



Terms and Conditions 2019-20

APPLICATIONS

- Applications are processed in order of receipt.
- If you apply to us during our summer enrolment period without time constraints you will be offered the classes requested and will be able to start with us in September. If you have time constraints due to other Saturday commitments mark them clearly on your application. We cannot guarantee that timing requests will be met but will keep you up to date during the application process.
- Group classes require an annual commitment so our largest intake of new pupils is during summer enrolment.
- Depending on availability of places we accept applications outside our summer enrolment period.

ABSENCE

- Students should consider personal commitments and circumstances that may prevent regular attendance before enrolling as missed classes cannot be refunded or taken at another time.
- Tell us in advance of Saturday if your child is going to be absent so that we can inform their teacher.
- In the event of prolonged illness preventing attendance please do get in touch: jasspa@jags.org.uk.

BEHAVIOUR

- Jasspa is a happy, creative and professional learning environment.
- Jasspa teachers have the right to a pupil to leave a lesson if behaviour is disruptive or spoiling the lesson for others.
- If disruptive or inappropriate behaviour continues, the Director may ask the pupil to leave Jasspa.

BETWEEN LESSONS

- For pupils with a break between activities we run a supervised Waiting Room, located next to reception.
- All Infant and Junior aged pupils are expected to remain in the Waiting Room between lessons.
- Senior aged pupils do not have to remain in the Break Room, but should not wander beyond Jasspa areas on site.

CARE

- Jasspa staff will take all reasonable care of pupils, but neither the staff nor JASSPA can be held legally liable for any personal injury, loss of, or damage to property, unless due to negligence.

DEPOSIT

- Your £50 deposit secures membership and will be returned to you when your child leaves and has given the correct notice – see Commitment.
- In the event your child does not attend applied for classes or does not complete a course, the deposit is non-refundable.
- We organise personalised timetables so Jasspa asks for a deposit as a sign of your commitment.

FEES and REFUNDS:

- Fees are invoiced termly and must be paid by the first Saturday of each term.
- If you cannot pay termly let us know on application and we can arrange half termly invoicing.
- Late payment of fees incurs a **£20** charge.
- We cannot teach your child without fees having been paid.
- Individual class refunds are issued if a class is cancelled due to teacher illness.



- Refunds are not given for classes missed by students, nor carried over to the next term.

COMMITMENT FOR GROUP LESSONS (Dance, Drama, Theory and Choir):

- These courses are a commitment for one academic year of three terms – autumn, spring & summer.
- By applying, you agree to pay the full fee for three terms and for your child to attend regularly.
- To stop group lessons at the end of an academic year we ask for written notice to jasspa@jags.org.uk by the first day of the summer term. We then return your deposit to you. Please note informing the tutor only is not sufficient.
- Exception 1: We appreciate some Year 11 and 13 pupils may want to stop group lessons during the summer term due to public examinations. Please inform us if this is the case at the start of the spring term and fees will not be liable for the summer term.
- Exception 2: We encourage Under 7's in infant classes to commit to a yearlong course but understand this age group can change its mind more readily. For U7's a notice period of half a term must be given in writing.

COMMITMENT FOR INDIVIDUAL LESSONS (Music):

- These courses are different from group lessons as they are continuing courses. This means students automatically continue from term to term and from year to year.
- Although individual lessons are continuing courses, during the summer term we do ask you to re-enrol. This is so amendments can be arranged, for example selecting a longer lesson length.
- We do not allow Music pupils at Jasspa to take lessons on the same instrument elsewhere. This is to avoid confusion and information overload.
- All music pupils are expected to practice during the week and attend regularly.
- To stop music lessons we require a term's written notice. This means writing to us by the first day of term stating you wish to stop lessons at the end of the term. If notice is given after the start of term but by half term, lessons will be invoiced to and stop at the next half term break. Please note informing the tutor only is not sufficient.

COMMUNICATION

- Invoices and other Jasspa information is sent via email. Parents/Guardians should provide a valid email address for this purpose and ensure that emails from Jasspa are not considered SPAM.
- By giving us your email address you are agreeing to us communicating with you from school email.

DEPUTIES at JASSPA

- From time to time, classes are covered by a Jasspa deputy.
- Deputies tutors are selected and safeguarded by Jasspa.
- Cover should not exceed more than 3 Saturdays per year, unless in exceptional circumstances.

