



## 2024/25 ITP ONLINE SIGN-UP SYSTEM AND POLICIES

### **Online sign-up form**

The ITP sign-up form for 2024/25 is available [here](#).

The times for the ITP sessions are as follows:

	<b>Start</b>	<b>End</b>
Session 1	Monday, 9 September 2024	Friday, 6 December 2024
Session 2	Wednesday, 8 January 2025	Friday, 14 March 2025
Session 3	Tuesday, 8 April 2025	Friday, 30 May 2025

Please submit separate applications if you have more than one child.

Signups for the Instrument Tuition Programme are ongoing. Parents may choose to sign up at any time during the school year. If a slot is available parents will be notified. If no slot is available, parents will be placed on a waiting list and notified once a lesson slot becomes available.

We recognise that in some cases, your child may not be able to be placed into their preferred ITP, due to limits on capacity. While we empathise with the disappointment this may cause, we hope you understand that ITP instructors are only able to accept a set number of students each year.

### **Payment**

Invoices will be sent at or immediately prior to the conclusion of each ITP session (December, March, and June). Prompt payment is greatly appreciated.

We will not charge if:

- the instructor cancels a class;
- your child misses an ITP due to school trips (overnight camps, ski trips, etc);

We will charge if:

- a regular school day is cancelled (e.g. due to snow); or
- Your child misses an ITP session because of sickness or for any other reasons.



### **Cancellation of Activity / Amendment of Offerings**

We also reserve the right to amend this session's ITP programme or offerings based on local conditions, relevant guidelines from local authorities, medical advice, and other variables.

### **Student Behaviour**

The same high standards and expectations of student behaviour also apply to ITP. Any disrespectful, disruptive or inappropriate behaviour may forfeit a student's place in the activity if such behaviour continues.

### **Attendance/Dismissal**

ITP instructors will check for student attendance every week. If it is anticipated that a child will miss a lesson due to sickness or for other reasons, it is required that the parents contact the instructor beforehand. If the instructor is not contacted we reserve the right to charge in full for the missed lesson.

### **Contact Details**

Please note that your contact details (email and phone) will be shared with ITP instructors for use in case of emergencies.

Thank you for your participation in our ITP programme. Please do not hesitate to contact us at [music@montessorijapan.com](mailto:music@montessorijapan.com) if you have any questions.

Sincerely,  
MST Administration