

TUTORING TERMS OF SERVICE

Chichester Music Academy Ltd is a premises-based music tuition facility.

Tutoring Terms of Service apply to all private students receiving 1-1 tuition from freelance tutors hiring rooms within the premises known as Globe House, Station Approach, Chichester PO19 8DN.

1. TUITION, PAYMENT & NOTICE

- a. Private 1-1 tuition is provided by the tutor during the school term time and is subject to a minimum term (booking period) as agreed with the tutor, usually one school term or the remainder thereof and excluding one week of a half term holiday. Term dates are within those published by WSCC for the academic school year.
- b. Private 1-1 tuition is charged for by the tutor and is payable in advance, either in full or in two instalments. Tuition fees charged by the tutors are published on the Website and are the subject to annual review.
- c. Chichester Music Academy Ltd charges a hire fee to the Tutor for use of the facility.
- d. Notice to discontinue lessons must be provided by email to the tutor at/by the end of any term. If notice is not received an invoice for the following term will be issued by the tutor. A fee equivalent to half of a term will apply in the event of no-notice cancellation.

2. MISSED LESSONS

- a. Cancellations made by the student within the booking period are non-refundable.
- b. If the tutor is unavailable to provide a scheduled lesson due to illness (or any other reason beyond their control) the lesson may be covered by the tutor approved stand-in or made up later or be refunded by the Tutor.

3. GENERAL

- a. The student, if over 18 otherwise the Parent/Guardian, is responsible for any loss or damage occurring to any instrument, accessory or music lent by the tutor to the student.
- b. The student, if over 18 otherwise their Parent/Guardian, is responsible for the insurance of their own instrument.
- c. The student, if over 18 otherwise their Parent/Guardian, is to inform their tutor of any medical, or other, condition that may affect a lesson.

4. SAFETY

- a. Tutors providing 1-1 tuition from Globe House operate as independent freelance musicians and carry their own enhanced DBS check.
- b. Tutors providing 1-1 tuition from Globe House can only accept responsibility for the safety of a student under 18 once the student is under the direct supervision of the tutor and within the teaching room. Neither the tutor or Chichester Music Academy Ltd can provide any supervision for any persons of any age whilst on the premises and outside of the classroom.
- c. Equipment stored at Globe House is the property of the tutor or Chichester Music Academy Ltd and must not be handled or used in any way without permission.
- d. Chichester Music Academy Ltd carries £5M Public Liability Insurance.

5. PUBLICITY

- a. Individual students (of any age) may be photographed, and these images may be used for promotional purposes including digital publication on the Website and/or in related social media and/or for printed leaflets.
- b. Permission (5a) is requested and may be denied when registering via the Website to receive private 1-1 tuition from Globe House.
- c. Images and video taken by Chichester Music Academy Ltd, or by an approved third party, for use (5a) will be deleted or removed where possible on request. We do not lease or sell copyrighted material to any other individuals or organisations.

6. PRIVACY

- a. Chichester Music Academy Ltd complies with Data Protection Legislation (GDPR). The Privacy Notice is available on the Website, amongst other things it sets out procedures for handling data.
- b. In accordance with the Privacy Notice every person, if over 18 otherwise the Parent/Guardian, registering via the Website to receive private 1-1 tuition from Globe House must give permission for the storing of the minimum amount of data required by the tutor to provide the lessons.
- c. If permission (6b) is not given, and there is no agreeable alternative, the tutor reserves the right to decline from providing lessons.
- d. If permission (6b) is withdrawn later, and there is no agreeable alternative, the tutor reserves the right to decline from providing further lessons.

7. VARIATION TO TERMS OF SERVICE

- a. These terms of Service may be updated from time to time.