



WYCOMBE ABBEY SCHOOL  
HONG KONG

**Wycombe Abbey School Hong Kong  
Instrumental Music Programme (IMP)  
with Pure Orchestral Centre**

**Terms & Conditions**

Prior to signing up for IMP, please make sure that you have read through the enrollment Terms and Conditions below. If you have any further inquiries about our programme, please contact Miss Helena Fok of the administration of Pure Orchestral Centre at 35202628 or email to [ringochanpure@gmail.com](mailto:ringochanpure@gmail.com) or whatsapp Mr Ringo Chan, Director of Pure Orchestral Centre at 61999933 or wechat Mr Ringo Chan (Wechat ID: nonomusic).

Below you will find the following information for your perusal:

- [Application Procedure and Payment](#)
- [Terms and Conditions](#)
- [Make-up Class Eligibility](#)
- [Instrumental Hire and Purchase](#)

**APPLICATION PROCEDURE AND PAYMENT**

1. Complete the online application form on <https://puremusic.hk/washk>
2. Payment must be made for the term(s) in **advance**, together with the fee for the instruments, books and all necessary accessories before the first lesson starts. All payments will go to Pure Orchestral Centre. Payment can be made in the following ways:
  - a. By **Bank Transfer**: HSBC 041-668336-833 (Ringo TY Chan).  
(if you make a transfer from a non-HSBC account, please add \$20 on top for handling charges.)
  - b. By **FPS**: 164751422 (Ringo TY Chan)

\*Please send the payment proof to Mr Ringo Chan via WhatsApp at 61999933 or email to [ringochanpure@gmail.com](mailto:ringochanpure@gmail.com). **Payment without the proof of a transfer slip will be considered unsuccessful. Receipts will be issued upon request.**

3. Parents will be in touch before the start of lessons and will be invited to the parents WhatsApp chat group. Important announcements and communications will be shared via WhatsApp.
4. Timetables will be posted on <https://puremusic.hk/was-timetable> before the start of lessons.



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5. Students will be provided with a student handbook. This is for instrument teachers to record student progress and practice requirements, as well as a means of communicating with the parents.

## TERMS AND CONDITIONS

1. Tuitions are provided privately. Lessons take place during school hours and are arranged on a rotating basis, so students do not fall behind in any of their curricular subjects.
2. After enrollment, students are expected to complete all sessions. **Fees are non-refundable and lessons will not be credited in the event of student's absence without prior notice.** If students are unable to attend their lesson due to sickness or appointments, the instructor is under no obligation to make up the lessons. However, we will try to arrange make-up lessons where the instructor's schedule permits.
3. Fees for lessons will be billed by Pure Orchestral Centre via electronic payment. Please do not send cash with the application.
4. After initial enrollment, students will be automatically enrolled and billed for the following term. **If a student wishes to discontinue IMP, parents are asked to give the notice to Pure Orchestral Centre in writing, at least half a term in advance** (i.e. before the 6th lesson of the current term). Without a written notice, lessons for the following term will be arranged and bills will be charged accordingly.
5. Please ensure that students bring their instruments, method books, sheet music, and practice diaries on the day of their lesson. **If a student forgets to bring their own instrument on the day of their lesson (excluding piano and drums), the lesson will still be charged.**
6. If your child brings an instrument to school, please make sure that the instrument and the instrument case are clearly labeled with your child's name and class.
7. Pure Orchestral Centre is able to prepare and enter students for graded exams from the Associated Board of the Royal Schools of Music, Trinity, RockSchool, Guildhall School of Music, London College of Music and Media, and LAMDA, as well as the Hong Kong Schools Music Festival and other local, regional or international music competitions/festivals. PURE will always consult with parents before enrolling for any examinations or competitions.



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8. WASHK reserves the right to change instructors and lesson times but will negotiate with the student and parents if the rearrangement is necessary.
9. WASHK reserves the right to refuse an application and discontinue lessons where a student shows lack of commitment, progress, or their attendance is unsatisfactory.
10. WASHK reserves the right to alter the above 'Terms and Conditions' if necessary and will give a half a term's notice in writing.

### **MAKE-UP LESSON ELIGIBILITY**

From time to time, unexpected situations may prevent students from attending lessons as planned. This situation is further intensified by the COVID-19 pandemic. PURE Orchestral Centre and its team of instrumental teachers share the view that regular attendance of lessons is crucial to productive outcomes and personal musical growth. As such, despite point 2 of the Terms and Conditions stating that instrumental teachers are under no obligation to make-up missing classes, PURE Orchestral Centre has agreed to offer make-up lessons with the hope to give all participating students a complete learning experience.

However, instrumental teachers also need to be treated fairly so their regular teaching hours are productively spent and not left idle. Therefore, the following "Make-up Lesson Eligibility" policy states the conditions in which a missing lesson would be eligible for make-up.

