

North Bridge House School

LAMDA Tuition, 2018/19

Terms & Conditions

Booking

- **All applicants will be contacted to arrange lessons within the first 2 weeks of the Autumn term.**
- We will always try to accommodate all LAMDA tuition requests, however; we cannot guarantee provision due to the high volume we receive.
- A convenient time is worked out with your child's class teacher for your child to take these classes during the school day (including break and lunchtimes) so as not to interfere with other lessons. The classes are sometimes rotated to avoid children missing the same lesson each week.
- Completion of the online application form entitles the pupil to a full academic year's usage
- **A new application MUST be received at the end of each academic year** (summer term) if a pupil wishes to continue with lessons from the following Autumn term.
- If a new application is not received it will be assumed that lessons are not required and your child will not be allocated a place on the LAMDA teacher's timetable.
- Students who are working towards exams will have priority for places. Remaining places are allocated on a first come first served basis.
- In the event that we are unable to find a suitable time we will place your child's name on the waiting list.

Timetable

- A total of thirty LAMDA classes are given on a weekly basis over the academic year. We will endeavour to split the thirty lessons evenly over the school year.
- If taught individually classes are 20 minutes in duration. However, to meet the requirements of the LAMDA syllabus, children can also be taught in pairs or small groups. The time allocated for lessons is then increased accordingly.
- The teacher will make every reasonable effort to teach the contracted number of lessons and to make up any lessons which are unavoidably missed due to factors other than illness and voluntary absence. However, this cannot be guaranteed.

- If a lesson has been scheduled and communicated in advance, fees will not be refunded or waived for absence through sickness, voluntary absence; or if the School is temporarily closed due to adverse weather conditions.
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- 'Make-up lessons' for lessons missed due to absence can be arranged with the LAMDA teachers (subject to availability), at an additional charge of £14. Requests for these lessons should be made in writing/by email directly to sasha@allsortsdrama.com

Fees

- **The cost of LAMDA tuition for the academic year 2018-2019 is £420.00 per year.**
- Exam fees are additional and vary according to grade.
- Parents will be billed in arrears at the end of each term. If, through no fault of the pupil, the full ten lessons are not given, the missing lessons will be given the following term. Should this not be possible, credit for the missed lessons will be put towards the school fees at the end of the academic year.

LAMDA Examinations

- When possible, examinations for pupils in Years 3-8 will take place during the day at North Bridge Preparatory School, 1 Gloucester Avenue, NW1.
- Pre-Preparatory School pupils will be examined at 8 Netherhall Gardens, NW3 and Senior students at the senior school, 65 Rossllyn Hill, NW3 5UD.
- If your child is unable to attend their examination on the day due to illness, injury or recent bereavement, LAMDA Examinations will consider refunding half the fee in the form of a Transfer Credit Voucher (TCV). The school must receive notice in writing to sasha@allsortsdrama.com of the circumstances within 7 working days following the examination date. A doctor's note or hospital appointment/discharge letter will be required in the event of illness. LAMDA Transfer Credit Vouchers are non-transferable and valid for one year only.

Cancellation

New Starters

Pupils have half a term after first starting their LAMDA lessons to decide if they wish to continue with the classes. If it is decided not to continue, written notification must be received by Sasha by no later than half-term. Providing this is received in time, no charge will be made for the second half of term.

Cancellation at All Other Times

With the exception of the 'New Starters' provision above, should a pupil decide to cease lessons at any point **during** a given term, you will remain liable for that full term's fees.

Should a pupil not wish to continue with lessons the **following term**, a minimum of half a term's written notice must be received by Sasha. Notice, therefore, will need to be served no later than the first day of the half-term break before the term in which the lessons are to be stopped. Failure to do so will result in a full term's fees becoming payable in lieu of such notice.

Last updated July 2018

North Bridge House reserves the right to amend these Terms and Conditions and you agree to abide by the most recent version on our website.

