



MUSIC AND DANCE SCHOOL POLICY

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1. Organization of instrument classes

- . Classes will begin in mid-September and end in mid-June, in both cases half a month's tuition will be paid.
- . All students of Infant, first and second cycle of Primary will be picked up and accompanied back to class by their respective teachers at the end of the instrument class.
- . The rest of the students will go to their respective class, being responsible for the day and time of the class and arriving with the maximum punctuality, to favour the course and functioning of the class.
- . Guitar, flute and violin students must bring their own instrument to school, being responsible for it, taking care of it and placing it in a safe place until the end of the school day.
- . The school will not be responsible for mishandling, loss or breakage, so it is best to bring them and take them home on the day of class and not leave them at school under any circumstances.
- . All classes in which the teacher is unable to attend for personal reasons will be made up.
- . Classes that cannot be made up due to events organized at the center or day trips will also be made up.
- . If the student misses a class for any reason other than those mentioned above, he/she will not be able to take the class at any other time.
- . The School, as well as the College, is governed by the school calendar stipulated for each school year, so classes will not be made up when the center is closed.
- . Due to the high number of students that belong to our School, the instrument classes that coincide with school trips of more than one day (farm schools and trips), will not be recoverable.
- . Our students will have the opportunity to participate in one of the various concerts that we offer throughout the course when their teacher deems it convenient.

2. Organization of Ballet classes:

- . Ballet classes will begin in mid-September, needing a minimum of ten students to start this activity.
- . The students will be picked up by their teacher, who will take them to the place where the class will be held.
- . She will inform them about the costumes they will need for this activity and everything you may need to know about the dynamics of the class.
- . The assistants will change the clothes of the students before the class starts, so each of them must bring a backpack apart from the school with everything they need, the clothes must be clearly marked, as well as the backpack to facilitate the work and prevent the clothes from getting lost.
- . To help with the flow and smooth running of the class and always as far as possible, the class will not be interrupted once it has begun and we will avoid looking out of the windows, as the students are distracted and the course of the class is affected.
- . We ask for maximum punctuality when picking up the students after the end of the class. If for any reason someone other than the usual person comes to pick them up, it is mandatory to write it in the agenda so that the teacher knows.

3. Registrations and cancellations

- . All applications will be formalized online through the link that will be sent before the beginning of the course or in writing with the model created for this purpose, which will be delivered to the Secretary's Office of the Center.

Applications that are not duly completed and signed will not be considered.

- . With the exception of the months of June and September, registration for any activity within the School of Music will be made for the entire month.
- . Parents or guardians who wish to withdraw from Music and Dance School service must notify the school in writing, via email or at the school secretary's office, at least 10 days before the end of the month.