**Bedford Music Co-operative**

Postal Address: Email: asmith@bedsmusic.coop

74 Wood End Road Website: www.bedfordmusiccoop.co.uk

Wood End Bedford Music Co-operative

Kempston Registration No: 10157209

Beds

MK43 9BD

**Instrumental / Vocal Tuition Order Form – Schools**

School:…………………………………………… Head Teacher / Head of Music:……………………………………

Term:………Autumn 2022…………………………… Start date: ……………………………………………….

**Please indicate your requirements below and return the form to** **asmith@bedsmusic.coop** **You are welcome to attach the completed form to an email. Please give us the names of any students you are supporting through Pupil Premium or with GCSE/A Level on a separate sheet.**

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| --- | --- | --- | --- |
| **Tuition / Service required** | **Hours / Mins per week** | **Number of weeks** | **Preferred teacher if known** |
| StringsWindBrassKeyboard / PianoVoiceGuitarPercussion / DrumsEnsembleOther (please specify) |  |  |  |
| **Total hours per term** |  | **Cost per term** | **£** |
| **Hourly rate to schools - £36.50** Main Services: Instrumental and vocal tuition Additional Services: Large group / Ensembles / Miscellaneous |

We aim to provide 34 lessons in an academic year. The number of lessons per term will vary: the standard number of teaching weeks in the Autumn Term is 13. Schools may if they wish purchase additional hours / weeks by contacting the Co-operative.

**Range of Services:**

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| --- | --- | --- |
| **Main Services** | **Instrumental and vocal Tuition**(individual and small group) | * Strings (violin, viola, cello, double bass)
* Woodwind (recorder, flute, fife, oboe, clarinet, bassoon, saxophone)
* Brass (trumpet, cornet, French horn, trombone, euphonium, baritone, tenor horn, tuba)
* Drums (drum kit, orchestral & tuned percussion)
* Keyboard (piano, electronic keyboard)
* Guitar (acoustic, classical, electric, bass)
* Voice
* Theory
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| **Additional Services** | **Large group, Ensembles, Miscellaneous** | * School Ensembles and Choirs
* Piano accompaniment for exams / performances
* Aural training
* Composing / arranging

***Please note the Bedford Music Co-operative does not offer whole class instrumental tuition, curriculum work for whole classes or projects. These will continue to be delivered by Music for Bedford Borough*** |

**Terms and Conditions**

**Tuition**

Bedford Music Co-operative sends the school an order form for instrumental / vocal tuition for the coming term. The form should be returned to BMC by the specified date. In future terms, if the form is not received by the Office, BMC will assume that the current provision will continue. Tuition may be cancelled for the end of a term (i.e. December, March/April, July) by giving half a term’s notice (October, February, May)

BMC will send an invoice to the school shortly before the start of each term. This should be paid within 30 days of the invoice

If payment is not received, BMC reserves the right to withdraw tuition services.

**The Co-operative is responsible for:**

2.1 Sourcing suitable teachers to provide tuition as requested

2.2 Providing administrative services

2.3 Resolving issues as required

**The School is responsible for:**

3.1 Providing a suitable teaching room to include adequate space, heat, natural light, ventilation and a viewing window

3.2 Ensuring that all musical teaching equipment is in good order

3.3 Ensuring that pupils are able to attend lessons during the school day

3.4 The health and safety of teachers whilst on school premises

3.5 Providing teachers with information on relevant school policies and procedures, e.g. SEN, child protection, fire and emergency etc.

3.6 Keep teachers informed of any school closures, trips, teacher training days etc. which would prevent them from delivering lessons

**Changes to tuition order**

4.1 Any changes to the invoice during the course of a term must be agreed with the teacher delivering the tuition and with BMC. Additional tuition will be invoiced accordingly.

4.2 The school must give the Co-operative reasonable notice of any school closures etc. which will affect the delivery of lessons. In the case of pre-planned events, e.g. teacher training days, school visits and exams, 7 days written notice is required. If no notice is provided, the lesson will be charged for.

**Credit**

5.1 If the full quota of lessons has not been delivered by the end of term, a credit note will be issued

**Liability**

6.1 The Co-operative does not accept any liability for loss or damage to any personal possessions or personal injury, however caused

**Terms and Conditions**

7.1 Bedford Music Co-operative reserves the right to alter the above Terms and Conditions with half a term’s notice. Any decision made by the Co-operative concerning these Terms and Conditions shall be final.

**Upon receiving this order form, Bedford Music Co-operative will confirm receipt and provision of lessons with you as soon as possible via email. All tuition is, of course, subject to teacher availability. In the unlikely event of our being unable to provide a suitable teacher, we will contact you at the earliest opportunity.**

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| --- | --- |
| Contact Name within School | Contact email address |
| Position | Contact telephone number |
| Signature | Date |