



Cancellation and Notice Period

We are confident in the quality of the teaching and are sure that you will be happy with lessons. But your circumstances may change. Should you ever wish to discontinue lessons:

- ✓ You can do so at the end of term or at a half term This arrangement will be subject to us receiving no less than FIVE WEEKS' NOTICE – that is, you must tell us formally, *by email or letter*, of your decision to leave at least five weeks before *end* of a term or half-term OR the first day of the term or half term if this is less than 5 weeks
- ✓ – **It is not possible to stop lessons part-way through term time, except at the half term holiday**

For clarity:-

	When do you want to finish lessons?	You must give notice no later than:
Spring 2017	Half Term Holiday (starts Sunday 12th February)	Tuesday 9th of January*
	Easter Holiday (starts Sunday 2nd April)	Saturday 25th of February
Summer 2017	Half Term Holiday (starts Sunday 28th May)	Saturday 22th of April
	Summer Holiday (starts Sunday 23rd July)	Saturday 17th of June
Autumn 2016	Half Term Holiday (starts Sunday 22nd October)	Saturday 16th of September
	Christmas Holiday (Starts Sunday 17th December)	Saturday 11th of November

- Where a pupil stops attending without giving notice, all lessons in any partially attended half term must be paid for as well as the subsequent complete half term.
- Where notice is received after a cut off date, all lessons up to the next holiday are to be paid for (as listed above), as well as the next complete half terms lessons.
- Where notice is received during a holiday, all lessons during the next complete half term must be paid for.
- * This date is Tuesday as this is a short half term