

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 (including pupils over 18 years).
- 1.2. A summary of fees is available on our website <https://www.bristolplaysmusic.org/learn/music-centres/>
- 1.3. Parents/carers are required to register through the online portal which will start the registration process for their child's ensemble activity.
- 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 session(s).
- 1.5. Once you have accepted your child's place an invoice will be automatically raised and payable in advance of the first session. Failure to pay may result in the offer being withdrawn.
- 1.6. 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. Any outstanding fees will be payable. If you fail to notify BPM in writing you will be charged for the following double term.
- 1.7. 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.
- 1.8. The fee for Ensembles and Choirs is an annual membership, payable in three equal instalments (per double term). If your child joins an ensemble mid-term, the membership fee instalment for that double term will be due and no pro rata adjustments can be made.
- 1.9. 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. Any outstanding fees will be payable. Verbally notifying the ensemble leader does not qualify as formal notice.

3. MISSED SESSIONS/ LATE ATTENDANCE

- 3.1. All BPM ensembles and groups rely on the commitment of all participants and staff. There is an expectation to attend all sessions/concerts and arrive on time every week.
- 3.2. Where a pupil misses a session or where the sessions have been terminated by the parent, no refunds can be given.

3.3. If a child will be absent from a Music Centre rehearsal, parents/carers must notify Bristol Plays Music by emailing admin@bristolplaysmusic.org stating their child's name, ensemble, instrument, date of absence and reason for absence.

4. BURSARIES AND REMISSIONS

- 4.1. Pupils whose family financial circumstances present a barrier to accessing music education can apply for a bursary to join one of our ensembles, bands, orchestras or choirs. The bursary covers the full cost of annual membership for a place at one of the ensembles, orchestras or choirs.
- 4.2. 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 <https://www.bristolplaysmusic.org/learn/music-centres/bursaries/>
- 4.3. A Mini, Junior or Senior 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.) The passport charges can be found on the BPM website <https://www.bristolplaysmusic.org/learn/music-centres/faqs/>

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.

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/>