

# **BALLYMENA ACADEMY MUSIC DEPARTMENT**

## **Terms and Conditions**

### **for Instrumental Tuition Scheme for School Year 2025/2026**

#### **Fees per annum – Years 8-10 (35 Lessons)**

- (i) 20 Minute Lessons £388.00 (Suitable for Grades 1 – 5)**
- (ii) 30 Minute Lessons £575.00**
- (iii) 40 Minute Lessons £762.00**

#### **Fees per annum – Years 11 (34 Lessons)**

- (iv) 20 Minute Lessons £378.00 (Suitable for Grades 1 – 5)**
- (v) 30 Minute Lessons £559.00**
- (vi) 40 Minute Lessons £740.00**

Fees (Years 8–11) will be billed for payment in three instalments via ParentMail. Extra lessons can be arranged by contacting the Instrumental Tutor Co-ordinator.

#### **Fees per annum – Years 12-14 (26 Lessons)**

- (i) 20 Minute Lessons £292.00**
- (ii) 30 Minute Lessons £431.00**
- (iii) 40 Minute Lessons £570.00**

For pupils in **Years 12, 13 and 14** lessons will finish during the last week of April. If pupils wish to continue lessons through May and June to maintain their progress, this can be arranged by contacting the Instrumental Tutor Co-ordinator.

**YEAR 9 – 14 any outstanding fees from previous terms will prevent lessons in the incoming year.**  
**Lessons will commence when the balance has been brought up to date.**

#### **[2] Attendance at Lessons**

Full attendance is important. Lessons are rotated through the days/times a pupil's instrumental/vocal tutor is in school. Lesson timetables will be posted into the music lesson Google Classrooms, which pupils will have access to. Under normal circumstances if a pupil is unable to attend a lesson they should endeavour to arrange another time, perhaps by exchanging lessons with another pupil, or if this is not possible, must give the tutor at least 24 hours' notice to avoid being charged for the lesson. In the first instance tutors and pupils should organise their next lesson time at the end of the current lesson and check its suitability. Pupils will also be able to message their tutor concerning unavoidable difficulties through the Music Lesson Google Classroom and should do this at the earliest opportunity if there is an issue. Years 8-10 can also speak to their class music teacher if they need help (Mrs Church, Miss Wilkinson, Mr Thompson). It is really important to bear in mind that if a lesson is missed through the pupil's own fault (e.g., forgetfulness) the lesson will be forfeited, and the money not refunded. The school is charged for every scheduled lesson whether the pupil attends or not. Parents will be informed in writing if a pupil accumulates more than two unexplained absences from the lessons. If there are any issues arising, you can contact Mr Thompson (Instrumental Tuition Coordinator) or Mrs Church (Head of Music) by phoning the school office.

### [3] Reports

Reports to parents will be issued at the end of each term, detailing each pupil's progress and record of attendance.

### [4] Examinations

Pupils will be prepared for the practical examinations of the Associated Board of the Royal Schools of Music, Trinity College, RockschooL, RGT and/or CCEA. A pupil's suitability for an examination will be determined by their music tutor. The tutor also reserves the right to withdraw the pupil from the examination due to insufficient practice. Parents/guardians will cover the cost of any music examination and if applicable a fee for the piano accompaniment. Prices are available from the Music Department. Alternative accompanists may be arranged with the approval of the pupil's music tutor.

### [5] Commitment to Music Department Activities

Central to this agreement, if invited, pupils receiving instrumental tuition are to take part in the school's instrumental music groups and orchestras, which usually meet on specified days from 3.30pm – 4.30 p.m. - and any activities organised by the school in connection with such participation. As we primarily run this lesson scheme to build co-curricular ensembles and performance, failure to adhere to this may result in lessons being discontinued. Students taking lessons in voice, piano, drumkit and guitar have the option of choirs and percussion groups.

### [6] Cancellation of Lessons

Lessons will be terminated only after two weeks written notice from the parent/guardian. This will be rigidly adhered to.

### [7] Instrumental Loan

Due to costs of purchasing and maintaining musical instruments the school has found it necessary to impose a charge of **£50.00 per annum for the loan of a school instrument**. If your child uses such an instrument you will receive an invoice in October/November. Pupils using instruments loaned by the school must return a completed Loan Agreement.

### [8] Instrument Storage

- i) Instruments must be kept in a safe place, primarily the instrument stores situated beside the music dept. office.
- ii) Instruments must therefore not be left in bag racks, changing rooms, lockers, classrooms or open spaces in any part of the school grounds during the school day.
- iii) Instruments should be taken into school and home again on the day of lessons and ensemble rehearsals. Pupils should avoid leaving instruments in the stores overnight or at weekends.

**Please retain these terms and conditions for your own information.  
Only return the Private Music Tuition Agreement.**

# Ballymena Academy - Private Music Tuition 2025-26

## PRIVATE MUSIC TUITION AGREEMENT

Please print, complete and return this as soon as possible to the box marked Music Lessons outside the Main Office.

### TYPE OF LESSON

(Please tick)

20 MIN	30 MIN	40 MIN

Pupil's Name ..... Year Group as at 01/09/25 .....

Instrument ..... Music Tutor.....

### Instrument Ownership

(i.e. Private, School, EA)

### Instrument Serial No.

(not necessary for piano,  
drums)

Name of Parent/Guardian .....

Address .....

### Contact Telephone Number

.....

Please sign Acceptance Form below as confirmation of your agreement to these terms and return it to the Music Department as soon as possible.

Parent/Guardian of above-named pupil.

I have read and agree to all the terms and conditions for Private Music Tuition for the school year 2025/2026.

SIGNED X.....X (Parent/Guardian) Date .....

### For Office Use only

Tutor..... Commencement date...../...../.....

School Ensemble .....

	Bills per year	20 Minute	30 Minute	40 Minute	Music Lessons End	No.of Lessons
Year 14	2	292.00	431.00	570.00	End of April	26
Year 13	2	292.00	431.00	570.00	End of April	26
Year 12	2	292.00	431.00	570.00	End of April	26
Year 11	3	378.00	559.00	740.00	End of June	34
Year 10	3	388.00	575.00	762.00	End of June	35
Year 9	3	388.00	575.00	762.00	End of June	35
Year 8	3	388.00	575.00	762.00	End of June	35