**Dear Student/Parent,**

 Please find all the details below regarding lesson location, payment methods, and my cancellation policy.

**Locatons:**

 I teach private face to face lessons from:

 Thistlewell,

 Rodhuish,

 Somerset

 TA24 6QX

 Thistlewell is located down a long tree-lined drive. Please park at the front door, and I will be there to

 greet you. If I’m not at the door, please wait patiently, and I’ll be with you as soon as I can.

**Guitar group locations:**

 Monday 12-1pm Tuesday 12-1pm

 Roadwater Village Hall, Centre for Outdoor Activity and Community Hub,

 Roadwater Taunton.
 Watchet TA1 1AW

 TA23 0RE

**Payment:**

 Payments can be made:
 In cash or via bank transfer on the day of the lesson, alternatively, you may pay for a block of lessons in

 advance. In the case of the Guitar group lessons, I ask for payment of 5 lessons upfront please.

 Bank Details available on request.

**Cancellation Policy:**

 To keep things clear and straightforward, here is my cancellation policy:

 **• 24-Hour Notice:** I kindly ask for at least 24 hours’ notice if you need to cancel or reschedule a lesson.

 **• Late Cancellations:** If less than 24 hours’ notice is given, the full lesson fee will still apply.

 **• Illness:** I completely understand that unexpected illness can happen. In such cases, please provide as much notice as possible. I’ll do my best to reschedule the lesson for another time slot within the same week. However, if rescheduling isn’t possible, the full fee will still apply.

**Guitar Group Policy:**

 For my guitar group, new members are welcome to pay on a “pay-as-you-go” basis until they are sure

 they would like to join fully. Once you decide to join, I charge for a group of five lessons upfront.

 The “pay-as-you-go” lesson fee is more than the fee for paying upfront for the block of five.

 Please note the following:

 • If I need to cancel a session, it will not count as one of your paid lessons.

 • However, if a student misses a session, it will still count as one of their five lessons.

 This system operates more like a membership, ensuring consistency and commitment within the group.

**Additional Notes:**

 To make the most of our time together, please aim to arrive about 5 minutes before the lesson’s start

 time. This helps us begin promptly without delays. Lessons are held every weekday, including bank

 holidays. If you are unavailable on a bank holiday, please notify me with 24 hours’ notice.

 Thank you, and I look forward to our lessons!

 Best regards,

 Anthony Channer