



## Terms and Conditions 2023-24

### APPLICATIONS

- Applications are processed in order of receipt.
- If you apply to us during our summer enrolment period without time constraints you will be offered the classes requested and will be able to start with us in September. If you have time constraints due to other Saturday commitments mark them clearly on your application. We cannot guarantee that timing requests will be met but will keep you up to date during the application process if we cannot offer you requested classes.
- Depending on availability of places we accept applications outside our summer enrolment period.

### ABSENCE

- Students should consider personal commitments and circumstances that may prevent regular attendance before enrolling as missed classes cannot be refunded or taken at another time.
- Tell us in advance of Saturday if your child is going to be absent so that we can inform their teacher.
- In the event of prolonged illness preventing attendance please do get in touch: [jasspa@jags.org.uk](mailto:jasspa@jags.org.uk).

### BEHAVIOUR

- JASSPA is a happy, creative and professional learning environment and teachers have the right to ask a pupil to leave a lesson if behaviour is disruptive or spoiling the lesson for others.
- If disruptive or inappropriate behaviour continues, the Director may ask the pupil to leave JASSPA.

### BETWEEN LESSONS

- For pupils with a break between activities we run a Break Room, near to reception.
- Senior aged pupils do not have to wait in the Waiting Room but should stay in JASSPA areas on site.

### CARE

- JASSPA staff will take all reasonable care of pupils, but neither the staff nor JASSPA can be held legally liable for any personal injury, loss of, or damage to property, unless due to negligence.

### DEPOSIT

- We organise personalised timetables so JASSPA asks for a deposit as a sign of your commitment.
- Your £50 deposit secures membership and will be returned to you when your child leaves having given the correct notice – (see **Commitment** below).
- In the event your child does not attend applied for classes or does not complete a course, the deposit is non-refundable.

### COMMITMENT FOR ENSEMBLES, CHAMBER MUSIC, CHOIRS and THEORY CLASSES:

- These courses are a commitment for one academic year of three terms – autumn, spring & summer.
- By applying, you agree to pay the full fee for three terms and for your child to attend regularly.
- To stop group lessons at the end of an academic year we ask for written notice to [jasspa@jags.org.uk](mailto:jasspa@jags.org.uk) by the first day of the summer term.

### COMMITMENT FOR COMMUNITY CHOIR and COMMUNITY JAZZ BAND:

- We encourage all joining our Community Choir and Community Jazz Band to stay for a year and to experience performing in concerts, but we only ask for an initial commitment of one term.
- Once a member you do not need to enrol from year to year; it is assumed that your membership is continuous unless you tell us otherwise.
- To pause membership or to give half a term's notice, please email [jasspa@jags.org.uk](mailto:jasspa@jags.org.uk)

JASSPA, East Dulwich Grove, London SE22 8TE Phone: 020 8613 6444 email: [jasspa@jags.org.uk](mailto:jasspa@jags.org.uk) [www.jasspa.org.uk](http://www.jasspa.org.uk)

JASSPA is part of James Allen's Girls' School, a company limited by guarantee and incorporated in England number 6618970, registered charity number 1124853.



## **COMMITMENT FOR 1:1 MUSIC LESSONS:**

- These courses are continuing courses. This means students automatically continue from term to term and from year to year.
- To stop music lessons we require a term's written notice. This means writing to us at [jasspa@jags.org.uk](mailto:jasspa@jags.org.uk) by the first day of term stating you wish to stop lessons at the end of the term. If notice is given after the start of term but by half term, lessons will be invoiced to and stop at the next half term break.
- Although individual lessons are continuing courses, during the summer term we do ask you to re-enrol. This is so amendments can be arranged, for example selecting a longer lesson length.
- We do not allow Music pupils at JASSPA to take lessons on the same instrument elsewhere. This is to avoid confusion and information overload.
- All music pupils are expected to practice during the week and to attend lessons regularly.

## **COMMUNICATION**

- Invoices and other JASSPA information is sent via email. Parents/Guardians should provide a valid email address for this purpose and ensure that emails from JASSPA are not considered SPAM.
- By giving us your email address you are agreeing to us communicating with you from school email.

