



Part-time academy for 4 to 19 year olds in Halton

Terms and Conditions for LIPA 4:19 in Halton 2009/10

Course dates

LIPA 4:19 part-time academy classes run for three terms to coincide as much as possible with school terms:

Term 1	Saturday 9 th May – Saturday 18 th July (11 weeks)
Term 2	Dates tbc
Term 3	Dates tbc

Course times

LIPA 4:19 part-time academy classes are split into six age groups and are offered on either Saturday morning or Saturday afternoon:

4-6	Saturday 10am – 11.30am (1 ½ hour session)	Saturday 2.30pm – 4pm (1 ½ hour session)
7-9	9.30am – 1pm	Saturday 2pm – 5.30pm
10-12	9.30am – 1pm	Saturday 2pm – 5.30pm
13-15	9.30am – 1pm	Saturday 2pm – 5.30pm
16+	9.30am – 1pm	Saturday 2pm – 5.30pm

Age

The age bands for LIPA 4:19 classes have been carefully designed to take students' abilities and development into account. Individual students will be assigned to the age band, according to the student's age on the first day of term one. Therefore, it is very important to state the correct information about date of birth and age. During the three terms, students may be moved into different classes at the discretion of the LIPA 4:19 staff.

Attendance

Registration and classes start prompt. Strict timekeeping and attendance must be observed at all times. Can you please, where possible, restrict the student from taking unnecessary leave during term time as this disrupts classes, rehearsals and performances.

Dress code

All students are required to wear a LIPA 4:19 t-shirt or LIPA 4:19 vest top.

These must be purchased direct from LIPA using the merchandise form. Plain black leggings or jogging pants (no logos or jeans) with black jazz shoes / jazz trainers must be worn for all classes. An optional LIPA 4:19 sweatshirt and kit bag are available (these can be purchased from LIPA using the merchandise form).

Safety and codes of behaviour

The safety of your child is paramount. We operate to strict codes of practice that have been developed to safeguard your child's safety and well being. We ask all students and parents / guardians to co-operate with these policies. Additional Health & Safety guidelines are applicable in specific areas of LIPA and you must adhere to these conditions as laid down by LIPA staff. LIPA's full Health & Safety Policy is available on request.

- Prior notice in writing must be given if a young student is collected by a substitute parent / guardian.
- Please ensure that students are collected from LIPA 4:19 at the correct finishing time.
- Self-discipline, a professional attitude and good timekeeping are qualities that all performers need to be successful. Good manners, respect for others, taking responsibility for own actions and how they impact on others are all part of a professional attitude. Our LIPA 4:19 training seeks to instil these qualities into all our students.
- No mobile phones are to be taken into classes, they can be left in the canteen area (at your own risk).
- No food or drinks other than bottled water (no glass) can be taken into classes.
- In the interests of safety, no jewellery can be worn and gum chewing is not allowed.
- LIPA 4:19 cannot accept responsibility for the loss / damage to personal belongings. It is advisable that all student clothing is labelled with their name.

Course fees and method of payment: New for 2009/10

Payments for **all** 2009/10 fees including ballet, pointe, tap and advanced classes are payable by **Cash or Cheque only**

Fees for the Early Start and Academy classes are payable for the year in one yearly sum **or** three equal instalments.

Fees for ballet, pointe, tap and advanced classes are only payable by **cash or cheque** on a termly basis on acceptance of the place.

The 2009/10 fees are:

		Per Term fee
Ages 4 to 6		£110.00 (term 1 2009) £120.00 per term (approx £10 per week per 1 ½ hr session)
Ages 7 to 19		£220.00 (term 1 2009) Then £240.00 per term (approx £20 per week per 3 hr session)

A discount of 50% is offered at application stage for the second same/step family sibling on the lowest fee cost. Where the same/step siblings do not live at the same address, the consent of both parents/guardians to agree to the use of this discount, may be sought. There is only one discount per same/step family..

		Sibling/Step Sibling Discounted Fee per term
Ages 4 to 6		£55.00 (term 1 2009) Then £60.00 per term
Ages 7 to 19		£110.00 (term 1 2009) Then £120.00 per term

Notification in writing must be received at LIPA **four weeks** prior to the start of the following term if a student wishes to withdraw from LIPA 4:19.

Four week's notice in writing is required to receive a refund of fees if paid in advance. No student can progress to the next term without the required fee being paid.

In the event that the student is not accepted, the full amount paid by you for the relevant term/s, will be refunded.

What to do next

If you would like your child to be considered for a place in LIPA 4:19 2009/2010 we request that you return the application form completed and signed. Your payment will be required when a place has been offered by LIPA and accepted by you. All waiting list places are allocated on a 'first come first served' basis, as places in the classes become available.

Any enquiries, contact the LIPA 4:19 office by telephone on 0151 423 3571 ext: 344 or email kate.allerston@fairfieldhigh.halton.sch.uk

Completed Application and Monitoring forms should be returned to:

LIPA 4:19in Halton
Performing Arts Suite
Fairfield High School
Widnes
WA8 6TE