MUSIC EXAMINATIONS

- Jasspa is a centre for ABRSM, LCM and Trinity music exams.
- Pupils will be put forward by their teachers for a music exam when ready.
- The time it takes to progress from one grade to another is different for all pupils.
- It is not compulsory to take music exams at Jasspa.
- Music exams incur an additional fee, payable at point of application.
- Aural classes are likely to be compulsory for exam candidates during exam terms. Aural classes take place on Saturday afternoons and incur an additional fee. Full details on exam application forms.



- Jasspa does not offer dance or drama exams. Here the focus is on technique, performance and creativity.

GETTING TO CLASSES - As Jasspa is based on a fairly large site we have different rules for different age groups.

- Under 9's will be automatically walked to and from lessons by our team of 6th formers or the teacher. U9's going to dance, drama and choir must walk together with the walker. U9's going to music lessons may walk independently once routes are established, but will need parental consent to do so. Until permission is given they will be expected to walk with our staff.
- 9-11yr olds will be expected to walk to and from lessons independently. This means learning their timetable and remembering the rooms in which their activities take place. Help is always on hand in the Break Room where group lessons are announced by our support staff.
- Over 11's walk to and from lessons independently.
- Parents of U11's will be expected to stay on site in our waiting areas until their child can get to and from class. This supervision ensures that pupils arrive on time and with confidence.
- Due to safeguarding legislation parents are not allowed beyond our waiting areas unless accompanied by a member of staff.

MAKE-UP WEEK

- One Saturday in the summer term is reserved for use in case Jasspa is forced to close on a teaching Saturday. This will only be used in exceptional circumstances e.g. extreme weather.

MEDICAL & SPECIAL EDUCATIONAL NEEDS

- We ask parents to provide details of medical conditions or special educational needs that might affect participation prior to joining the school and to keep us updated of any changes.
- Minor injuries may be treated by Jasspa's first aider unless a letter advising to the contrary is received in writing from a parent/guardian. You will be informed if your child has received first aid.

PHOTOGRAPHS and FILM:

- JASSPA may take photographs/film to publicise activities in the future.
- Individual students will not be identified and our application forms have an opt in tick box for all parents to consider.
- During the year pupils aged 13+ will be given a form regarding their consent for photographs.
- Very occasionally teachers film pupils in class to assist with development of performance skills. Any footage will be used in a class setting only and deleted after use.

PHYSICAL CONTACT:

- Physical contact may be required between the teacher and pupil during class in a manner appropriate for the teaching of the subject.

REFRESHMENTS

- Food and drinks can be brought in to Jasspa and consumed in the Break Room.
- We are a nut free school so products containing nuts are not allowed.

REGISTRATION

- Entrance to JASSPA is via JAPS on Green Dale.
- All pupils must register in and out at our reception.
- Teachers also register pupils when they arrive in class.
- Pupils in Yr 1-Yr 4 must be collected by a parent/carer. Yr 5+ pupils can sign out independently.

JASSPA, East Dulwich Grove, London SE22 8TE Phone: 020 8613 6444 email:jasspa@jags.org.uk www.jasspa.org.uk

JASSPA is part of James Allen's Girls' School, a company limited by guarantee and incorporated in England number 6618970, registered charity number 1124853.



- If a parent/carer is late collecting, Yr1-4 pupils must wait in the Break Room.
- Parents must ensure that their children comply with our registration system.

TIMETABLE:

- Your lesson times are likely to vary each year as Jasspa's timetable is written annually.
- You will receive timetables confirming lesson times for the following academic year in late July.
- Once set, the timetable remains the same for that academic year.

UNIFORM for DANCE - We are updating our dance uniform, which will be available from September.

- Infants and Juniors: Jasspa T-shirt and plain black bottoms (leggings or jogging bottoms), hair tied back, bare feet, no jewellery.
- Seniors and Advanced: Own choice of leggings/jogging bottoms & t-shirt (not too baggy)
- A Jasspa sweatshirt is encouraged for senior dance students as they spend a lot of contact time with the floor!

UNIFORM for DRAMA – We are introducing a drama uniform, which will be available from September.

- Infants and Juniors: Jasspa T-shirt and any colour bottoms. No short skirts.
- Seniors and Advanced: Own choice of comfortable clothes. No short skirts.
- A Jasspa sweatshirt is available for senior drama students.