## **DEPUTIES at JASSPA**

- From time to time, lessons are covered by a JASSPA deputy.
- Deputies tutors are selected and safeguarded by JASSPA.
- Cover should not exceed more than 3 Saturdays per year, unless in exceptional circumstances.

## **FEES, REFUNDS & PANDEMICS**

- Fees are invoiced half-termly and must be paid by the first Saturday of each term. We cannot teach your child without fees having been paid.
- Refunds are not given for classes missed by students, nor carried over to the next term.
- Individual refunds are issued if a class is cancelled and cannot be made up on a Make-Up Saturday.
- If JASSPA is closed for more than one week due to reasons not covered by insurance (eg pandemic), lessons will move to online.
- JASSPA will follow government and venue guidance regarding pandemics.
- JASSPA staff, pupils and parents must abide by JASSPA's pandemic safety measures.

## **MUSIC EXAMINATIONS**

- JASSPA is a centre for ABRSM, LCM and Trinity music exams.
- Pupils will be put forward by their teachers for a music exam when ready.
- The time it takes to progress from one grade to another is different for all pupils.
- It is not compulsory to take music exams at JASSPA.
- Music exams incur an additional fee, payable at point of application.
- Aural classes are likely to be compulsory for exam candidates during exam terms. Aural classes take place on Saturday afternoons and incur an additional fee. Full exam details on application forms.

## **GETTING TO CLASSES**

- Under 9's are automatically walked to and from lessons by JASSPA support staff.
- 9-11years may walk independently once routes are established, but are initially walked by JASSPA support staff
- Over 11's walk to and from lessons independently.
- Parents are not allowed beyond registration unless accompanied by a member of staff.



## **MAKE-UP WEEK**

- Where possible, one Saturday in each term is reserved for use in case JASSPA is forced to close on a teaching Saturday eg due to snow, or a teacher needs to make up a lesson due to absence.
- For 2023-24 there is only one Make-Up day - Saturday 25 May. Autumn and Spring absences/forced closure will be transferred to this date in the summer.

## **MEDICAL & SPECIAL EDUCATIONAL NEEDS**

- We ask parents to provide details of medical conditions or special educational needs that might affect participation prior to joining the school and to keep us updated of any changes.
- Minor injuries may be treated by JASSPA's first aider unless a letter advising to the contrary is received in writing from a parent/guardian. You will be informed if your child has received first aid.

## **PHOTOGRAPHS and FILM:**

- JASSPA may take photographs/film to publicise activities in the future.
- Individual students will not be identified and our application forms.
- During the year pupils aged 13+ will be given a form regarding their consent for photographs.
- Very occasionally teachers film pupils in class to assist with development of performance skills. Any footage will be used in a class setting only and deleted after use.

## **PHYSICAL CONTACT:**

- Physical contact may be required between the teacher and pupil during class in a manner appropriate for the teaching of the subject.

## **REFRESHMENTS**

- Food and drinks can be brought in to JASSPA and consumed in the Waiting Room.
- We are a nut free school so products containing nuts are not allowed.

## **REGISTRATION**

- Entrance to JASSPA is via JAGS main entrance.
- All pupils must register in and out at our reception.
- Teachers also register pupils when they arrive in class.
- Pupils in Year 7+ can sign out independently. Pupils in Year 2-6 must sign out with a parent/carer.
- If a parent/carer is late collecting, pupils must wait in the Waiting Room.
- Parents must ensure that their children comply with our registration system.

## **SAFEGUARDING**

- To conform to JAGS' safeguarding, all teaching areas beyond reception are for pupils and staff only.
- Parents are welcome to wait in our registration area but must not go beyond the JASSPA desk without a member of staff accompanying them.
- If a parent would like to attend a music lesson, please see reception and a walker to and from the class can be arranged.

## **TIMETABLE:**

- Lesson times vary each year as JASSPA's timetable is written annually.
- You will receive timetables confirming lesson times for the following academic year in the summer.
- Once set, the timetable remains the same for that academic year although lessons may be added where spaces permit.