

YORK MUSIC CENTRE TERMS and CONDITIONS

Updated 9 April 2021

York Arts Education reserves the right to review and update these Terms and Conditions

1. Fees are charged termly and collected by monthly Direct Debit (GoCardless). Four monthly payments make up one full term of fees. Fees may be paid in one single instalment for the full term if requested by the fee payer.
2. Full payment to be received within 7 days of invoice.
3. New students starting mid-month/term will be charged accordingly.
4. Students must be enrolled before commencing Music Centre activities.
5. Notice to quit tuition or membership must be given at least 1 calendar month in advance using the [online form](#). *Note: if less than one month's notice is given (i.e. you wish to leave in the same month in which you have given notice) an additional full month's fee will be charged.*
6. Students aim to attend all sessions and concerts, and practise regularly as advised by their tutor.
7. Parents/carers aim to support home practice, encourage attendance and notify the tutor and/or York Arts Education of any absence from a session or concert.
8. York Music Centre will timetable 33 ensemble sessions per year. For tuition, this will be 30 sessions per year and, in some cases, 28 for senior ensemble players due to performance commitments. Should any ensemble and/or tuition sessions be cancelled then York Arts Education will offer alternative provision.
9. If, for any reason, the Music Centre is expected to be suspended for more than 1 month, instrumental and vocal tuition will be offered online and ensembles will be offered online projects. For students continuing tuition online, invoices will continue as normal and for those in ensembles, parents will have the option to make a voluntary monthly contribution. For all others, invoices will be suspended from the 1st full calendar month following closure.
NOTE: If, for any reason, a student is unable to attend York Music Centre (assuming that the relevant ensemble(s) and tuition are operating), there will be no refund of fees.
10. All students (regardless of any parental contribution) will have access to online resources via the Microsoft Teams Virtual Music Centre.
11. York Arts Education aims to provide the highest quality arts experiences for all young people in a vibrant, safe and responsible environment.
12. York Arts Education aims to communicate clearly with parents, teachers and students and to encourage feedback.
13. Parents must notify YAE if there are any extenuating safeguarding circumstances of which we need to be aware.
14. At break times or in between sessions, students must not wander or congregate around the school building.
15. Parents have a responsibility to inform YAE (email support@yorkartseducation.org.uk) about any changes to medical details, photo permissions or contact details.

ONLINE TUITION ADDITIONAL TERMS and CONDITIONS

1. Tutors and students must wear appropriate clothing as would be expected during normal face-to-face lessons.
2. Online tuition must be conducted in an appropriate area such as a living room or dining room - NOT in a bedroom or bathroom. This applies to students and tutors. Tutors should conduct the lesson from a room that is not accessed by others for the duration of the lesson.
3. Appointments must be no longer than the agreed duration.
4. A parent or carer must be present at the start of the lesson and be available (nearby) throughout the session.
5. Recording of lessons is not permitted.
6. YAE recommends the use of Microsoft Teams as the video platform for tutors and parents to use. However, other platforms may also be used at the discretion of, and agreement between, a tutor and parent.
7. YAE reserves the right to offer an alternative teacher if the student's usual teacher is unavailable. The alternative teacher will also be a member of YAE staff.

COVID-19 ADDITIONAL GUIDELINES

1. GENERAL

- 1.1 All parents/carers notify York Arts Education should anyone in the household have a positive lateral flow test, fall ill with, or be suspected of contracting, the COVID-19 virus.

Contact support@yorkartseducation.org.uk

- 1.2 Any student or adult who is suspected of displaying signs of COVID-19 will not be admitted to the Music Centre or, if already admitted, will be isolated. Adults will be asked to leave the building. Students will be isolated and the parent/carer contacted immediately.

2. MOVEMENT AROUND THE BUILDING

- 2.1 Parents/carers are strongly discouraged from entering the building. Students should be dropped off and collected at the entrance/exit nearest to their main activity. If a student needs to be accompanied to their activity (e.g. if the student is very young or has special needs) the parent/carer must wear a face mask at all times.

Students should be accompanied by only one adult.

- 2.2 There may be very limited waiting space and this will be restricted to socially distanced seating in corridors.

- 2.3 All students must remain in the space of their activity until it is time to either go to their next activity or go home. When moving around the building, there will be clear lanes in which to walk and, in more restricted areas, there will be clearly marked one-way systems.

- 2.4 There will be no tuck shop until further notice so parents and students must not congregate in this area. Students should bring their own drinks and snacks and will be given time and space within their activities to have a break. All students must take their rubbish home with them.

- 2.5 All students must keep to social distancing guidelines and this will be maintained for ensembles and tuition, as well moving around the building and the use of toilets.

3. HYGIENE - HANDS FACE SPACE

- 3.1 All parents/carers who need to enter the building must sanitise their hands upon entry and wear a face mask at all times. Hand sanitisers will be provided at every entrance.

- 3.2 All students must sanitise/wash their hands:

- When they enter and leave an activity space
- Before and after they visit the toilet
- Before and after they handle any equipment that is not their own
- Before and after they eat or drink

Hand sanitisers will be provided for every activity space and at every entrance/exit.

- 3.3 All students of secondary age must wear face coverings at all times. This rule can be relaxed where appropriate during ensemble or tuition sessions (e.g. for blowing instruments and singing). Students of primary age and those who are exempt do not need to wear face coverings although may do so if they wish.

Face masks in child and adult sizes will be available at every entrance/exit

- 3.4 All equipment that may be re-used will be sanitised between sessions. Such items may include: keyboards – percussion – chairs - music stands

- 3.5 All students and adults must maintain social distancing guidelines at all times unless they are part of the same household or part of the same year group bubble at school

- 3.6 Students who play in ensembles are advised to bring their own music stand and all students are advised to bring a folder (for music) clearly marked with their name. Music stands and music will not be shared. All students will be encouraged to take their individual sheet music home (in their own folder) and bring it with them the following week.