

Music Lesson Enrolment Form 2020/21

****Please complete and return to the email/postal address above NOT the school office****
 You can also enrol online via our website at www.loweacademy.com/enrolment

School:	Notre Dame High School					
Student Name:						
Year Group:						
Contact Email Address:						
Contact Phone Number:						
Instrument (please circle):	Singing	Piano	Guitar	Bass Guitar	Double Bass	Ukulele
Lesson Type (please circle):	Weekly £150 per term 20min lessons delivered each week			Fortnightly £75.00 per term 20min lessons delivered every other week		
Payment method (please circle)	Paypal	Bank Transfer	Cash	Cheque		
Specific additional needs?						

Please note: **Double Bass Hire** is available through the Music Hub at £17.00 per term or £40.00 per year. Contact us direct for an instrument hire form (Unfortunately Guitar/Ukulele hire isn't available).

Payment Details

Payment is due before each term and can be made in four ways:

- Online via **Paypal** by visiting www.loweacademy.com/enrolment
- **Bank Transfer** to Account Name: Lowe Academy of Music and the Arts, Account No. 82094223, Sort Code: 40-42-49 with your child's surname as payment reference
- **Cash** in a clearly labelled sealed envelope and posted to the correspondence address above (NOT to your school office)
- **Cheque** payable to "Lowe Academy of Music and the Arts" and posted to the correspondence address above (NOT to your school office)

Associate partners with:



Terms and Conditions of Enrolment

1. PAYMENT and ATTENDANCE

1a) Lessons are invoiced in advance over the year in three termly instalments of 11 lessons per term or one single annual instalment. Non-payment of fees will lead to the withdrawal of tuition.

1b) Free Trials are not available. The minimum commitment is one term.

1c) Lessons missed by pupils due to exams, school trips, short term illness, emergency closure of school, pandemic, flooding, snow etc. will not be made up or refunded.

1d) Students will not be charged if the tutor does not attend the scheduled lesson.

2. LESSON CONDUCT

2a) Children will need to come out of class during the school day for their lessons. It is expected children will catch up with their learning as agreed by the class teacher.

2b) Lowe Academy of Music and the Arts staff are not responsible for escorting children to and from lessons. The school is responsible for pupils outside the actual lesson time.

2c) Students and staff must wear appropriate clothing as per a non-uniform school day and must be fully clothed at all times.

3. LIABILITY

3a) Your child is expected to bring their own instrument to their lesson each week. Unfortunately instrument hire through Sheffield Music Hub is not available for guitars and ukuleles. Please contact us direct if you would like advice on purchasing an instrument.

3b) Lowe Academy of Music and the Arts does not accept liability for loss or damage to pupils instruments or personal possessions.

4. ONLINE TEACHING

4a) In the event that your child's lessons are delivered online it is expected that you will read and agree to our online teaching policy available here: <https://docs.google.com/forms/d/1r-XZuwpPlsBWsvJo6jHKDr6oKnTIqWEECwtcRzPaqGU/edit>

4b) Once online lessons are agreed a "scheduled lesson" will be considered your paid for service. Refunds will not be made if a student does not attend the agreed scheduled lesson time.

5. TUTOR CONTACT

5a) Tutors will only log on using their company monitored 'first name' @loweacademy.com email accounts

5b) Parents/Guardians must use their own choice of email address to establish video conferencing connections

5c) Students must not use their own personal email addresses at any time

Associate partners with:

5d) No social media account information should be shared between the student and teacher with the exception of Lowe Academy's own branded company accounts.

6. SAFEGUARDING

6a) All Lowe Academy Staff hold valid Enhanced DBS Certificates and have undergone Safeguarding Training.

6b) If you have any concerns about the behaviour of any Lowe Academy staff/teachers you can report issues in complete confidence direct to our Designated Safeguarding Leads: Jack Lowe & Emily Lowe on info@loweacademy.com / 07541 857 872

6c) If your concern is in regard to Jack or Emily Lowe you should contact Sheffield Music Hub Designated Safeguarding Lead: Judith Ennis on judith.ennis@sheffield.gov.uk / 07790 374 498

6d) Alternatively, in serious circumstances where you believe immediate action is required we encourage you to call the police.

7. PRIVACY POLICY

7a) Lowe Academy will continue to take appropriate GDPR compliant measures to store any customer data securely as per our existing Privacy Policy available here: <https://loweacademy.com/about/>

8. CANCELLATION

8a) In the event that you wish to Cancel tuition we require 6 weeks/a half terms notice via email to please Mandy Linder at info@loweacademy.com

Declaration

I wish to enrol the above named child and agree to pay the term charge listed above. I have also read and agree to the Terms and Conditions of Enrolment.

Signature _____

Date _____

