

City of Leeds Youth Music Groups Terms and Conditions 2024-25

1. PROVISION

There are no rehearsals during the first week of the Autumn Term and the last week of each term; concerts may take place in these weeks. Please see the events page for upcoming concerts - [Events from 19 June – 3 July – Artforms Leeds](#). On occasion, rehearsals may be cancelled due to circumstances beyond our control (e.g., adverse weather).

2. PAYMENT OF FEES

Fees will be payable annually, in advance, with an option to spread the cost over a maximum **nine**-month period by Direct Debit. Please see your invoice for instructions of how to set this up. Parents/carers are responsible for ensuring that ArtForms (educ.artforms@leeds.gov.uk / 0113 3782850) has an up-to-date contact address.

3. ABSENCE

Students will be expected to attend all rehearsals and concerts. Any absences need to be reported to ArtForms as soon as possible (educ.artforms@leeds.gov.uk / 0113 3782850) so that the conductors can plan the rehearsals accordingly. If a student has missed a number of rehearsals, we will need to review their participation in the next concert.

4. CANCELLATION

If a parent/carer wishes to give notice that a student is not continuing, this must be received by email to ArtForms (educ.artforms@leeds.gov.uk). **Payment of fees will be required up to the end of the half-term in which this written notice is received.**

5. INSTRUMENT HIRE

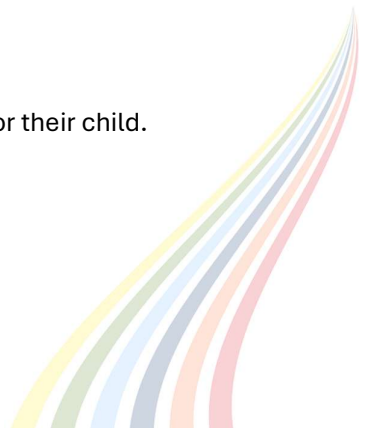
Subject to availability, we may be able to provide instruments on loan to enrolled students, at a cost of **£18 per term**. The provision of an instrument is subject to the following conditions:

- The instrument remains the property of Leeds City Council and may be recalled at any time.
- You have agreed to take care of this instrument, and to indemnify Leeds City Council against any loss or damage (other than general wear and tear) while the instrument is in your custody and control.
- In your own interest, you are advised to obtain insurance cover for these risks: either through an extension to your household policy or through a specialist musical instrument insurer.
- If the instrument is lost or damaged, please notify ArtForms immediately. We are sometimes able to carry out minor instrument repairs at minimal or no cost. Do not attempt any repair yourself.

6. FINANCIAL SUPPORT

Families in receipt of the following benefits are entitled to financial support for their child.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance



- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than **£19,995**)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – household income must be less than **£10,000** a year (after tax and not including any benefits)

The financial support consists of a maximum 66% discount on the membership fee, up to a maximum of £100, to members resident in, or attending an eligible school within, Leeds Metropolitan Area. For tours and residentials, discretionary financial support may be available to students who do not meet the above criteria. Please contact educ.artforms@leeds.gov.uk for further information.

7. LOOKED AFTER CHILDREN

All looked-after children (i.e., children who are in state care of any kind) are entitled to free membership of **one** CLYM group.

8. COMPLIMENTS AND COMPLAINTS

Many compliments and complaints can and should be dealt with quickly and informally at rehearsals or by contacting ArtForms (educ.artforms@leeds.gov.uk / 0113 3782850). On the exceptional occasions where this is not possible, Leeds City Council's formal complaint procedure can be found here: <https://www.leeds.gov.uk/consultations-and-feedback/complaints-compliments-and-feedback>

9. PRIVACY NOTICE

ArtForms collects your personal data on behalf of Leeds City Council to process your enrolment. For more detailed information on why and how your data is stored and processed, please refer to Leeds City Council's privacy notice: <https://www.leeds.gov.uk/privacy-and-data>

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