Forth
School of Music

Terms and Conditions

We are fully committed to safeguarding and promoting the well-being of all students, parents, staff and volunteers associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times. The effects will last the duration of a pupil's time at the school unless notified in writing (see below).

- Parents must complete the registration process before any lessons can take place.
- For all 1:1 lessons, invoices are sent in advance of each month by each teacher directly to their students (with the exception of groups). Please make payment in full by the due date on the invoice. Repeated failure to pay lesson fees on time will result in the termination of tuition.
- FAILURE TO PROVIDE 24 HOURS NOTICE WILL RESULT IN THE LESSON BEING CHARGED IN FULL. This is to protect our teacher's wages.
- Notice to terminate tuition must be given one month in advance and in writing to the Director of FSM (info@forthschoolofmusic.co.uk).
- The entering of pupils for accredited practical music exams is decided between teacher and pupil. The boards we use for exams are ABRSM and Trinity. Exam fees will be charged to the parent/student by invoice directly from FSM or the individual teacher.

Students must:

- Participate within the rules and respect all the teachers/staff and their decisions.
- Respect their fellow students.
- Not distract, bully or harass other students during the class.
- Not use bad language.
- Be polite and display good manners at all times.
- Treat all equipment with respect.
- Put litter in the bins provided.
- Leave all valuables at home. FSM will not be held responsible for the loss of any items.
- Inform the teacher immediately if they begin to feel ill or sustain an injury during the session.

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- Finally, we would love for all students to enter the class with a smile and have fun!

Parents must:

- Encourage your child to learn the rules and perform within them.
- Arrive on time for your assigned lesson/class time.
- If your child is under the age of 10, they must be accompanied by a parent or guardian until their timetabled class begins. FSM is not responsible for any student outside their lesson/class time.
- Always collect your child promptly at the end of a lesson/class.
- Keep the teacher informed if your child is ill or unable to attend their lesson/class.
- Endeavour to establish good communications with teachers and staff for the benefit of all.
- Never challenge or threaten a teacher or member of the team. Any concerns must come directly to the school director, email info@forthschoolofmusic.co.uk
- Do not raise issues of disagreement publicly.
- Complete the registration process and make payment in advance of the first lesson/class. No lessons or classes can take place until this has been done, and may risk your child losing their place in the class:
    - No refunds will be made if you choose to leave FSM mid term.
    - No refunds or invoice adjusts will be made for holidays, parties, trips and short illnesses. Catch up lessons can be booked via the student portal or directly with your teacher.