

Terms and Conditions for Saturday Music School

1. An application form must be completed.
2. The Head of Saturday Music School will allocate places at Saturday Music School as and when they become available.
3. Fees for Saturday Music School are paid termly with no reduction for missed lessons. Fees for all Music Service activities are highly subsidized by London Borough of Sutton. Current fees are £35 per term. Fees for the first term must be paid on the first attendance at Saturday Music School. Cheques should be made payable to **London Borough of Sutton**. Subsequently an invoice will be sent out each term.
4. **After a pupil has received two terms tuition he/she will be required to join a Music Service ensemble playing the instrument he/she receives lessons on at Saturday Music School. Anyone failing to meet this requirement will have their lessons stopped.**
5. Pupils are expected to attend Saturday Music School each week. If this is impossible, it is important that notice is given to the Head of Saturday Music School or a telephone call made to the Music Service office as early as possible.
6. From time to time, pupils may be requested to provide books and additional materials at their own cost. Additional fees are also payable on graded music exams.
7. Pupils are expected to behave in a responsible manner which does not endanger themselves or others and not to touch equipment unless instructed to do so by a member of Music Service staff.
8. If the pupil has a medical condition the Music Service should know about or there is a change to his/her medical circumstances, it is important to inform the Head of Saturday Music School or the Music Office in writing.
9. From time to time, there will be photographs, videos/DVDs made of pupils during lessons and/or performances for promotional purposes.
10. Sutton Music Service reserves the right to discontinue lessons if attendance at either Saturday Music School or ensemble rehearsals falls below an acceptable level or if sufficient progress is not being attained.
11. Please notify the Head of Saturday Music School or the Music Service office **in writing** at least half a term in advance if your son/daughter intends to leave Saturday Music School. A full term's fees will be charged for any term or part of a term during which a pupil attends and where notice is not received.
12. Current terms and conditions, information and some application forms are available on our website: **www.suttonmusicsservice.org.uk**

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