

**RACHEL DUNN - PERIPATETIC MUSIC TEACHER.**  
**Terms and Conditions – Lesson bookings and payments.**

**Thank you for choosing Singing, Flute &/or Piano lessons for your child. Please read the following terms and conditions regarding booking and payment carefully, before signing and agreeing to them at the bottom. I really look forward to teaching your child!**

- Lessons are organised in teaching blocks according to the school term times. They run half termly, each block lasting approximately 6 or 7 weeks. There are 6 blocks each year: 'Autumn 1' and 'Autumn 2', 'Spring 1' and 'Spring 2', 'Summer 1' and 'Summer 2'.
- Lessons are provided on school premises, with school permission, within school hours.
- The school will provide you with my details initially. Henceforth, all communications are direct with me, rather than via the school, though most schools will be willing to provide you with basic information or aid communication if necessary. They will also pass on any cash/cheque payments via a clearly marked envelope passed to their admin staff at the school office.
- Most communication will happen via email. Please don't hesitate to contact me with any comments, questions or queries you may have, whether regarding payment/booking or to request an update on your child's progress. I will respond as promptly as possible.
- A timetable for each teaching block will be provided to schools and parents. These timetables are most often on a rota basis, so that children do not miss the same part of the school day each week.
- Spaces are limited, and places are booked on a first come first served basis.
- To ensure your child's lessons are booked, you will be required to **pay in advance for each block**. **Your space will be confirmed by email once full payment is received for that half term block, as lessons must be paid for in advance.** Please note that even if you have requested lessons for your child, this cannot be secured and confirmed until full payment is received.
- **Payment by BACS is preferred.** Cheques can be accepted, but the lesson block **would not** be secured until the cheque has cleared. Any cash payments would need to be left in a marked envelope in the school office **a minimum of one week** before the end of the previous term, in order to be collected during that final week. Items can be posted **at your own risk** to the address below.
- Once paid and confirmed, your child's place in the block is secured and they will receive the lessons in that block, provided they are in school on the agreed date and time. Booking in advance is necessary due to limited space, as most school lists are full or even have waiting lists for spaces.
- **BACS (online payment)** details are:
  - **Name:** Mrs Rachel Dunn
  - **A/C No.** 23742119
  - **Sort Code** 60-02-05
  - **Ref:** Please use your child's name and school initials, so I'm clear exactly who the payment has come from. Thank you.

**School initials:**

Cullompton Community College: CCC  
Halberton Primary School: HPS  
Plymtree CofE Primary School: PPS  
St. John's Catholic Primary School: SJP  
Uplowman CofE Primary School: UPS

- There are no refunds available for any missed lessons, as spaces cannot be back-filled and payments cannot be carried over to another week / month / block. However, exceptional circumstances may be considered my discretion.

- Both the school's and parents are encouraged to contact me at the earliest possibility if a school activity or outside appointment will effect your child's lesson. Whilst lessons **cannot be refunded** I will make every effort to rearrange the lesson time where possible.
- **Shared lessons:** If you would like your child to share singing or flute lessons with one other child, it is your responsibility to agree this with another parent of a child (preferably close in age and/or ability) to your own (i.e. both beginner's or at the same grade level). This is a great option for those in the early stages of learning, as it halves the cost whilst they find their way with their instrument or voice.
- **Current students:** If payment has not been received for any block about to begin, lessons will not be able to commence and I will be unable to 'hold' your usual space within that block. If the block is fully booked and you wish your child to restart lessons, they will have to go on the waiting list until a space becomes available. Please be careful to pay in good time to secure your child's lessons and avoid disappointment.
- If you ever have any difficulties with payment, **please do get in contact**, as I will do my best to help where possible. Parents can split block payments into two during the previous block, so that the full amount has arrived before the start of the new one.
- Lesson Cancellations by the teacher: If a class has to be cancelled due to unforeseen circumstances – illness, etc., you will be notified at the earliest possible occasion via email or text. I shall then offer either a replacement lesson on a different day or I will refund the cost from the next block booking.
- It is your responsibility to provide your child with suitable equipment for effective practice i.e. a well serviced instrument, tuition books, music stand, etc. Please do encourage your child to practice, as they will progress faster and therefore be better motivated, which will also offer you better value for money!
- Thank you, and I look forward to welcoming your child.

**I have read and understood the T and C's about booking and payments and sign below to confirm this. I agree to notify Rachel Dunn of any school activities/outside appointments which would effect my child's lessons and to let her know at the earliest possible time, any changes to my circumstances, which may effect my child's ability to continue with lessons.**

**Signature:** .....

**Date:**.....

**Contact details:**  
[rachel@racheldunn.co.uk](mailto:rachel@racheldunn.co.uk)  
 01884 829292  
 07834 267192  
[www.racheldunn.co.uk](http://www.racheldunn.co.uk)

Connect with me on Facebook:  
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