

## **Terms and Conditions for Academic Year 2018-2019 BPM Ensembles, Choirs, Lessons in BPM Music Centres and Instrumental Lessons in participating schools**

These terms and conditions form the basis of a contract between Bristol Plays Music and parents/carers. Parents/carers are subject to and agree to these terms and conditions. Bristol Plays Music reserves the right to vary these terms and conditions at any time and without notice.

### **1. ENROLMENT AND FEES**

- 1.1 All contracts for instrumental tuition and other music activities are made with parents/carers.
- 1.2 A summary of fees is available on our website <http://www.bristolplaysmusic.org/play/music-centres/>
- 1.3 Parents/carers are required to create an account via “Live Parent” and enrol for an activity to register their child(ren)’s interest for the following activities:
  - Ensembles and Choirs
  - Instrumental lessons in selected Schools and Music Centres
  - Kinesis Dance Group
- 1.4 Your child’s name will be held on a waiting list during the scheduling period and their place will be confirmed by email to you, with details of the lesson and/or session.
- 1.5 In subsequent terms within the academic year your child will automatically be re-enrolled for the same activity/ies unless you cancel their place in writing before the start of the next double term.
- 1.6 For some ensembles/choirs an audition may be required. Your child will join the most appropriate ensemble for their age and level. Their position will be decided by the ensemble tutors.
- 1.7 Fees for Ensembles and Choirs covers 10 rehearsals per double term (no pro-rata adjustment can be made). Fees for Instrumental Lessons in participating schools and at BPM Southmead covers 11 weeks per double term.
- 1.8 Instrumental Lessons at Music Centres are delivered in individual 30 minute sessions.
- 1.9 Annual ensemble fees are payable in advance upon receipt of an invoice at the beginning of each double term. (Terms, 1, 3 and 5 for most ensembles and lessons, and in Terms 1 and 3 only for Kinesis). Bristol Youth Orchestra has a shorter term and the annual fee is calculated to be paid over 3 terms. If your child joins an ensemble mid-term, the full fee for the double term will be due and no pro rata adjustments can be made.
- 1.10 Fees are payable on the receipt of an invoice sent by email. Invoices must be paid within 3 weeks of the first lesson or session. Failure to pay may result in the withdrawal of your child’s place from the ensemble or lessons.
- 1.10 Parents will be notified in advance of any future changes in fees which may take effect from the start of the following double term.

## **2. CANCELLATION**

- 2.1 If you wish to cancel your child's place you must notify BPM in writing to Bristol Plays Music, Stanton Road, Southmead, Bristol, BS10 5SJ, or via email to [bookings@bristolplaysmusic.org](mailto:bookings@bristolplaysmusic.org). Any outstanding fees will be payable.
- 2.2 If you fail to notify BPM in writing you will be charged for the following double term. Verbally notifying the tutor/ensemble leader does not qualify as formal notice.

## **3. CARE AGREEMENT FOR ENSEMBLES, CHOIRS, LESSONS IN BPM MUSIC CENTRES AND KINESIS**

- 3.1 Pupils attending ensembles, choirs, music centre lessons or Kinesis must adhere to the BPM Care Agreement, signed by the parent/carer. (This does not apply to instrumental lessons taking place in schools).

## **4. FREE SCHOOL MEALS AND OTHER REMISSIONS**

- 4.1 Pupils in receipt of free school meals may be entitled to a subsidised place at one of our Music Centre Ensembles or Kinesis Dance Group. You must claim this remission when registering on "Live Parent" and send evidence of eligibility to [bookings@bristolplaysmusic.org](mailto:bookings@bristolplaysmusic.org)
- 4.2 A Senior or Junior Music Centre Passport may be purchased which will enable your child to attend as many Music Centre Ensembles, appropriate to their age/level, as they wish during the double term, providing that appropriate standards have been reached. (Nb. Kinesis Dance Group is not covered by the Music Centre Passport.)

