



# The Children's Music School

## Terms and Conditions for Online Lessons

### Payment

Payment for lessons must be made in advance, paid in blocks agreed with Fiona McSorley. A child's place is secured upon receipt of payment and the signed booking form.

Payment confirms the acceptance of these terms and conditions by the named person on the booking form.

If payment cannot be made by bank transfer, please contact The Children's Music School for alternative arrangement (*cheque*).

### Booking alteration

Alterations cannot be made once payment has been received. (*In the case of exceptional circumstances, please contact The Children's Music School*).

### Reservation of Rights

The Children's Music School reserves the right to cancel the classes on grounds of staff shortage or any other reason which The Children's Music School believes necessitates cancellation. Reasonable notice will be given wherever possible plus a refund for the missed session.

### Safe practice

A responsible adult must be in the room with the child whilst the lesson is taking place.

### Recording

Parents/carers must not record any part of the lesson without prior knowledge and consent of The Children's Music School.

The Children's Music School will not record any part of the lesson without prior knowledge and permission of the parent/carer.

## Safeguarding

The Children's Music School staff have a duty to respond if they suspect a child they are tutoring may be suffering from abuse, or if a child makes a disclosure about abuse. In this event the relevant staff will follow The Children's Music School Safeguarding Policy.

## Details given

Parents/carers must ensure that all the relevant details on the booking form are accurate and The Children's Music School must be notified in writing immediately of any changes in these details.

## Agreement

By signing the booking form, you agree that you have read, understood and accepted these terms and conditions.

*August 2022*

*(These terms and conditions will be reviewed periodically)*