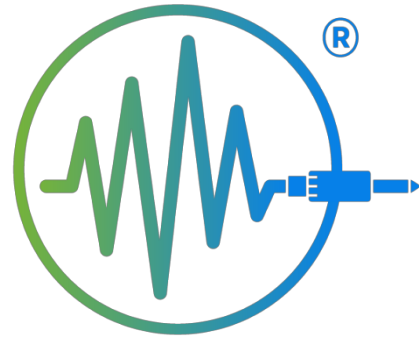


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Terms & Conditions Policy

TERMS AND CONDITIONS

LLSOM is abbr. for Lisa Lashes School of Music in this document whose Registered Office is 22 West Green Road, London, England, N15 5NN (Company No. 11440431)

The Head Teacher is the person appointed by the school to be responsible for all pupils and includes those to whom any of the duties of the Head Teacher or the schools have been responsibly delegated and may be one or more persons.

The Parent/guardians are those who have parental responsibility for the pupil and those who have signed the registration or acceptance form who agree to be bound by these terms and conditions individually and jointly.

The parent/guardians are expected to give their support and encouragement to the aims of LLSOM and to uphold and promote its good name; where necessary to support the schools agreed aims for the education of the pupil; to continue the pupil's education at home and to ensure that the pupil maintains appropriate standards of punctuality, behaviour, diligence, language and discipline.

No variation or waiver of these Terms and Conditions shall be effective unless agreed in writing by the school. Any such waiver will only be valid at the time it is agreed. The purpose of the rules about change, notice, fees, where appropriate, and other rules set out below are to enable the school to provide a stable well-planned and properly resourced educational establishment.

THE SCHOOLS AIM

The schools aim is to provide re-engagement with education for pupils who have been permanently excluded or are at risk of exclusion from mainstream schools. The school will provide short-term places with a view of pupils to return to mainstream schools, together with longer-term placements designed to prepare pupils for further education, traineeships, apprenticeships and employment.

Our aim is to teach through a music medium where appropriate as the core program is based on music production and development, together with event management and the lessons plans will show how the work will be differentiated to meet pupils' individual needs.

The planned curriculum includes opportunities for cross-curricular work particularly in English, Maths and information and communication Technology whilst also demonstrating an appropriate emphasis on personal profiling, the development of critical-thinking skills and communication skills.

The curriculum includes several opportunities for careers education including work experience, independent advice and support from local careers advisory services.

The school plans to provide external accreditation opportunities through functional skills courses and, where appropriate, GCSE subjects.

CARE AND GOOD DISCIPLINE

The Parent/guardians authorise the Head Teacher or her delegate in loco parentis or acting on behalf of a pupil, to take and/or authorise in good faith all decisions that safeguard and promote the pupil's welfare. Parent/guardians give consent to the pupil attending any essential educational visits as their course requires. Prior consent will be sought for non-local trips.

Parent/guardians also give consent to such physical contact as may be lawful, appropriate and proper for

teaching and providing comfort to a pupil in distress or to maintain safety and good order or in connection with the pupil's health. The Head Teacher may also consent on behalf of the parent/guardians to the pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under NHS or at a private hospital where certified by a person who is appropriately qualified, where necessary for the pupil's welfare and if parent/guardians cannot be contacted in time.

Authorisation is also given for the school to use a pupil's copyright material, image, recording and name, together with information about his/her participation in any school event or activity for use by LLSOM. This consent covers the entire use of the pupil's copyright material, image, recording and name in conjunction with other words and images.

CONTACT AND ATTENDANCE

We attach importance to courtesy, integrity, manners and good discipline. The pupil is expected to take a full part in the activities of the school, to be punctual, to attend all lessons, to work hard, to be well behaved and to comply with the school's rules and regulations.

THE PUPIL'S HEALTH

The Head Teacher may at any time require a medical opinion or certificate as to the pupil's general health. The age of the pupil will be calculated in accordance with UK custom. Parent/guardians will be asked to complete a form of medical declaration concerning the pupil's health and must inform the Head Teacher in writing if the pupil develops any known medical condition, health problem or allergy or will be unable to take part in activities or has been in contact with infectious diseases

SPECIAL EDUCATIONAL NEEDS

You may be asked to redraw your child from the school if, in the opinion of the LLSOM after discussion, we cannot provide adequately for your child's educational needs.

REGISTRATION AND ADMISSIONS

If the school offers a place to a pupil, the offer is only valid at the time it is made. Although the school will do all it reasonably can to assist, it cannot guarantee to keep a place available for any period of time. Where a place is offered and a pupil wishes to accept a place, a registration form must be completed, signed by the person/s responsible.

INITIAL FEES PAYMENT (WHERE APPLICABLE)

An initial, or full payment must be made for each pupil before starting at the School of Music. Evidence will be requested before admission is accepted for the pupil.

SCHOOLS RIGHT TO WITHDRAW PLACE

A place is offered subject to satisfactory references. If those references are unsatisfactory the offer will be withdrawn. The place could also be withdrawn if any information on the registration form is inaccurate, incomplete or other information is received which would have affected the original decision to offer a place. All decisions to be made at the Head Teachers discretion and the place may be withdrawn at any time.

COURSE LENGTH

The length of course will be agreed at registration and will be included in the offer notification. Any extension of that course is agreed as a separate contract.

PAYMENT OF FEES (WHERE APPLICABLE)

Each invoice must be paid before the pupil starts on program unless alternative arrangements have been discussed and put in writing.

RESPONSIBILITY FOR PAYMENT

Fees are the joint and several responsibilities of each person who has signed the Registration Form for the pupil. The Head Teacher may withhold any information or property while fees are unpaid. In cases of outstanding fees, the Head Teacher will inform any educational establishment to which the Parent/guardian proposes to send their child.

DISCIPLINARY PROCEDURES

The Head Teacher is responsible for the imposition of any sanction including exclusion for non-payment of fees, suspension during investigation or following a breach of school discipline, and suspension, requirement to leave or permanent exclusion.

The review of serious disciplinary matters is governed by the Complaints procedure, a copy of which is available on request and available to download on the LLSOM website.

CONFIDENTIALITY AND REFERENCES

Parent/guardians consent to supplying information and a reference in respect of the pupil to any educational institution which you propose the pupil may attend.

Any reference supplied by the LLSOM shall be confidential. The head teacher will take care to ensure that all information that is supplied relating to the pupil is accurate and any opinion given on ability, aptitude for certain courses and character is fair.

However, the Head Teacher cannot be liable for any loss parent/guardians or pupils are alleged to have suffered resulting from a reference or report given by the LLSOM.

Parent/guardians consent to the Head Teacher making use of information relating to the pupil whilst at the school and after leaving, for the purposes of communicating and managing relationships with pupils and former pupils of the school.

RESPONSIBILITY

The school cannot accept responsibility for loss or damage to a pupil's property.

The consumption of alcohol is not allowed anywhere in or on the school premises and Smoking is in designated areas only

Any pupil found in breach of these rules will be liable to instant removal on that day from the school

Use, or possession of illegal substances is strictly forbidden and will lead to instant suspension or expulsion. The relevant authorities will be contacted.

Date: 3rd January 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:

January 2021