

Terms and Conditions

1. Fees

Fees are invoiced termly in advance; payment is due on receipt of an invoice. Reviewed fees are published annually on our website www.jms.je

An invoice will be sent to the listed payer by the Government of Jersey Treasury when a lesson has been allocated, and thereafter for each subsequent term.

Fees are based on the provision of 30 sessions over the course of the academic year; the number of lessons may vary from term to term.

Payment can be made termly to the Government of Jersey Treasury by the following methods:

- Direct Debit
- Online
- Telephone
- Cheque
- In person

Details of all payment options are stated on the invoice.

Payment by Direct Debit can be made in three instalments by selecting the monthly payment option on the Direct Debit Mandate; an indicative payment schedule is as follows:

	Payment 1	Payment 2	Payment 3
Autumn Term	1 st September	1 st October	1 st November
Spring Term	1 st January	1 st February	1 st March
Summer Term	1 st May	1 st June	1 st July

2. Lessons & Refunds

In the event of partial or complete school closure due to inclement weather, industrial action or other events beyond control of JMS, no refund/credit will be given and lessons will not be rescheduled.

Where lessons are unable to take place due to school events, trips, P.E and/or examinations no refund/credit will be given and lessons will not be rescheduled.

When the teacher is available at the scheduled lesson time but the student fails to attend, the lesson is forfeited and no re-schedule/refund/credit can be made.

When the teacher is not available at the scheduled lesson time the lesson will be cancelled. In some circumstances lessons may be taught by another teacher. Lessons will be rescheduled if the student will receive less than 30 lessons in the academic year. The rearrangement time and venue of lessons is at the discretion of Jersey Music Service (JMS). A refund or credit for the following term will only be made if JMS cannot provide 30 lessons pro rata.

3. Operating Rules

JMS will deliver a minimum of 30 lessons over the academic year; the number of lessons may vary from term to term.

JMS provision is limited to lessons on one instrument only, per child. In exceptional circumstances a second lesson on the keyboard may be allocated if supported by the school and is deemed educationally beneficial by JMS. Written permission from the school must be sent to JMS in writing to support the application for lessons on a second instrument.

Children having lessons in school time may need to come out of class during the school day for their lessons. JMS will make every effort to rotate music lessons so that children are not missing the same academic lesson each week, however this cannot be guaranteed. It is expected that children will catch up with their learning as advised by the class/subject teacher and the school.

Lessons taking place in school cannot be guaranteed to take place at a certain time, in or out of break/lunchtimes or before or after school.

Lessons

JMS aim to place all beginners in a 30 minute group lesson of 3 to 6 students. When a group is not available in school we may offer group lessons after school at an alternative location. If it is not possible to place a student in a group we will offer 20 or 30 minute individual lessons where possible.

Students will move into individual 20 or 30 minute lessons as they progress or if a group is no longer available.

JMS will not provide lessons to students receiving tuition on the same instrument from another teacher. If JMS become aware of a child receiving lessons on the same instrument from another teacher the JMS lessons will be withdrawn.

Timetabling of Lessons

Lessons are subject to availability and may not be able to commence immediately. The parent/guardian listed on the registration/online enrolment form will be provided with a timetable when a lesson has been allocated.

All JMS correspondence will be with the parent/guardian as indicated on the registration/on-line form. Responsibility lies with the parent/guardian to inform the payer (if different to parent/guardian) when lessons have been allocated or of any changes thereafter.

Ensemble Participation

Students will be encouraged to take part in school ensembles appropriate to their stage of musical development and are encouraged to attend JMS ensembles.

Additional Payments

Periodically parents/carers will be asked to purchase music, consumable items (reeds, valve oil, rosin, strings etc.). Additional activities are provided throughout the year and may incur an

attendance fee. As students progress the teacher may recommend entrance for various music examinations. The parent/carer will be informed when their child is ready to sit an examination. Payment of the examination fee is the responsibility of the parent/carer.

4. Cancellation Policy

If you wish to withdraw your child from lessons, written notice is required at least 6 (six) weeks before the end of the term you wish tuition to cease. Notification must be received in writing to: Jersey Music Service, Old Mont Cantel House, St Helier, Jersey, JE2 3ZQ or by email: jms@music.sch.je

If notification to cease lessons has not been received within the required notice period the payer will be liable for the following term's fees.

5. Instruments

Instrument Hire

Lessons do not include the provision of an instrument. There are several commercial instrument purchase and rental options available to parents/carers. The JMS Instrument Hire Service is also available, details can be found on our website www.jms.je

JMS Assisted Instrument Purchase Scheme

As an alternative to hire, parents/carers may wish to purchase an instrument through the JMS Assisted Instrument Purchase Scheme. Through the scheme JMS purchases an instrument as advised by the parent/guardian, JMS is repaid by the parent/guardian interest free, over an agreed period of time.

Further information about this scheme can be requested.

Purchase Advice

JMS understands that for some parents/carers sourcing and buying an appropriate instrument is difficult and confusing. There are many different makes and models each offering varying musical strengths and build quality and the price range of any particular instrument can be vast.

We would advise that parents/carers contact JMS to discuss the suitability of an instrument before hiring externally or purchasing.

6. Remissions

Income Support

Where a family is in receipt of Income Support there is no charge to access JMS provision, however, this is limited to lessons and associated instrument hire on one instrument.

The parent/carer is required to complete a paper copy of the registration form (available to download from www.jms.je), ensuring that section 6 of the form is completed it should then be returned to JMS. JMS will then verify termly whether the parent/carer is in receipt of Income Support with the Social Security Department. No specific details about the Income Support claim

will be returned to JMS and this information will be used solely to confirm that a claim is in place. Should a claim not be in place the parent/carer will receive an invoice and payment will be due as per section 1. The parent/carer will be liable for fees until the income support claim is verified by the Social Security Department.

Sibling Discount

A Fee reduction is available for families with more than one child receiving tuition from JMS. The reduction is automatically applied.

Bursary Award

JMS has a limited fund that provides support to families who would not otherwise be able to access provision. These funds are available to provide help to students who need financial assistance.

Any child attending an island school (or home schooled) in any phase or sector is eligible to apply for a Bursary Award. Further information is available on request.

7. Personal/Medical Information

Parents/carers are required to provide any relevant medical information and to advise JMS of any significant changes. JMS staff are not authorised to give or supervise students taking prescribed medication.

Parents/carers are required to inform JMS as soon as possible of any changes to personal information (i.e. Name, address, contact details)

8. Fair Processing Notice - DATA PROTECTION LAW (JERSEY) 2018

JMS is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Please visit www.jms.je to view the JMS Standard Privacy Notice.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes to the law.

9. Use of Images of Children and Young People

Occasionally photographs or film footage may be taken of children and young people registered with JMS. These images may be used in our prospectus or in other printed Education publications, as well as on the JMS website and social media. Video recordings of lessons or concerts for the website, social media, publicity for JMS as well as for ABRSM Music Medals, examinations and staff development purposes may also be made. Please note that websites can be viewed throughout the world and not just in the European Economic Area where strict data protection legislation applies.

JMS may be visited by the media who will take photographs or film footage of events. Children and young people will often appear in these images which may be shown in local or national newspapers or on televised news programmes. All parents/carers are required to indicate on registration whether they consent or not to their child's image being recorded and used. These permissions can be amended at any time by contacting the JMS office.