

# **Terms & Conditions**

#### Face-to-Face Lesson Location:

Face-to-Face Drum Tuition will take place at The Hive Rooms in Horley, Surrey. The address is Bayhorne Ln, Horley RH6 9ES and further information about the Hive Rooms can be found here: <u>https://www.thehiverooms.com/</u>

## Face-to-Face Safeguarding:

The majority of tuition spaces available at The Hive Rooms are fitted with CCTV. However, all students under the age of 16 must be accompanied by a parent or guardian. Currently, Pod C (although scheduled for installation) doesn't have CCTV coverage, therefore in the event that Pod C becomes the only available tuition space, all students under the age of 18 must be accompanied by a parent or guardian. If this is not possible, in the event that the student is between 16 and 18 years of age, the lesson will be rescheduled to take place at the next convenient time when a tuition space fitted with CCTV becomes available. However, if the student is under 16 years of age, the lesson will be rescheduled to a time where a parent/guardian will be present regardless of CCTV coverage.

#### Payment:

Lesson rates are £25.00 for 30 minutes or £35.00 for 45 minutes with free 30 minute taster sessions also available for prospective students. Lesson payments should be made in advance via bank transfer, or on a pay-as-you-go basis, meaning a student pays at the end of each lesson. The previous lesson must be paid for before further lessons can commence.

#### **Lesson Cancellation:**

Should a student or their parent/guardian cancel a lesson less than 24 hours before that lesson is scheduled to take place, the full price of the lesson will be charged and must be paid before further lessons can commence.

#### **Provision of Equipment:**

All drum kits, breakables, hardware and IT equipment provided remain the property of Charlie Purdie Music and/or The Hive Rooms. Any careless damage (not normal wear and tear) to any of Charlie Purdie Music's property is chargeable to the person causing the damage. Lessons may be ended early, with the full fee still being due/retained if the student is thought to be abusing or mistreating property or equipment. Any damage to drum kits, breakables, hardware and IT equipment that are the property of The Hive Rooms will be reported to them immediately.

#### **Rescheduling Face-to-Face Lessons:**

As The Hive Rooms is a fully functional recording/rehearsal complex, although rarely, tuition space availability may be limited. However, in this eventuality, students will always be contacted and offered alternative tuition dates/times to ensure they are not disadvantaged.

Similarly, my work as a freelance drummer in addition to teaching may result in my personal availability being reduced due to prior commitments. However, students will always be contacted and offered alternative tuition dates/times to ensure they are not disadvantaged.

#### **Online Drum Tuition:**

Online Drum Tuition will be delivered via virtual meeting software such as Zoom and Google Meet and students should ensure they have access to these platforms prior to booking and paying for Online Drum Tuition. It will be essential for students to ensure they have access to equipment such as a laptop, headphones and acoustic or electric drum kits prior to booking and paying for Online Drum Tuition. Online Drum Tuition is unsuitable for students without access to any of the above facilities.

#### **Online Lesson Cancellation:**

Should a student or their parent/guardian cancel a lesson less than 24 hours before that lesson is scheduled to take place, the full price of the lesson will be charged and must be paid before further lessons can commence.

#### **Online Safeguarding:**

All minors wishing to study Online Drum Tuition must be accompanied by a parent or guardian. The parent or guardian should announce their presence at the start of the lesson but are not expected to directly take part, however they must remain nearby throughout the duration of the lesson. If a parent or guardian is not present at the start of the lesson, then the lesson will be terminated and the cost of the lesson will not be refunded. The lesson will be rearranged to a date/time when a parent or guardian is present.

Private Chat, File Sharing and Recording will be disabled for Online Drum Tuition. However, should a student require a recorded demonstration of a lesson topic such as grooves or rudiments for practice purposes, Charlie Purdie Music will record a separate demonstration of the tutor performing the groove or rudiments, sending it to the student or parent/guardian if the student is under the age of 16. Charlie Purdie Music will monitor the Virtual Waiting Room at all times and only the student named at the time of booking will be given access to the meeting room. **Should any additional/unknown persons attempt to access the meeting link or appear on camera without the prior agreement of the tutor, the lesson will be terminated immediately and the cost of the lesson will not be refunded.** 

#### **Rescheduling Online Lessons:**

In the eventuality that an online lesson is required to be rescheduled, students will always be contacted and offered alternative tuition dates/times to ensure they are not disadvantaged. My work as a freelance drummer in addition to teaching may result in my personal availability being reduced due to prior commitments. However, students will always be contacted and offered alternative tuition dates/times to ensure they are not disadvantaged.

### UK Data Protection Act 2018:

All personal data will be stored in accordance with the UK Data Protection Act 2018.