



INFORMATION FOR STUDENTS, PARENTS AND GUARDIANS

LESSONS

Lessons are available with Mrs Julie Doubleday on Piano, Violin and Viola. Theory of Music will be taught as part of the lessons.

FEES

30 Minute Lesson = £15.00 / 45 Minute Lesson = £22.50 / 60 Minute Lesson = £30.00

Recommended lesson duration:

Beginner to Grade 4: 30 minutes per week / Grade 5 to Grade 6: 45 minutes per week / Grade 7 to Grade 8: 60 minutes per week

PAYMENT INFORMATION

Lessons to be paid for in blocks of 10, in advance.

VOUCHERS

If the student is eligible for a Sheffield Music Hub Voucher, an additional form will be provided for them. This form must be submitted before the deadline. The voucher, if you are successful in applying, provides:

- £35 per term for Low Income Families (Free School Meals for KS2 only, Income Support, Income based JISA and Working Tax Credit where the annual household income is less than £16,190.)
- £70 for students on the SEN register
- Free lessons for CLA children registered as Looked After Child or Adopted.

CANCELLATIONS

If the teacher cancels a lesson then a credit will be given and an alternative lesson will be arranged. If this is not possible then no fee will be payable. If the student cancels a lesson then a credit will be given and an alternative lesson will be arranged. If a mutually convenient alternative lesson is not possible or if this rearranged lesson is cancelled, then the full fee will be payable. An unreasonable number of cancelled lessons (whether rearranged or not) may result in the student being asked to stop lessons.

CEASING LESSONS

If a student wishes to cease lessons, then 4 weeks' notice must be given. Any money owing to the teacher must be paid in order for the notice to be accepted. Any money owing to the parent/guardian will be refunded within 1 week of the notice being given.

PRIVACY STATEMENT

The General Data Protection Regulations (GDPR) come into force on 25th May 2018 and requires that all businesses issue a privacy statement to all clients and contacts, regarding the data held about the individual.

1. Doubleday Music is the business name that holds your data
2. I hold personal contact information as well as information about each student's musical education, eg progress, objectives, exam results and tracking against goals. I only hold the data needed to offer you the services you engage me to provide.
3. Contact information is used for scheduling, invoicing, record keeping and communicating my services with my students. Some information will be shared with examination boards if you wish to enter for exams. Dates of Birth, which are needed for exam entries are deleted once the entry has been made. No other data will be shared unless there is a legal obligation to do so.
4. All reasonable steps are taken to ensure your data is processed and stored securely such as password protected digital means and cloud services (e.g. google drive).
5. Your data is stored for as long as you are a student with Doubleday Music and will be deleted if tuition discontinues.
6. If you wish to change or delete the information I hold about you, or if you have any concerns about your data, please contact me directly via info@doubledaymusic.co.uk or on 07727 917397.
7. You have additional rights regarding the data stored about you. You can read about them here: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>.
8. If you believe your data rights or security have been breached, please contact me immediately.