

## **YORK MUSIC CENTRE 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 1<sup>st</sup> full calendar month following closure.
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 circumstances of which we need to be aware (e.g. child is not to have contact with a specific family member)
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](mailto:support@yorkartseducation.org.uk)) about any changes to medical details, photo permissions or contact details.

## **COVID-19 ADDITIONAL GUIDELINES**

### PLEASE NOTE:

- The process for students to be signed in/out of sessions has been currently suspended and is replaced by COVID-19 Additional Guidelines.
- Current Terms and Conditions (above) still apply and the following guidelines are in addition.

## GENERAL

1. All parents/carers and staff MUST notify York Arts Education should anyone in the household fall ill with, or be suspected of contracting, the COVID-19 virus. This includes notifying York Arts Education if a household has been contacted via the Track and Trace process. Contact [support@yorkartseducation.org.uk](mailto:support@yorkartseducation.org.uk)
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. Staff will be asked to go home and, in the case of students, the parent/carer contacted immediately.

## MOVEMENT AROUND THE BUILDING

3. Parents/carers are strongly discouraged from entering the building. Students should be dropped off and collected at their designated entrance/exit. If a student needs to be accompanied to their activity, the parent/carer must wear a face mask at all times. Students should be accompanied by only one adult. Once a student has been taken to their activity the parent/carer should leave the building and only return at the appointed collection time (either to take the student home or to chaperone them to their next activity). There may be very limited waiting space and this will be restricted to socially distanced seating in corridors.
4. All students must remain in the space of their activity until it is time to either go to their next activity or go home. There will be designated entrances and exits that will depend on a student's range of activities thereby reducing unnecessary movement around the building. 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.
5. There will be no tuck shop in the dining hall 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 activity space to have a break. All students must take their rubbish home with them.
6. All students, as well as adults, must keep to social distancing guidelines and this will be maintained for ensembles and tuition, as well as the use of toilets. Face coverings should always be worn in all communal areas of the building.

## HYGIENE

7. All parents/carers who need to enter the building must sanitise their hands upon entry and wear a face mask. Hand sanitisers will be provided at every entrance.
8. All students and staff must sanitise their hands upon entry to the building AND every time they enter or leave an activity space. Hand sanitisers will be provided for every activity space.
9. All students and staff must sanitise their hands before and after eating/drinking
10. All students and staff must sanitise their hands before and after using a toilet. (Parents will not be permitted to use the toilets).
11. Face coverings should always be worn in all communal areas of the building. Once in session/lesson, students and staff are not required to wear face coverings, although are at liberty to do so. Staff may choose to wear visors.
12. All equipment that may be re-used will be disinfected between sessions. Such items may include:
  - keyboards

- percussion
  - chairs
  - music stands
13. 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 expected to take their individual sheet music home (in their own folder) and bring it with them the following week.
  14. Students and staff should avoid handling any items which are not theirs. Where this is not possible (e.g. a tutor having to tune a violin), hand sanitization must occur before and after handling the item.