

**School Terms and Conditions 2022-2023**

The Package and/or Workshop offer is available to all school and colleges. Additional provision is available. Please refer to the current TVMS brochure for charges and details.

Tuition/delivery can only commence on receipt of a signed copy of this contract. Full details of the provision will be confirmed in writing upon receipt. Times and days for tuition will be negotiated between school and TVMS. We will make every effort to accommodate specific requests but cannot guarantee exact times.

The tuition fee entitles the school to the specified number of lessons over the specified terms through the academic year September to July. This allows for PD days, Bank Holidays, inclement weather, school trips, teacher absences and other eventualities. Lesson numbers reduce pro rata if you join the scheme during the school year. TVMS must be advised, where possible, at least one week in advance of any school closures, trips, etc. If we are not advised this will be counted as an offered lesson.

In the event of a teacher absence TVMS will make every effort to arrange appropriate cover. A suitable teaching space and use of a whiteboard/ sound system (if required) would be beneficial to allow access to ICT based tuition resources.

Provision will be invoiced in Autumn term, regardless of when the provision commences and payment is due within 30 days from invoice. In the event of us being unable to offer the contracted number of lessons/ workshops a refund will be given at the end of the academic year.

**Pupil Recruitment and Retention (School Instrumental and Vocal packages only)**

Schools are responsible for selecting the pupils to be offered instrumental/vocal lessons and can remover or replace pupils in line with the school’s policy. Please discuss the pupil criteria with TVMS teacher.

The school is responsible for the management of pupil numbers. Time allocated and charged cannot be reduced for the period specified on the contract but a reduction may be negotiated at the end of that period. Extension of tuition time can be negotiated with TVMS subject to staff and instrument availability.

**Cancellation Policy:** One month’s notice in writing is required if you decide to cancel all or part of your requested provision. A 20% cancellation fee will be deducted from any refund due.

**Package Loaned Instruments:** TVMS will make arrangements for the delivery and collection of the loaned instruments. Maintenance, repair and insurance are included in the instrument hire costs whilst in school. If pupils take an instrument home, parents must ensure the instrument is insured on an “All Risk” insurance policy. TVMS will provide forms for parents to accept liability of the instrument whilst in their care.

Instruments must be stored in a safe/secure environment. TVMS Resources Staff will be happy to discuss this. Any repairs must be carried out by TVMS Resource Staff. Reed instrument – One set of reeds will be supplied when instruments are issued. Additional reeds can be purchased via TVMS Resources.