



AGREEMENT FOR LAMDA TUITION AT CATMOSE PRIMARY

This document is an agreement between the LAMDA teacher and the parent/guardian. Once lessons have commenced, please communicate directly with the LAMDA teacher on all matters relating to LAMDA lessons unless it relates to a concern regarding timetabling or the quality of provision.

Fees

- 25-minute lessons, group lessons 10 lessons (2 terms) = £75.00
- Fees are payable in advance, directly to the LAMDA teacher. Parents will be invoiced directly by the LAMDA teacher before lessons commence. Please make payment via bank transfer.
- All fees must be settled before lessons commence. Please ensure the LAMDA teacher receives payment before the first lesson.

Number of lessons per term/year

- A total of 30 lessons of 25 minutes are given in an academic year.
- The number of lessons given each term will vary according to the availability of the LAMDA teacher and/or the different lengths of the six school terms.
- If the pupil is taking an exam, the LAMDA teacher will also charge for the lesson.

Arrangement of lessons

- LAMDA lessons are given during school time on a rota timetable which will be timetabled by the Performing Arts Administrator.
- Parents and pupils should ensure that they are familiar with their timetable so they are punctual to their weekly instrumental lessons.

Free School Meal Students

- The Federation will subsidise 80% of the cost of the lesson and parents will need to pay 20%.
- All lessons need to be paid termly in advance of the lessons starting.

Notice

- At least four lessons notice must be given in writing to both the LAMDA teacher, Director of Drama and Performing Arts Administrator for termination of LAMDA lessons.

Missed Lessons/Extra Lessons

- A register will be kept and an email will be sent to parents/guardians after two consecutive lessons are missed.
- Lessons missed by students will be charged. It is the LAMDA teacher's discretion whether the lesson is made up.

- A lesson may be cancelled by the LAMDA teacher at any time, but this lesson will be carried forward.
- Should the Academy be closed, (e.g., due to adverse weather conditions) the LAMDA teacher is under no obligation to make this lesson up, although they may choose to do so.
- It is the parent/guardian's responsibility to notify the LAMDA teacher of any planned absences at least two weeks in advance (e.g., Academy trips, exams, appointments) in order for a charge not to be incurred by the LAMDA teacher.
- If a student is unable to attend their lesson due to a direction by the Academy, (e.g., a student needing to sit an examination with no or little warning) the Academy will reimburse the parent.

Reporting

- Parents will receive summative feedback by the LAMDA teacher at two points during the academic year to highlight the progress of the student.

Drama Clubs/Performances

- The Academy encourages students to participate in Academy performances and clubs to further their skills.

I agree to LAMDA tuition being given on the terms and conditions described above. The document is an agreement between the parent/guardian and the LAMDA teacher and be referred to should a dispute arise.