

Bids for Sept 2017 - GUIDELINES

- Any child can bid for any class within the appropriate age group. The fact that a child has always attended on a particular day or time carries no weight whatsoever when allocating places.
- Some classes may be oversubscribed and parents will be asked to consider alternatives.
- In the event of a class being oversubscribed, and after all attempts to encourage parents to accept alternatives then places might be allocated in the order that bids are received **AT THE OFFICE**. Please note that postal bids reach the office up to 5 days quicker than those handed in at the music school. Bids sent as email attachments arrive instantaneously.
- Bids are not accepted without a £15 administration/registration fee. This fee is **non-refundable** unless the Music School is unable to offer a place that has been requested.
- £15 deposit can be paid by cheque, cash or bank transfer. **For bank transfer use this account ONLY: "The Music School" Sort Code: 72-00-00, Account no: 05852293. Use your child's name as a reference.**
- £12.50 of the deposit will be deducted from the September term's fees EXCEPT for those in the 5-6 year groups and above. For these groups £12.50 will be held until the Summer Term 2018. The remaining £2.50 will go towards the cost of administration. (Maximum £5 per family)
- The Music School cannot guarantee places for all.
- **If there is insufficient demand for a particular class or age group some classes may not run, so please bid early and give more than one option on your form if at all possible. This will be a great help.**
- There may be some staff changes in September, so it is not guaranteed that teachers covering specific classes this term will cover the same ones in September. Exact details will not be available before mid July. (Talk to Len about this if you need to)
- It would be a great help if parents could be as flexible as possible. With your help and support we hope to find places for all children currently in the school as we have done in all previous years.

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