



## Junior Guildhall Regulations

These notes are taken from the Regulations parents sign when accepting a Junior Guildhall place. If you would like a full copy of the Regulations please contact the Junior Guildhall office.

Students are not permitted to participate in masterclasses or to take instrumental lessons outside the School (unless with the student's Junior School teacher) on instruments studied at the School unless permission is granted by the Head of Junior Guildhall. Students must obtain their instrumental teacher's permission before giving any public performance, including performances in festivals and competitions or before entering for an instrumental examination.

The full annual fee will vary according to any timetable requests made and the first instalment of fees must be paid prior to the commencement of tuition.

The School is entitled to exclude a student from the course should the parent fail to pay the fees when requested. In such cases the parent will still be liable for the full annual fee.

Students are expected to remain at the Junior School for a full academic year (or remainder of the academic year if tuition commenced after the start of the year). **If a parent wishes to withdraw a student at the end of the academic year notice must be given in writing to the Head of Junior Guildhall no later than 1 April.**

If a student is withdrawn from the course at any time during the year the full annual fee is still payable. In exceptional circumstances, (e.g. bereavement or material change to personal circumstances), the Head of Junior Guildhall may offer fee dispensation if a student does not complete a full academic year. In the first instance, a letter should be sent to the Head of Junior Guildhall stating when the student will be leaving giving full details of reasons. Notification of any dispensation in fees offered by the Head of Junior Guildhall will be given in writing

If a student wishes to discontinue an extra study notice must be given in writing to the Head of Junior Guildhall no later than week 6 of the Autumn Term for an extra study to be discontinued at the end of the Autumn Term, by week 2 of the Spring Term for an extra study to be discontinued at the end of the Spring Term and by 1 April for an extra study to be discontinued at the end of the Summer Term. It is not possible to discontinue studies at any other time during the year. In cases of studies being discontinued at the end of the Autumn or Spring Terms and provided the correct notification is received as indicated above there will be a proportional reduction in fees. No reduction in fees will be offered if notice is given after the dates indicated above.

If a student wishes to withdraw at the end of an academic year the following penalty fees will apply if insufficient notice of withdrawal is given:

- if notice is received after 1 April up to 1 June one sixth of the annual fee for the following academic year will be charged
- if notice is received after 1 June up to 1 September one third of the annual fee for the following academic year will be charged
- if notice is received after 1 September the full annual fee for the following academic year will be charged

Alterations to student's schedules can only take place at the beginning of a Term and requests must be placed in writing by the following dates:

- Week 6 of the Autumn Term for changes relating to the Spring Term.
- Week 2 of the Spring Term for changes relating to the Summer Term.
- 1 April for changes relating to the Autumn Term.

Any requests received after these dates cannot be considered.

Students are accepted into Junior Guildhall on the understanding that they make satisfactory progress and that they attend regularly. When students wish to be absent, permission must be requested in writing to the Head of Junior Music Courses. Students should not arrange other activities on a term time Saturday or concert day until permission for absence has been granted by the School.

**Please note that we do not give students permission to miss concerts or important rehearsals.**

Leave of absence will normally be granted for days when a student is not involved in a concert, an important rehearsal, an internal assessment or other important event. Repeated absence can be detrimental to a student's

musical progress and very disruptive to ensemble work. For this reason, the Head of Junior Music Courses will normally only grant a student one absence per term. Absence from Saturdays may reduce a student's chances of participation in Chamber Music.

Written requests for absence should be made as early as possible.

**In the interest of all students, Junior Guildhall concerts and performances must have priority over any outside engagements that students may be offered.**

Principal concert dates are available from the Administrator more than a year in advance.

If a student is ill please inform the Office as soon as possible so that we can inform the relevant teachers.

**Students with LEA awards must always obtain permission from their LEA if they wish to be absent.**

The School occasionally arranges for photographs to be taken of the students. This is carried out in an unobtrusive manner and some of the photographs may be used in the prospectus and sometimes in other published material relating to the School. By signing the Acceptance Form parents are giving their approval for us to use photographic material in this way.

Smoking is not permitted in any part of the School. Food and drink should only be consumed in the foyer area where bins are available for litter disposal. Running and other games are not permitted within the School buildings.

These notes and conditions are subject to change from time to time. Parents will be notified in writing in advance of any such changes.