

INSTRUMENTAL MUSIC TUITION, AUTUMN TERM 2015

For more information please visit our website

Payment Date

All payments to reach the MMF Office by Wednesday, 2nd September 2015. **Your child's Autumn Term lessons cannot start until your payment has been received.**

How to pay ~ Fees may be paid through our website (full payment only), by cheque, cash or debit/credit card (*do not send cash by post*). There is a £2.50 admin charge per debit/credit card phone transaction but not for online payments. For those with an agreed instalment plan please see enclosed slip.

Payments received after the payment due date incur an admin fee of £5.00 and cheques returned by the bank unpaid incur £10.00. **Please note that paying late causes delay in your child's lessons starting as their tutor may have taken on new pupils meanwhile and therefore no longer has enough time to fit in your child's lessons.**

Start Dates**Schools:**

Week beginning Monday, 21st September (unless notified otherwise by your child's tutor)

Chaucer Centre:

Saturday, 19th September – Saturday Music Centre and lessons start (*including Crown Lane*)

Monday, 21st September – Monday Music Centre and lessons start

Wednesday, 23rd September – Wednesday Music Centre and lessons start

* Wednesday, 23rd September – MYJO2, MYCB (*MYJO starts 30/09/15*)

Half Term:

26th October, 28th October & 31st October – Music Centre closed

Music Centre Subscription ~ You should by now have received an email reminding you to renew your child's Autumn term subscription online via our website. Please ensure payment is made before the start of the new term to ensure your child's name gets automatically added to the registers.

Changing Schools ~ If your child is going to secondary school or sixth form in September 2015 and continuing with lessons with us please let us know as soon as possible by email to admin@mmf.org.uk

Trust Fund ~ Forms can be downloaded from our website and

applications must be made **each term**. Your application together with the correct supporting documentation (*which must be a current full photocopy if using the WTC criteria*) must reach us within 10 days of the start of term in order to avoid interruption to your child's lessons. *There is an admin charge of £5.00 for each notification sent requesting applications or supporting documentation.*

Practice Diaries ~ These are not intended as a record of your child's attendance. Rather they are intended to keep you informed of your child's progress and what practice they should be doing. There may be instances when a child may forget

their diary or due to time constraints the tutor has not written in it.

Tutors ~ Our tutors are self-employed and may on occasion terminate at short notice due to varying reasons. We do endeavour to replace them as soon as possible, however due to the interview process and necessary Criminal Records (DBS) checks, this sometimes results in a delay to your child's lessons resuming.

Easy Fundraising ~ Please help raise funds for MMF when shopping online by using this link <http://www.mmf.org.uk/Easy-Fundraising>