

The Latymer Saturday Music Centre CIC

Haselbury Road

Edmonton

London N9 9TN

Tel: 07948 167396

Email: info@thelatymersaturdaymusiccentre.co.uk

TERMS AND CONDITIONS OF TUITION

1. I understand that I am responsible for the fees incurred and that they are payable, in advance, at the end of each term for the following term. If a payment plan is in place for fees to be paid in instalments, the final payment for the term's fees must be made by the Saturday before half term of the relevant term, or it will not be possible for my child to continue to have lessons.
2. I understand that there may be an annual increase in the fees charged by The Latymer Saturday Music Centre. The increase will not be more than the average rate of inflation in the year immediately before the increase.
3. I agree to give the required notice period or payment in lieu of the required notice period should I wish to withdraw my child from The Latymer Saturday Music Centre CIC. If I wish to withdraw my child at the end of term, I will give notice in writing by 2 pm on the last Saturday before half term. If I wish to withdraw my child at half term, I will give notice in writing by 2 pm on the last Saturday of the previous term. An email must be sent to info@thelatymersaturdaymusiccentre.co.uk in order to give notice.
4. Should I wish to request a change of teacher, I agree to give four teaching weeks' notice or four weeks' payment in lieu of notice. I understand that another teacher may not be available. I also understand that a change of teacher may involve a change in lesson times.
5. I understand that if my child is absent there will not be a refund. I further understand that if a teacher is absent or if it is necessary to deviate from published term dates, for example because of adverse weather conditions, we will provide a deputy to give the lesson, give the lesson on Zoom, or make it up in another way. No refunds will be given if the alternatives that are offered are not accepted.
6. I agree that my contact details may be given to my child's teacher so that I can be contacted to arrange for remote lessons if necessary.
7. I understand that my child remains my responsibility at all times other than when in an individual lesson and in certain Music Makers classes. My responsibility includes making appropriate arrangements to drop off and collect my child, as well as ensuring that my child moves between lessons on a Saturday morning.

8. **For parents of children in the Early Ears class** I agree to remain in the Early Ears musicianship class with my child and understand that it will not be possible for my child to remain in the class without me or another responsible adult.
9. **For parents of children in Reception, Year 1 and Year 2 Music Makers classes** I understand that in certain circumstances I may be asked to remain in the Music Makers class with my child and in such circumstances it will not be possible for my child to remain in the class without me or another responsible adult.
10. I understand that requests regarding lesson times for the new academic year must be made by emailing timetable@thelatymersaturdaymusiccentre.co.uk by the Saturday before the Summer half term. I further understand that, although every effort will be made to comply with requests, it is not always possible to do so. Priority will be given to pupils who are involved in two or more activities at The Latymer Saturday Music Centre CIC, and also those with siblings having lessons with us.
11. I understand that it is not possible for my child to have tuition on an instrument on which he/she is having lessons elsewhere.
12. I understand that The Latymer Saturday Music Centre will not tolerate abusive or offensive behaviour towards its staff or students or parents of students. Should my behaviour or that of my child be deemed intolerable, lessons may be terminated immediately and no refund will be given.
13. I understand that payment of fees indicates my acceptance of the Terms and Conditions.

PLEASE KEEP A COPY OF THIS DOCUMENT FOR REFERENCE.