**A make-up lesson will be offered in the following cases:**

#### **(A) STUDENT ABSENCE**

##### **ONLINE ABSENCE FORM:**

<https://puremusic.hk/was-absence>

##### **(1) In the case of illness**

If a student misses a lesson due to illness, parents are required to:

1. notify PURE administration by filling out the [online absence form](https://puremusic.hk/was-absence) from PURE website latest by 07:30am on the day of the lesson
2. submit an official medical proof as soon as it becomes available

By completing both steps, a make-up lesson will be offered. Failure to do so will be considered an "uninformed" missed lesson and no make-up lesson will be offered.

##### **(2) Close contact with COVID-19**

If a student is classified as a close contact of an infected person with COVID-19, meaning that the student may not be allowed to attend school for an extended period of days, parents are required to:

1. fill out the [online absence form](https://puremusic.hk/was-absence).



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2. submit an official medical proof as soon as it is available.  
By completing both steps, a make-up lesson will be offered.

**(3) School Suspension due to COVID-19**

In case of school suspension imposed by the Centre of Health Protection/Education Bureau/the school, make-up lessons will be offered via online teaching or face-to-face at PURE Orchestral Centre in Wanchai. Students are not required to file the online absence form or submit a medical proof in this case.

**(4) Pre-planned approved absence**

In case of pre-planned approved absence, parents are required to:

1. fill out the [online absence form](#) 24-hours in advance, at latest, no later than 3pm the day before the lesson.

By completing this step, a make-up lesson will be arranged. Pre-planned approved absence applies to school trips and approved absences from school. No make-up lessons or refund will be arranged in case of withdrawal from the school, birthday parties, family visits, personal holidays, etc.

**(B) INSTRUMENTAL TEACHER ABSENCE**

**(1) Illness**

In the event of the teacher's absence due to illness, parents will be informed of the missed lesson via the parents whatsapp group as soon as PURE administration has been notified by the teacher. The lesson will either be made up at a later date or conducted by a substitute teacher.

**(2) Pre-planned absence**

Very rarely our teachers will be absent due to other professional commitments. In such cases, the missed lessons will be made up at a later date or conducted by a substitute teacher.

**A make-up lesson will not be offered in the following cases:**

- Failing to complete all steps as described in A(1) or A(2) or A(4) above.
- Lessons missed due to students arriving at school without an instrument on the day of their lesson. However, the lesson will still be conducted with supplementary musical training such as ear-training, note-reading skills and overall musicianship.

**All make-up lessons must be conducted on or before the end of each term. However, make-up lesson(s) will be honored and conducted in the coming term if the student remains in the IMP.**



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**Each missing lesson case will be handled with great care, good reasoning and empathy. In the case of dispute, the decision made by PURE Orchestral Centre is final.**

### **INSTRUMENTAL HIRE AND PURCHASE**

Pure Orchestral Centre is pleased to offer the following **rental**, **rent-to-own** and **outright purchase** schemes for NAISHK students who enroll in the one-on-one instrumental programme.

#### **1. Rental:**

- a. First come, first served basis.
- b. Subject to availability, instruments under rental scheme include keyboard, violin, cello, flute, clarinet, saxophone, trumpet and trombone. A rental fee per term will be charged.
- c. Students are allowed to take home the instrument to practice and will return it at the end of each school term.
- d. The instrument will be guaranteed to be thoroughly cleaned, serviced and in proper playing conditions.
- e. Any damage or loss of the provided instruments must be paid in full at the cost of the repair or the purchase price of the instrument.
- f. Pure Orchestral Centre is not responsible for providing instrument accessories such as spare strings, rosin, reeds, valve oil, spike holders etc. These items could be provided by Pure at a discounted cost to students.
- g. If a student stops receiving lessons at school, or is leaving school altogether, instruments must be returned as soon as possible to PURE in good working order at the end of the program, or before the student leaves school.
- h. All hired instruments must be returned to school at the end of the academic year.
- i. The total rental amount paid is **fully deductible** to the cost of the musical instrument, if the student chooses to buy out the instrument.

#### **2. Purchase:**

- a. The purchase scheme is available both for new and used instruments.
- b. The cost of used instruments will depend on the condition of the instrument and will be approximately 30-50% less than the cost of a new instrument.
- c. Students may enjoy a special discount with immediate purchase.
- d. All used instruments are thoroughly sterilized, oiled, adjusted, maintained, polished and in solid playing condition. Used instruments purchased will receive a one-year warranty whereas new instruments will receive a two-year warranty.

#### **3. Rent-to-Own:**



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- a. Rental cost FULLY DEDUCTIBLE to the total cost of the instrument
- b. Student could choose between new or used instrument

For details of pricing of the various schemes, please refer to the attached price list.  
You may also contact Pure Orchestral Centre at 35202628, or on WhatsApp at 61999933 for further enquiry and details

For further information on the services provided by Pure Orchestral Centre, please visit <https://puremusic.hk/was20222023>