

# LAMDA TUITION REQUEST FORM

Please be aware that these details will be passed on to the corresponding peripatetic teacher together with relevant supportive educational information to aid in the teaching process of your child.

Student Name:		Form	
Parent Name:			
Email Address:			
Home Phone:			
Mobile Phone:			

Preferably, I would like my child to have:

☐  
☐

Private Tuition

Shared Tuition (Duo)

I would prefer tuition to begin:

☐  
☐

As soon as possible.

At the start of the Autumn/ Spring/ Summer term. (Delete as necessary).

**Please provide details of any LAMDA/ Acting tuition that your child has previously received, including the highest exam level attained, in each discipline:**

*Please read carefully the details of the contract (Policy and Procedures for LAMDA Agreement) accompanying this form. Completing this form means that you agree to the terms and conditions within the policy. Please keep the terms and conditions for your reference.*

Date:

Signed:

Print Name:

OFFICE USE ONLY

Date Received:

Date Approved:

Date Parent  
Contacted:

# Policy and Procedures for LAMDA Tuition Agreement

## Timetable:

- All LAMDA lessons rotate around the main school timetable so that the pupil does not miss the same lesson repeatedly.  
On this basis only pupils who fall into the following categories may have fixed off-timetable regular peripatetic lessons:
  - Pupils on the Cranford SEN register in consultation with our SENCO (Special Educational Needs Co-ordinator).
  - Pupils who have more than two peripatetic lessons each week will have two lessons on rotation and any additional lessons off-timetable.
  - Any pupils in Years 10 to 11 who have two peripatetic lessons may have one of these two lessons off-timetable.
- A weekly timetable will be displayed on the LAMDA Notice Board (opposite the music notice board) and it is the responsibility of the pupil to check the time and day of the next lesson.
- Pupils are expected to be courteous and to excuse themselves from their academic teacher, BEFORE attending their LAMDA lesson.
- Pupils are expected to notify their LAMDA teachers well in advance (the day before at the latest) if they are unable to attend their lesson for any reason.
- LAMDA teachers will scrutinise the School Calendar carefully in order to avoid any clashes with trips, fixtures and any other scheduled activity. If a pupil is aware of any reason why they are unable to attend their LAMDA lesson, please could they notify their teacher with as much notice as possible.
- No pupil may swap their lesson with another pupil without first notifying the individual teacher.
- Teachers may alter their teaching routines if necessary, provided that at least 24 hours' notice of any change has been communicated directly with the pupils concerned.
- Teachers will not send pupils away if, for example, they do not have their LAMDA workbook with them. However pupils should try to remember their LAMDA workbook and any appropriate costume or props on the day of the lesson. This is essential if positive progress is to occur.
- Parents should check the notes provided in the students' LAMDA workbook on a regular basis.

## Missed Lessons:

- Teachers will endeavour to teach 30 lessons in the academic year.
- If a teacher is absent from school due to illness or any other reasons, they (or a qualified substitute teacher) will endeavour to make up the lesson(s) missed during the term. Where this is not possible, this will be reflected in the invoice for the following term and the parent will not be charged for the lesson(s) missed.

- If a pupil is absent due to illness, the lesson missed will NOT be made up and will be charged.
- The lesson will be made up, or the fee will not be charged if the pupil is absent from School because of an event which is clearly advertised in the School Calendar.
- If, in exceptional circumstances, the pupil is unavailable for a lesson due to a school activity or event and the teacher has not been given adequate notice to re-organise, the School will reimburse the teacher with fees lost for that lesson.

### **Waiting List:**

- When a pupil has been on a waiting list for LAMDA tuition, lessons will not commence until parents have been informed of the vacancy.

### **Notice:**

- Any change to, or cancellation of, agreed lessons for a pupil must be given in writing by the parent.
- A term's notice must be given to your LAMDA teacher, in writing.
- Notice of half a term may be accepted at the discretion of the teacher.
- During the first term of tuition, notice of half a term may be given.
- Failure to give notice will result in fees of one term being levied in lieu of that notice.

### **Billing:**

- LAMDA teachers will bill the parents directly, a term in advance.
- Payment should be made directly to the teacher and not the school and must be paid according to the conditions set out by the individual teacher.
- Fees for the academic year 2023 - 2024 are:
  - o £255.00 for 10 solo lessons (£25.50 for each 30 minute lesson).
  - o Fees for joint 30 minute lessons (where applicable) are £127.50 per student for 10 lessons
  - o Fees for 20 minute solo lessons are £175 for 10 lessons (£17.50 for each 20 minute lesson)
  - o Fees for joint 20 minute lessons (where applicable) £88 per student for 10 lessons

The teacher has the right to expect regular practice between lessons.

Pupils are expected to participate fully in the School's Drama activities, as required.