

NOTICE PERIOD / LEAVING POLICY - 2012

Terms are made up of a minimum of 10 sessions.

Half terms are made up of a minimum of 5 sessions.

Any sessions over 10 are provided free of charge by Sharpe Academy.

Sessions may include extra rehearsals and theatre productions.

Sharpe Academy follows the standard half a terms notice rule set out by the majority of private schools in the United Kingdom. All parents agree to follow this when signing our terms and conditions on joining. All parents must inform us a FULL half a term in advance if they wish to withdraw their child from our classes. Failure to give half a terms notice will result in the parents being charged half a terms fee in lieu of notice.

Whilst we understand children may have to leave part way through a term for various reasons our fees are charged either for a full term or a half term. We do NOT charge pro-rata and so for example if you are able to give us 8 weeks notice you will still be charged for the full 10 week term. You do however have the option to leave after week 5 and only pay for half a term.

ACT 4 Students: Due to our February production taking place in the second half of the spring term, you will remain on our registers until the final rehearsal in March. Should you wish to give half a terms notice which you are well within your rights to do please be aware you will be leaving before the February musical and will not be able to take part. We do make sure we run at least 10 sessions before the February musical so you are not losing out on any money. All ACT 4 spring sessions that take place after the February musical are provided free of charge.

Notice MUST be given in writing and handed into the registration desk. Please do not post anything to us as the post can sometimes prove unreliable.

Please note: Sharpe Academy does try to coincide our mid-term weeks off with school half terms, however due to the high volume of schools our children attend across several counties this cannot always be achieved. We therefore call our short breaks 'WEEKS OFF' and not half terms as they do not always fall in the centre of the term.

<u>Notice Deadline 2012</u>	<u>Harrow Final Lesson</u>	<u>Stanmore Final Lesson</u>
3rd January	12 th February Mid Term	8 th February Mid Term
21st February	25th March End of Spring Term	28th March End of Spring Term
14th April	13 th May Mid Term	16 th May Mid Term
19th May	1st July End of Summer Term	1st July End of Summer Term
15th September	21 st October Mid Term	24 th October Mid Term
3rd November	9th December End of Autumn Term	5th December End of Autumn Term