You must inform BPM at the beginning of the double term, which ensembles your child will be attending by contacting Bristol Plays Music, Stanton Road, Southmead, Bristol, BS10 5SJ, or by email to [bookings@bristolplaysmusic.org](mailto:bookings@bristolplaysmusic.org).

- 4.3 A bursary scheme is available for some ensembles and bursaries are awarded on a case by case basis. For further details please check eligibility on the BPM website.

## **5. LIABILITY**

- 5.1 Bristol Plays Music does not accept liability for loss or damage to pupils' instruments or personal possessions. Parents/carers should arrange appropriate insurance for these items.

## **6. MISSED SESSIONS/ LATE ATTENDANCE**

- 6.1 All BPM ensembles and groups rely on the commitment of all participants and staff. There is an expectation to attend all sessions and arrive on time every week.
- 6.2 Where a pupil misses a session/lesson or where the sessions/lessons have been terminated by the parent, no refunds can be given.
- 6.3 If a tutor is unable to teach a session/lesson due to, for example, travel disruption, illness, adverse weather, they will endeavour to make up the session or teach a double lesson/session on another date. If no additional session is possible, a credit lesson will be issued for use within the academic year.

## **General Data Protection Regulations (GDPR)**

For details of how Bristol Plays Music manages and protects personal data please refer to the Bristol Music Trust Privacy Policy <https://www.bristolplaysmusic.org/about/privacy-policy/>

**The following additional terms and conditions apply for parent-billed lessons in participating schools.**

## Additional Terms and Conditions for Parent Billed Lessons in Participating Schools

### i) ENROLMENT

- For instrumental/vocal lessons in participating schools parents should book directly with Bristol Plays Music via “Live Parent”.
- The terms and conditions above cover **Enrolment, Payment of Fees and Cancellation of Lessons**.
- If your child is eligible for funding from the Pupil Premium Grant (PPG) and your school has agreed this can be used for music tuition, please ask your school to contact us with details of the bursary before you enrol. You should discuss this with your school before commencing the online enrolment process.

### ii) DURATION OF LESSON

Instrumental and vocal tuition is given in individual or shared lessons based on the pupil’s ability and age. A standard lesson is 30 minutes for an individual lesson or for a lesson shared by two pupils. When a shared lesson is no longer possible, the lessons may decrease to a 20 minute individual lesson, subsidised by BPM. This will be at the discretion of BPM, in discussion with your child’s tutor, and will be for a limited time until another pupil is available to share the lesson. You also have the option of paying for an individual 30 minute lesson.

### iii) TIMETABLING OF LESSONS

- Instrumental tuition in schools takes place during school timetabled hours. BPM will co-ordinate with the school and parents to find the most appropriate available time, but it may not always be possible to accommodate all timetabling requests. Should your child have a timetabling clash you will be expected to explore options with the school, or request your child’s absence from their curriculum lessons.
- Lesson times will be emailed to you and will be displayed on relevant school notice boards. Your child is responsible for monitoring the notice board to confirm the day and time of their lesson each week.
- Music tutors are not responsible for escorting pupils to/from lessons.

### iv) MISSED/CANCELLED LESSONS

If your child is unable to attend a lesson due to, for example, school camp, exam, non-emergency medical appointment, 7 days’ notice must be given in writing to [bookings@bristolplaysmusic.org](mailto:bookings@bristolplaysmusic.org). Where no notice is received the lesson will have been deemed to have taken place and no refund or replacement/credit lesson will be due. Where notice is given a credit lesson will be issued for use within the academic year.

### v) COMMENCEMENT

After registration on Live Parent, your child will be placed on a waiting list during the scheduling period. When a place is available you will receive confirmation by email, with details of the lesson and an invoice which will be due within 3 weeks of the invoice date.

### vi) SUPERVISION

BPM tutors are responsible for pupils during the lesson. At all other times, responsibility lies with the school or parents/carers.

### vii) INSTRUMENTS/ACCESSORIES

Parents/carers agree to provide instruments, music and accessories as required. If you do not have an instrument for your child, please contact BPM to discuss possible hire arrangements.