

*Seasonal greetings
From all at MMF*

INSTRUMENTAL MUSIC TUITION, SPRING TERM 2016

For more information including full term dates please visit our website

Payment Date → Monday, 4th January 2016

All payments must reach the MMF Office by this date

Your child's Spring 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 telephone debit/credit card transaction but not for online (website) 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 resuming as their tutor may have taken on new pupils meanwhile and therefore no longer has enough time to fit in your child's lessons.

Tuition Start Dates

Chaucer Centre:

Saturday, 9th January – Saturday Music Centre and lessons (*including Crown Lane*) start

Monday, 11th January – Monday Music Centre and lessons start

Wednesday, 13th January – Wednesday Music Centre and lessons start: MYJO2, MYCB (**MYJO starts 20/01/16**)

Music Centre
membership is
renewable via our
website

Half Term:

15th February to 20th February (inclusive) – No lessons / bands / ensembles



Schools:

Week beginning Monday, 11th January (unless notified otherwise by your child's tutor)

Please let us know if your address, telephone number or email address has changed recently

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.

Instalments ~ Please keep to the planned dates to avoid risk of your child's lessons being suspended due to non-payment.

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.

GCSE / A-Level ~ If your child is taking GCSE / A-level exams, we will assume they are continuing with lessons throughout the Spring and Summer

terms unless you notify us otherwise in writing by Friday 19th February 2016 (i.e. before the end of half-term) - by letter or email.

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 Disclosure and Barring System (criminal record) 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>