

Terms and Conditions

1. Lesson Fees

Special Introductory Price
(until end Dec 2020)

£50 per hour in my garden studio
£50 per hour for online tuition

£45
£45

£20 per hour marking fee

Administration Charges

£20 per hour (*billed when incurred*)

Payment

Payment can either be via BACS to my bank account or by cash. Ideally, clients are invoiced for a block of lessons, but I am happy for parents to pay weekly (before the lesson, please) should they need to.

2. Services

GCSE and A-Level Drama Tuition

(Support for the GCSE and A-Level Written Examination Papers)
Face to face tuition on a variety of drama related topics
Online tuition on a variety of drama related topics
Lesson resources to meet the specific needs of the student
Feedback on content learnt during the lesson
Personalised targets for improvement
Formative Assessment

GCSE / GCE A Level Mock Examination Days

(*Billed separately. Pupil to bring a packed lunch please*)

Face to face revision of content
Revision of examination techniques
Setting / invigilating a GCSE or A-Level Examination Paper
Marking of the script
Compiling written feedback report with individualised targets for the candidate.

11+/13+/ 16+ Drama Scholarship Coaching

Sourcing and copying of speeches
Blocking and rehearsal of speeches
Notes and targets for improvement
Mock Interview Preparation
Formal Mock Interview
Written report offering final feedback and advice for the day

Drama School Audition Coaching

Introductory meeting,
Liaising with the applicant on applications made, dates etc
Sourcing appropriate pieces
Directing, blocking and rehearsal of pieces
Notes and feedback prepared with targets for improvement
The setting of research and wider reading
Communication with the Drama Schools as/if required on behalf of the client
Preparation of Mock Audition
Final Mock Audition (In front of a panel)

3. Administration Charges (billed only when incurred)

A written progress report for parents after the first 6 weeks of tuition
Marking of work outside of lesson time
Meetings on the student's progress
Preparation of additional practice or holiday work
Invoicing and communication

4. Lessons

Lessons will run for 1 hour and take place either in my Garden Studio or Online.
Lessons can be recorded for Safeguarding purposes.
Each lesson will be specially tailored to meet the specific requirements of the student.
The lesson fee includes all planning, preparation, creation of resources, printing and copying costs, the delivery of the lesson, including any feedback that has to be given.
By request, lessons can also take place during the school holidays.
Kindly give me as much forward notice of family holidays as possible.

5. Communication and Feedback

Feedback is given to the student at pertinent moments during the lesson.
I shall communicate any other necessary feedback to parents via email or telephone.
(Note: It may not always be feasible to speak to a parent directly after a lesson)

6. Cancellation Policy

I have a strict cancellation policy. Kindly note that 24 hours' notice must be given if you wish to cancel a lesson, otherwise the whole lesson's fee is payable.

7. Termination of lessons

If you wish to terminate a lesson, I would be grateful if you could offer as much notice as possible, so I can fill the vacant place.

8. Parent and A* Drama Tuition Agreement

I agree to the terms and conditions above

ADRIAN WALLER – A* Drama Tuition

DATE

PARENT'S NAME *(Please print)*

PARENT'S SIGNATURE *(Please sign)*

DATE

