



LAMDA LESSONS at
BRISTOL GRAMMAR SCHOOL
TERMS & CONDITIONS



AGREEMENT OF PROVISION

The School agrees to give a half-hour LAMDA lesson once a week to the Pupil. Where the LAMDA lesson takes place during school lesson times, the LAMDA lessons will rotate week by week such that the Pupil does not miss the same academic subject too frequently. The School will *endeavour* to give lunchtime/before/after school lessons to pupils in exam years where possible. Lessons taking place before/after school or during lunchtime will not rotate.

COST OF LESSONS

The Parent/Guardian agrees to pay the teacher at a rate of **£16.50 (individual)** or **£13.50 (paired)** per half-hour lesson, reviewed annually. These fees will be invoiced to parents at the start of each term.

CHARGING FOR MISSED LESSONS

Pupils are expected to indicate to the LAMDA teacher *at least two weeks in advance* if they are going to miss a lesson (for example, a school trip). In this case the LAMDA Teacher will *endeavour* to reschedule the lesson but, when timetables are at capacity this is unlikely to be possible and therefore the teacher cannot guarantee to do so. When timetabling lessons, clashes owing to school events and trips that are pre-planned and known about in advance will be avoided at much as possible and UNAVOIDABLY missed lessons will not be charged for.

A lesson missed due to a pupil's absence from school for sickness will still be charged. A lesson missed due to the LAMDA teacher's absence will not be charged.

NOTICE PERIOD

If the Parent/Guardian wishes lessons to be discontinued, a half term's notice should be given in writing. Please send notification in writing to pacadmin@bgs.bristol.sch.uk, with a copy to the Director of Drama jwalker@bgs.bristol.sch.uk

Please note: a Parent/Guardian should give notice by *Summer half-term* if they wish the lessons to cease with effect from the end of the Summer term (i.e. the Pupil does not intend to continue lessons the following academic year).

For pupils in exam years (year 11 and 13) where pupils are out of school on extended study leave, the Parent/Guardian will need to notify the School if they

wish lessons to cease at the start of the study leave period, otherwise these will be charged for up to the end of the Summer term.

The School will not charge for missed lessons in exam weeks for other years as long as the School has been notified of the intention not to take that week's lesson up.

The LAMDA Centre Co-ordinator will email reminders about these terms at the appropriate times throughout the year.

CONTENT OF LESSONS

The Parent/Guardian may discuss the content of lessons with the LAMDA Teacher at any time, however, the professional judgement of the LAMDA Teacher will ultimately determine the content of the lessons. Should the Parent/Guardian wish to raise any concerns regarding lesson content, this should be done in the first instance with the LAMDA Teacher, who will endeavour to take appropriate steps to remedy the situation. If the issue is not resolved following this, it should be raised with the Director of Drama.

EXAMS

The department will aim to hold three exam sessions per academic year; pupils may be entered for one or two exams in a year, depending on the preparedness and the level of exam being taken (i.e. high level exams will need longer to prepare for).

Parents/Guardians will be informed of proposed exam entry and asked to submit their permission and exam fee payment before the exam is confirmed with LAMDA.

PROGRESS OVERVIEW POINTS

The LAMDA Teachers will aim to hold a Progress Overview Meeting for parents and pupils in advance of exams being taken (for those pupils who have been submitted for an exam). If this is not possible face-to-face then the LAMDA Teachers will communicate online instead.

In the Summer term, LAMDA Teachers will compile a written report on all pupils for that academic year.

CONTACT BETWEEN SCHOOL AND PARENT/GUARDIAN

Contact from School to Parent/Guardian will usually be via email (the address used will be that listed on the LAMDA application form).

Parents/Guardians can contact the teachers via their BGS email address or via the Centre Co-ordinator pacadmin@bgs.bristol.sch.uk