



2023-2024

TERM DATES

AUTUMN

Monday 11th September - Saturday 16th December

Half Term - Monday 23rd October - Saturday 28th October

Sunday workshops: 1st October & 15th October, 2.30pm & 3.30pm

Halloween Recital (online) - deadline for videos - 21st of October

Winter recital: Saturday 2nd December - 6pm at St Margaret's, Putney

SPRING

Monday 8th of January - Thursday 28th March

Half term: Monday 12th - Saturday 17th February

Sunday workshops: 28th January & 11th February - 2.30-4.30pm - workshop

Spring Ensemble Recital: tbc

SUMMER

Monday 15th April - Saturday 13th of July

Half term: Monday 27th May - Saturday 1st June

Sunday workshops: 9th June - 12.30-6pm - workshop - (crypt)

Summer Grand Gala Concert: Saturday June 15th - tbc



2023-2024

STUDIO LETTER OF AGREEMENT

By paying for and attending Putney Music School lessons, you are agreeing to our terms and conditions. These guidelines are what keep the studio running smoothly and effectively, and ensure that all students receive the equal attention they deserve.

PORTAL - MY MUSIC STAFF

- As a Putney Music School parent/student you will have access to your own online portal. This enables you to see your timetables, invoices, extra downloads, lesson notes, news and communications, and keep a practice log. Information may be communicated through this portal so it is important that you check it on occasion. Important information will be e-mailed as well.

DATES

- Putney Music School has three terms: September to December, January to March and April to July.
- Term dates are published on our website, on our invoices and are pinned to the top of the My Music Staff portal
- We do not operate on bank holidays

SCHEDULE

- Lessons are scheduled at a mutually agreed time when the student begins lessons. If student wishes to change their lesson time mid-year this can be discussed on a case-by-case basis, however, this is subject to availability and cannot be guaranteed.

PAYMENTS

- Payment will be made before the start of each term by bank transfer. We are no longer able to accept monthly payments. Please contact us if you would prefer to pay in half-term installments.
- Fees cover the cost of tuition, studio projects, challenges and recital participation. Optional events (such as competitions, festivals and exams) will be paid for by the student/parent.

NOTICE

- Please give at least six weeks notice (term time) if you wish to discontinue your lessons in order to avoid being invoiced for the next term. This gives time for the timetable or classes to be adjusted if needed, to tailor the curriculum, and to allow anyone on the waiting list to take up a space in a full class. This notice period is enforced without exception.

PHOTOGRAPHY AND VIDEO

- Putney Music School may occasionally take photographs/videos of lessons and may use these in marketing materials and/or on social media. Please contact us directly if you would prefer your child not to be in photographs/videos used for these purposes.

SAFEGUARDING

All the information around our safeguarding policy can be found in our teaching rooms and also online at: www.putneymusic.co.uk/safeguarding



2023-2024

STUDIO LETTER OF AGREEMENT

ABSENCE, PUNCTUALITY AND CANCELLATIONS

- If you cannot attend a class for any reason, it will not be refunded.
- If a student is late to their lesson, the lesson will still finish at the scheduled time.
- If a teacher cannot make a lesson we shall do our best to hire a substitute. If this is not possible we will cancel the lesson and notify you by e-mail and text*.
- Refunds will be given in the case of a cancelled lesson either as a discount on the following month/term's invoice or directly into your bank account (please contact us directly if you would prefer a refund in the event of a teacher missing a class).
- In the case of inclement weather, pandemic or other risky circumstances, lessons will be delivered on Zoom via the my Music Staff platform.
- If your principal teacher is away with performing commitments, a suitable substitute teacher will cover their lessons. Teachers will share lessons plans to make sure each student has complete continuity.

COMMUNICATION

Communication with parents is extremely important to us. These are the ways in which we ensure we are communicating with you in order to maximise your child's experience with us:

- Portal: Through our portal we can send lesson notes if there is something noteworthy to tell you about your child's lesson. You will also receive automated e-mails and occasionally text messages* through our portal.
- Watching week: Each term there is a watching week where you will watch your child's lesson and speak to your teacher.
- Please do contact Rhiannon Llewellyn with any issues/concerns you may have. We are always happy to talk about your child's progress and offer practice tips and advice. Sometimes we are not able to talk immediately following a class, as we need to get ready for the next class, however we are happy to discuss at another mutually convenient time.

DATA PROTECTION AND ONLINE SECURITY

- In order to book lessons with us, you will need to provide us with your e-mail address, name, child's name, child's date of birth and phone number. These details enable us to contact you regarding your lessons, add your child to class lists, and ensure that they are placed in the right class in accordance with their age.
- We upload the information that you provide to a portal, managed by My Music Staff. Having audited our data protection and security procedures, we know that we are GDPR-compliant. If you would like to view the privacy policy of My Music Staff or Paypal (our payments processor), please contact us.
- Your data will never be passed onto anyone, ever.
- We will use your contact details in order to communicate with you about your Putney Music School lessons and events and for no other reason.

LESSON EXPECTATIONS

- If a child is finding it difficult to settle into the lesson routine and becomes disruptive, we will take steps to ensure that this does not affect lessons, in the first instance talking to parents, but ultimately asking the child to leave without a refund.
- Please inform us in advance if students have any special educational needs so we can put a plan in place as to how best support them.
- It is expected that parents will wait outside the class for the duration of the lesson; however if you do need to leave at any point, please leave someone else in loco parentis; this is particularly necessary for children who may need the toilet during the lesson!

*You will only receive text messages if we have your phone number. Please check your preferences under Settings in your portal to update your contact details. Once you have added your mobile number, tick the box to allow us to text regarding lesson cancellations.



PUTNEY
MUSIC
SCHOOL

2023-2024 PRICING

STUDIO AGREEMENT

SOLO LESSONS

	1:1 (30 MINUTES)	1:1 (45 MINUTES)	1:1 (60 MINUTES)
PER LESSON	£31.32	£46.98	£62.64

BUDDY LESSONS

BUDDY LESSONS
(40 MINUTES)

PER LESSON	£31.32
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ENSEMBLE LESSONS

MINI MUSICIANS
(30 MINUTES)

CHOIR
(60 MINUTES)

PER LESSON	£6.50	£5
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KEYNOTES GROUP LESSONS

GROUP PIANO
(30 MINUTES)

GROUP PIANO
(40 MINUTES)

GROUP PIANO
(60 MINUTES)

PER LESSON	£15.66	£20.88	£31.32
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