



## SATURDAY MUSIC CENTRE TERMS AND CONDITIONS

- Students at the Saturday Music Centre 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 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 the Saturday Music Centre at any point during the term then please contact the Lewisham Music office as soon as possible on 020 3637 8088 (Monday to Friday) or 07464 352893 (Saturday).
- If your child wishes to withdraw from the Saturday Music Centre or from a specific Saturday Music Centre programme then notice must be given **by half term** for the programme to be terminated at the beginning of the following term. Please confirm this in writing with the Head of Saturday Music Centre or email Lewisham Music at [info@lewishammusic.org](mailto:info@lewishammusic.org). It is not possible to withdraw children from programmes mid-term and fees cannot be refunded.
- If your child wishes to swap a programme or join a new programme at any point during term then this must be agreed by the Head of the Saturday Centre.
- 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.
- Saturday Music Centre 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 all Saturday Music Centre programmes. 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 Ensemble 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.
- We reserve the right to cancel Saturday Music Centre programmes if circumstances change that are beyond our control. Fees will be refunded in these instances.

- If, through no fault of Lewisham Music, your child's group size 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 group may be closed. If a group is closed then fees will be refunded on a pro rata basis.
- Lewisham Music cannot take responsibility for your child's instrument when attending the Saturday Music Centre.
- All students are expected to arrive at the Centre ten minutes prior to their first class. Students who are persistently late may be excluded from their programmes.
- Children in Year 4 or below should not travel to or from the Centre without a responsible adult.
- Your child's group cannot progress adequately and reach high standards of attainment if children are persistently absent. You must inform your child's tutor or the Lewisham Music office 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 then we reserve the right to exclude the child from Saturday Music Centre programmes.
- We will endeavour, at all times, to provide 10 sessions a term for your child (9 sessions a term for instrumental tuition). If, for whatever reason, we are unable to fulfil this obligation then we will refund your fee on a pro rata basis.

#### **FOR CHILDREN RECEIVING INSTRUMENTAL TUITION**

- Your child must not already receive instrumental tuition for the same instrument from another tutor.
- Tuition is provided on the condition that your child attends regularly, practises regularly as directed by the tutor, and that, if required, any necessary syllabus is purchased for your child as recommended by the tutor. From September 2018, all children receiving tuition are also required to attend at least one Saturday Centre instrumental or vocal ensemble.
- If your child wishes to withdraw from their tuition then we require notice to be given in writing, or by email, **by half term** for lessons to be terminated at the beginning of the following term. It is not possible to withdraw children from tuition mid-term and fees cannot be refunded.
- We will endeavour, at all times, to provide **9 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 AN INSTRUMENT**

- Instruments can be hired from the 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 Saturday Music Centre programme.

- Some specialist instruments are available for hire for young people playing in bands and ensembles by arrangement with the band leader.
- If your child leaves the Saturday Music Centre, 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.