



SATURDAY MUSIC CENTRE TERMS AND CONDITIONS 2019/20

1. Entry Requirements

- Saturday Music Centre programmes include instrumental tuition, and ensemble / group playing opportunities.
- 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 Music 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.
- Children accessing instrumental tuition at the Saturday Music Centre must not already receive instrumental tuition for the same instrument from another tutor.
- We believe that ensemble playing and creative learning supports the musical development of children and young people. As such and whenever possible we require children receiving tuition to attend at least one Saturday Centre instrumental or vocal ensemble, music theory, or creative composition session.
- Please note that Lewisham Music reviews the Terms and Conditions for the Saturday Music Centre in time for the beginning of each academic year.

2. Registration and Fees

- By registering your child for Saturday Music Centre programmes, you are committing to a full academic year of activity, enabling tutors and music leaders to plan the content of their sessions accordingly. You will be invoiced on a termly basis, and 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 arrangement. Instalment plans must be arranged every term and are not deemed as a rolling arrangement.

- 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.
- There is a 25% discount available for siblings taking part in any Lewisham Music After School Ensemble, holiday course 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 register for a new Saturday Music Centre programme at any point during term then this must be agreed by the Head of the Saturday Centre.
- Registration for tuition on a second instrument is not possible where there is a high demand for instruments (piano, drums, and guitar for example).
- We will endeavour, at all times, to provide the following number of sessions per term. If for whatever reason, we are unable to fulfil this obligation then we will refund your fee on a pro rata basis:
 - 9 sessions a term for children registered for instrumental / vocal ensembles with an end of term concert in Week 10.
 - 9 sessions a term for children registered for instrumental tuition and music theory sessions.
 - 9 sessions a term for children registered for the Creative Composition group. This group will perform in the Week 10 concert when it is practical to do so. When it is not, their music will be shared with parents during the Week 9 session.

3. Withdrawal from Programmes

- If your child wishes to withdraw from the Saturday Music Centre or from any 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 by emailing Lewisham Music at info@lewishammusic.org.
- It is not possible to withdraw child/ren from Saturday Music Centre programmes mid-term and fees cannot be refunded.
- If notice is given at the start of term, you will be invoiced for half of the full term's cost.

4. Termination or Alteration of Programmes by Lewisham Music

- 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 ensemble/group size falls below the prescribed number for the programme, we will endeavour to find suitable replacement children. 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.

Group Instrumental Tuition at the Saturday Music Centre

- Group instrumental tuition is being phased out at the Saturday Music Centre, and as such empty spaces which become available in current tuition groups will not be filled by new students.

- When the number of children in a tuition group falls below the prescribed number (two), the remaining child will be offered: (1) a half hour individual lesson at the advertised rate for individual tuition; or (2) a fifteen minute individual lesson at the advertised rate for group tuition.
- Group tuition opportunities are only suitable for children up to Grade 3 standard or equivalent. When this level is reached, your child will be required to move to a half hour individual lesson at the advertised fee (remissions available).

5. Instrument Hire

- 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.
- Lewisham Music cannot take responsibility for your child's instrument when attending the Saturday Music Centre.
- Please see the instrument loan contract for full Terms and Conditions.

6. Behaviour and Conduct by Saturday Centre Music Students and Families

- Access to Saturday Music Centre programmes is provided on the condition that your child attends regularly, practices regularly as directed by the tutor / group leader, and that if required, any necessary syllabus is purchased for your child as recommended by the tutor.
- Your child cannot progress adequately and reach high standards of attainment if they are persistently absent. We reserve the right to exclude the child from Saturday Music Centre programmes if attendance is poor.
- 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. 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).
- 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 will be expected to behave in a courteous and polite manner at all times. If your child behaves in a way which is deemed inappropriate, either towards staff or students, then we reserve the right to exclude the child from Saturday Music Centre programmes. Please see Lewisham Music's Behaviour Policy for more details.