



WIDFORD LODGE PREPARATORY SCHOOL

**SPEECH AND DRAMA LESSONS  
POLICY AND APPLICATION FORM**

- **Length of lessons:** 30 minutes
- **Cost:** The cost of each 30-minute lesson is as follows: Individual lesson: £17; Pair lesson: £12; Group lesson: £9. Parents will receive an invoice from their child's Speech & Drama teacher before the beginning of each term. Payment should be in the teacher's account by the time the first lesson of the term is given. The invoice will usually be for 10 lessons although there may be some variation in this according to the length of the term. In the case of late payment, lessons may be withheld.
- **Discontinuing lessons:** Notice of **one term** is required if a child wishes to discontinue lessons. For example, if your child wishes to discontinue lessons in the Summer Term, notice has to be received by the beginning of the Easter Term. To give notice, please confirm in writing to the Speech and Drama teacher.
- **Missed lessons:** If a child misses a lesson because of an activity in the school calendar, the teacher will endeavor to rearrange the lesson. However, if a child misses a lesson for reasons such as authorized leave, illness, medical appointment or forgetfulness then the lesson will not be rearranged or reimbursement given.
- **Exams:** Every pupil will be expected to take an exam once a year. The fee for this is set by the examination board and is payable by the parents. The exam will generate a written report and, if passed, a certificate.
- **Lesson timetables:** lessons generally take place during regular school hours. Teachers with a number of pupils will place the children on a rotation system in order that pupils do not miss the same school lesson each week. Whilst every effort is made to prevent children missing English, Maths or Science, there may be a small number of instances a term where this is unavoidable. Parents who feel they would prefer their child not to miss curriculum lessons should consider seeking speech and drama tuition for their child outside school when lessons can be taken out of school hours.
- **Data Protection:** The Speech & Drama teacher seeks your name, email address and contact details for the purposes of the Speech & Drama sessions and to facilitate contact. It will be used for this purpose only and the Speech & Drama teacher shall retain this information for as long as they teach your child and may retain it for a short while after to, for example, deal with any pending issues such as payment of fees. The Speech & Drama teacher shall not share this information with any other third parties unless your consent has been sought. Certain information is required by the exam board to enter a pupil for an exam. Personal data will be handled in accordance with the Data Protection Act 2018.

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I have understood and accept the above regulations and conditions concerning the provision of Speech & Drama lessons at Widford Lodge School.

Signed.....  
(Parent)

Date.....

Print name.....

(Please keep a copy of this document for your records)



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**Pupil Details**

First name..... Surname.....

Class .....

**Speech & Drama lesson details**

If your child has previously had Speech & Drama lessons, please give details

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Parent's name: .....

Email: .....

Signed: ..... Date: .....