



Terms and conditions of enrolling at The Music Room.

The Music Room is a school for teaching music performance and theory classes on an individual and group basis.

The school aims to provide a safe environment in which young people can develop performance ability and knowledge of music theory through the teaching and playing of music.

- A minimum €50 booking/registration fee (or full fee) is required with each placement at The Music Room upon commencement of each term.
- Booking/registration fee is non-refundable and non-transferable.
- Places can only be **reserved** with receipt of a completed application form, registration fee or full fee and signed terms and conditions.
- Once a place has been **confirmed and accepted by you**, the full fee is due to secure your child's place or a weekly payment plan agreed.
- Lessons cancelled by students regrettably cannot be given later.
- If a student misses a class they are not entitled to a refund for that class as the teacher's time is booked for that time for the whole term, and will be at the school for that designated time whether the student is or not.
- If your teacher has to cancel classes due to unavoidable circumstances, these classes will:
 - A. Be given later either by extending the semester or
 - B. Organising a mutually convenient time between the teacher and the student/parent or
 - C. The cost of the class will be deducted from the price of the following term
- The school reserves the right to make changes to class timetables or teachers.
- Fees for exam entries in musicianship and instrumental tuition are paid directly to the teacher. All students are notified at their lesson when they are due and a notice is displayed on the Parent's Notice Board in the waiting area.
- Students are expected to behave in an appropriate manner while on the premises. Respect for fellow students, teachers, equipment, resources and facilities are imperative.
- We would ask parents to be courteous and polite to office and teaching staff at all times. Parents who do not comply may be asked to remove their child from the school.
- Please make the school aware if your child has any disabilities or difficulties so we are able to provide appropriate and best possible service to you.
- Weekly notes and information is detailed in your child's copybook.
- Lesson records are kept to help in understanding the needs and abilities of each child, and what strategies to put into place to aid them in reaching their full potential.



- Families are encouraged to take an active involvement/interest in their child's tuition by way of supporting practice at home and participating in school recitals/end of year concert.
- All parents contact details are automatically placed on our e-mailing list and text message list in order to keep you updated with information / timetables / dates for your diary.
- Updates and information regarding the school will be posted to our Facebook page and Parent's Notice Board in the waiting area.
- We from time to time make recordings or take some photos of students engaging in music lessons. These will be shared with you via email and on The Music Room Facebook page unless you specify against this.
- When term has commence and if a parent decides to remove their child from classes, half of the term fee is payable.
- Parents should talk to teachers at the beginning of the class if they have concerns, rather than at the start of the next student's class.
- From time to time we may take a few photographs of various activities in the school for promotion purposes. This may involve your child being photographed. If this is an issue, please inform the school.
- As part of our planned and structured music tuition programme, it is important to note that some classes are provided in a one to one capacity.
- As per our Child Protection Policy, The Music Room and its employees will take every care to ensure that we adhere to the Department of Children and Youth Affairs' guidelines for child protection and refer to the National Children's First Policy and Procedures.

*If you understand and accept **all** of these terms and conditions, please sign two copies of this document and return to the school with your application form.*

Thank you.

DATE:	
STUDENT:	
PARENT SIGNATURE:	