orchestra or ensembles, Guitarists in Guitar Club, drummers in Jazz Band)

Tuition students may be asked to perform at school events or concerts.

8. SCHOOL INSTRUMENTS

Parents must agree to ensure that instruments belonging to The Wallace High School will be taken care of when not on school premises. School instruments are issued by The Wallace High School and must be added to the Home Insurance Policy of the pupil's household. **In the event of loss or damage, parents will be liable for the repair/ replacement of the instrument.**

9. FIFTH/SIXTH FORM PUPILS ON STUDY LEAVE.

Pupils in these forms **will be expected to continue** with lessons during study leave.

Please review and sign the following two pages.



**THE WALLACE HIGH SCHOOL
MUSIC DEPARTMENT**

TUITION SCHEME 2025/2026

PARENT AND TUTOR CONTRACT

(Please retain this copy)

Name of pupil:

Instrument/Voice:

Make (if applicable): **Serial No** (if applicable):

I have read the Tuition Scheme Regulations 2025/26 document and agree to my child having lessons in accordance with all the terms stated.

Please pay particular attention to the following:

- ☐ **Arrangements for the payment of fees**
- ☐ **Arrangements for the notification of absence**
- ☐ **Arrangements for the termination of lessons**
- ☐ **Arrangements for external examinations and payment of related fees**
- ☐ **Attendance at extra-curricular activities**
- ☐ **Care of instruments belonging to The Wallace High School when not on school premises**

Signed (Tutor): **Date:**

Signed (Parent): **Date:**



**THE WALLACE HIGH SCHOOL
MUSIC DEPARTMENT**

TUITION SCHEME 2025/26

PARENT AND TUTOR CONTRACT

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- ☐ Care of instruments belonging to The Wallace High School when not on school premises

Signed (Tutor): **Date:**

Signed (Parent): **Date:**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name and address of person to whom bills should be sent:

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Daytime contact number:

Email address: