



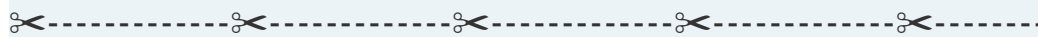
Elissa Johnson
 4 Bakers Hill
 Heage
 Belper
 Derbyshire
 DE56 2BL
 elissa_johnson@outlook.com
 07875697873

Dear Parent/Guardian,

The arrangements for piano lessons are set out in this letter of contract. Please read it carefully, and then complete, sign and return the bottom section **as soon as possible** to the school office if you wish your son/daughter to receive/continue piano lessons in school.

Arrangements for piano lessons:

- I will aim to provide at least 10 lessons each term. The exact number will depend on the availability of the teacher and on the length of an individual term.
- Fees are to be paid at the beginning of each half term when an invoice will be issued.
- Payment must be made within the first 2 weeks of each half term (or first 2 weeks of starting lessons).
- If payment has not been made by the third lesson of each term I reserve the right to exclude the pupil from any further lessons until payment is received in full, including payment for lessons missed while excluded.
- Any lessons missed by the pupil **will be charged for** unless agreed in advance with me. Notice must be given before the start of each half term if a lesson is to be missed during that half term.
- Any lessons missed due to my unavailability will be rearranged where possible or credited on following terms invoice.
- If lessons are to be discontinued, **half a term's notice (or 6 weeks, whichever is the longest)** must be given in writing (by the Parent/Guardian). If insufficient notice is given, **payment will be due** for those lessons not taken during the notice period.
- Any sound recordings made during lessons are solely for use in providing visualisation of progression to students or for GCSE and A Level exams.



Lesson options – please tick selection

Shared 15 minute lesson - £3.50 per pupil per lesson

Individual 15 minute lesson - £7.00

This agreement is between:

Elissa Johnson (Piano Teacher) and.....(Parent/Guardian)
 Piano lessons will be provided as outlined above to:.....(Pupil)
 At:.....(School) in:.....(Class/Year)
 Date of Birth(Pupil)

Please detail any other relevant information I should be aware of:

.....

I have read and accepted the conditions, and understand that they can be varied only with the agreement of both parties.

Signed (Parent/Guardian).....

Date.....**Contact details:**

Name.....Tel No.....

Address.....

.....Post Code.....

Email.....

PRIVACY STATEMENT

As an instrumental teacher I process personal data relating to clients, and to those who are interested in the services I provide.

I am committed to complying with my legal obligations in respect of data protection and privacy. I only collect the personal data I need in order to provide you with the services you have asked me to provide or tell you about. This can include your name, contact address, email addresses, telephone numbers, date of birth. I will collect information about you when you enter into a contract with me and make enquiries about my services. I will only keep personal data for as long as is necessary to provide my services, or for as long as I reasonably need to keep the information for lawful business purposes or to comply with a statutory or other legal requirement.