



AFTER SCHOOL GROUPS TERMS AND CONDITIONS

- Students in an after school group must be aged between 7 and 18 years and attend a Lewisham maintained school or academy and/or be resident in the borough of Lewisham. (See Charges Information 2018-2019 for eligibility and priority).
- Children resident in Greenwich, Lambeth or Southwark boroughs are eligible to join the Centre through the agreement of the South Riverside Partnership so long as the award of a place does not disadvantage a child resident or at school in Lewisham.
- Students at the Centre retain their right to remain on roll even if their address or school changes to an out of borough location.
- Should your child not be able to attend a rehearsal at any point during term then please contact the Lewisham Music office as soon as possible on 020 3637 8088.
- Charges will not be refundable for any absence or short term illness. In the case of long term health problems, please contact the office as soon as possible. Charges are payable as set out on the current charges document.
- After school group fees must be paid by the deadline set out on your child's invoice and before commencement of the programme for the coming term. If fees are not paid by the deadline then we reserve the right to impose an administration fee of £10.00, if non-payment of fees persists then we reserve the right to withdraw your child from their ensemble. If you are experiencing any financial difficulty and feel you are unable to pay your child's fees by the deadline then please contact the Lewisham Music office to discuss alternative arrangements.
- There is a 25% discount available for siblings taking part in any Lewisham Music after school group, or Saturday Music Centre programme. One sibling with the highest overall fees will pay full cost and the discount will be applied to all other siblings whose overall fees are the lowest.
- If your child wishes to withdraw from their after school group then we require notice to be given in writing, or by email, **by half term** for their participation to be terminated at the beginning of the following term. It is not possible to withdraw your child from programmes mid-term and fees cannot be refunded. Please confirm this by emailing Lewisham Music at info@lewishammusic.org.
- We reserve the right to cancel an after school group if circumstances change that are beyond our control. Fees will be refunded in these instances.
- If, through no fault of Lewisham Music, the size of an after school group falls below the prescribed number for the programme, we will endeavour to find suitable replacement pupils. However, if this is not possible then charges may need to be increased or the ensemble may be closed. If the ensemble is closed then fees will be refunded on a pro rata basis.
- Lewisham Music cannot take responsibility for your child's instrument when attending their after school group.

- All students are expected to arrive at rehearsals ten minutes before the start. Students who are persistently late may be excluded.
- Your child's after school group cannot progress adequately and reach high standards of attainment if there are persistent absences. You must inform the ensemble leader of any known absences in advance and we would expect in these exceptional circumstances that a legitimate reason be given.
- Your child will be expected to attend regularly and behave in a courteous and polite manner at all times. If attendance is poor or your child behaves in a way which could be deemed inappropriate, either towards staff or students, we reserve the right to exclude the child from the ensemble.
- We will endeavour, at all times, to provide 10 sessions a term for your child. If, for whatever reason, we are unable to fulfil this obligation then we will refund your fee on a pro rata basis.

For children who wish to hire or purchase an instrument

- Instruments can be hired from Lewisham Music on completion of an instrument loan contract. Hire charges are payable as set out on the current charges document. Please note that instruments are not insured by Lewisham Music once the loan contract has been signed and the instrument leaves the possession of Lewisham Music. It is recommended that parents/carers arrange suitable 'all-risks' insurance.
- Instrument hire is only available where it is relevant to your child's participation in a Lewisham Music ensemble.
- Some specialist instruments are available for hire for young people playing in ensembles by arrangement with the Ensemble Director.
- If your child leaves an after school group, the instrument/s loaned through Lewisham Music must be returned on the last day of attendance or within 2 weeks by arrangement with the Lewisham Music office. Failure to return an instrument no longer on loan as part of a Lewisham Music programme may incur charges for replacing the instrument, this will be invoiced to you at the current purchase rate.
- Please see the Instrument Loan Contract for full Terms and Conditions.