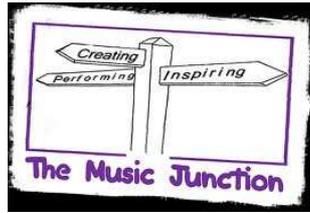


THE MUSIC JUNCTION



Parent's handbook



The Music Junction is an independent, community music education service, offering a wide variety of weekly music sessions, to young people and adults. It is well resourced and professionally staffed, with an excellent knowledge of the latest practices in musical education.

The Music Junction is run by four partners with the ethos of a co-operative, and functions as a "Not for Profit" organisation. All teachers working with The Music Junction are self-employed, and all have their own unique teaching styles. All teachers also have their own Public Liability insurance.

Our overriding aim is to provide excellent quality and affordable music education to young people and adults on a weekly basis. Working closely with schools, we are committed to providing an inclusive music education opportunity, which is both sustainable and forward thinking.

Lessons

1a. The Music Junction offers weekly tuition based on 30 lessons per year made up of 10 lessons per term. Because term lengths are different, this may sometimes vary:

Example - Autumn 11 lessons, Spring 10 lessons,

Summer 9 lessons = 30

2a. Schools are asked to keep The Music Junction informed where special events, exams, trips etc..... may force teaching to be cancelled. However in practice this does not always happen, therefore The Music Junction politely asks parents to liaise with the instrument teacher over possible clashes.

3a. Lessons missed through teacher absence will be (where possible) made up at a later date.

4a. The Music Junction will try to make up lessons that are missed, however we cannot promise that this will always be possible.

5a. Where there is a shortfall of lessons, The Music Junction may offer a refund if appropriate. Where this is the case, The Music Junction will contact parents.

Payment of Lesson Fees

1b. The contract is between The Music Junction and the Parent.

2b. Parents are requested to pay lesson fees promptly (and certainly no later than the required date). To keep running costs to a minimum, invoices are not issued, but a statement of account will be given to the pupil at the beginning of the Autumn Term.

3b. If payment is made by BACS there is no added charge, however if payment is made by cash, cheque or credit card, parents are asked to add £1 per term to cover the extra banking administration costs.

4b. If payment of fees is late, The Music Junction reserves the right to ask for the full payment (up front) before the next terms lessons can begin. In the case where The Music Junction receives payment after the first lesson has been taught, parents will still be expected to pay in full.

5b. If payment is difficult because of "hardship" please contact us and we will be pleased to help in any way we can.

6b. Parents must give half a terms notice if they wish to stop lessons (this also applies at the end of the summer term unless the pupil is year 6 or change of school). The Music Junction reserves the right charge for a full term where this contract is broken.

Progress Reports, Exams and Performance

1c. All teachers working with The Music Junction have their own individual approach and set pupils goals and targets. The Music Junction actively encourages different teaching styles and we are proud to promote fine and creative teaching. All Music Teachers are highly skilled professionals.

2c. We do not provide end of term reports, but parents are encouraged to speak to the teacher about their child's progress. If there are any concerns, then please contact a Music Junction partner.

3c. If a parent has any issue to discuss in respect of The Music Junction, then please contact a Music Junction Partner either by phone or email.

Likewise, if a teacher has an issue with a pupil / parent, then please contact a Music Junction partner.

Nathan King – nathan.themusicjunction@talktalk.net

mobile 07850 153949

Simon Storrie – simon.themusicjunction@talktalk.net

mobile 07436 807448

Debbie Sallis - deb.themusicjunction@talktalk.net

mobile 07889 988649

Mike Sallis – mike.themusicjunction@talktalk.net

mobile 07803 617734

4c. The Music Junction encourages teachers to enter (where appropriate) pupils for graded exams by the leading boards A.B, Trinity, RGT, Rock School. Teachers will contact parents before entering a pupil to gain their approval; parents are requested to take note of the following points:

There will be an Exam Fee.

Where the teacher is not able to accompany the pupil, there will be an extra charge to cover this service.

Parents are expected to arrange transport to the exam centre.

If the pupil is not able to take the exam once entered, no refund will be given, unless the appropriate medical certificate is presented

5c. All music teachers are encouraged to enter pupils for concerts, assemblies, recitals so that pupils can gain performance experience.

Instruments

1d. The Music Junction requests that all pupils have access to a suitable instrument which is in good working order and professionally set up. Parents must in consultation with the teacher, make sure the instrument is the correct size. Jazz shed www.jazzshed.co.uk or secondwind www.secondwind.co.uk can help with this.

2d. If a pupil forgets his/her instrument on a lesson day, the teacher has the right not to teach that lesson (no refund will be offered)

3d. It is the pupils responsibility to remember their instruments when lesson days / times are changed due to a school timetable alteration etc.

4d. Pupils must remember instruments for school bands / ensembles together with extra rehearsals for concerts / performances.

5d. Parents are requested to insure their instrument against loss or damage. The Music Junction cannot accept responsibility against damage or loss.

Working in Partnership with:

Violins, Violas, Cellos & Guitars The String Specialists

Repairs and sales

