



CATERHAM
SCHOOL

CATERHAM SCHOOL - Drama Department

Application for LAMDA tuition

Parents who would like their child to have LAMDA tuition are asked to complete this form and return it to Alexandra Yankova either by email or via the school. Your child will be informed as soon as lesson times have been confirmed and you will also be informed if your child needs to be placed on a waiting list. Timetables will be published on Firefly as well as emailed to pupils and it is the pupil's responsibility to ensure they know when and where their lesson is.

The School will only contact you again in the event of a problem arising; otherwise you may assume that the requested lessons have been arranged and you will be invoiced accordingly.

Please complete the following pupil information

Pupil's name	
Parent's name	
Telephone number	
Email address	
Pupil's age and date of birth	
Tutor Group	
Previous LAMDA experience	Grade, exam type and result
Please indicate tuition options you are interested in and write the names of others, if known, that you would like your child put with, if possible. (Please tick all that apply)	Individual
	Paired
	Small Group (3)
Please give details of ongoing music lessons. This will avoid additional lessons falling on the same day.	

Terms and Conditions

LAMDA tuition is arranged for those pupils who intend to take their performance and communication skills seriously. Lesson fees for the academic year commencing September 2019 are £27.75 per 40 minute solo lesson, £15 (paired) and £10.65 (small group) with an average of 10 lessons per term. Reports are written in the Summer Term, and pupils will be given a report from their examiner after each exam taken.

NUMBER OF LESSONS

The school terms are of unequal length and invoices will vary according to the number of teaching weeks available. Teachers will aim to give approximately 30 lessons per academic year. These are approximately 12 in the Autumn Term, 10 in the Spring Term and 8 in the Summer Term. Lessons are 40 minutes each week and the lesson times rotate. Pupils in the 6th form have fixed lesson times in their free periods.

PAYMENT FOR LESSONS

Parents will be invoiced, in advance, for each term on the school bill.

LESSONS MISSED

Teachers will not make up lessons missed for any reason beyond their control e.g. student's non-attendance.

If the teacher is not available to give a lesson, either the lesson will be given at another time or a refund will be made.

Pupils are expected to contact their teacher if they are unable to attend due to other commitments e.g. sports fixtures. Pupils are liable for the cost of any lessons that they miss through illness or other commitments. This includes any additional school commitments, including sports fixtures, which occur after the timetabling of lessons. In exceptional circumstances, a teacher may, at their discretion and only if possible within their timetable, reschedule a lesson if they have been given advance notice of an unavoidable absence. It is the responsibility of the student to inform teachers in advance of any lessons they miss and to catch up on work.

If a pupil persistently misses their lesson without informing their LAMDA teacher, in the first instance, absences are reported to the student's tutor. If absence persists parents are contacted and asked to discuss the problem with their child.

TERMINATION OF LESSONS

A half term's notice must be addressed to and received by the LAMDA Co-ordinator no later than the first day of the final half term of lessons. Alternatively, a term's fee in lieu of notice will be payable.

FEE INCREASES

Fee increases will be published on the up to date LAMDA information on the school website and parents are advised to check for increases before the start of a new academic year.

ACCEPTANCE OF TERMS AND CONDITIONS

A signed application form will be regarded as acceptance of these terms and conditions.

Signed Parent/Guardian _____

Date _____

Please return this form to Mrs Alexandra Yankova with 'LAMDA lessons' written in the subject header to alexandra.yankova@caterhamschool.co.uk or via school reception