



Our Membership and Attendance Policies are designed to maximise the quality and consistency of our output and we ask that you read them very carefully before accepting the offer of a place at OTMYT.

Membership Policy

- The maximum capacity of OTMYT Juniors is 40 children per session.
- A rolling waiting list will be operated once the maximum capacity is reached.
- If a child leaves OTMYT Juniors, a place cannot be kept and rejoining options will be via the waiting list.
- Students are expected to remain with OTMYT Juniors for at least the duration of the current term.
- Notice may be given, without charge, of the intent to leave OTMYT Juniors, at the end of a term, as long as it is given within two weeks after the date of the final session of the term.
- Notice to leave given at any other time will attract the following fees (minus any already paid for that cycle):
 - 1-2 weeks into the term = 1/3 of the termly fee
 - 3-4 weeks into the term = 2/3 of the termly fee
 - 5+ weeks into the term = The full termly fee

Attendance Policy

- As the Mission Statement of OTMYT Juniors requires us to be developing performance skills in our young members, regular attendance is vital to keep the place in the group
- Missed sessions will be dealt with as follows:
 - Following the second missed session within a term, parents/carers will be reminded of the importance of consistent attendance from all members.
 - Following the third missed session within a term, parents/carers will be issued with a letter reminding them about the details of this policy.

- Following the fourth missed session within a term, parents/carers will be issued with a final warning.
 - Missing a fifth session within a term gives OTMYT Juniors the right to withdraw the member's place with immediate effect and with no reimbursement of fees. At this point the full fees for the Production Cycle would be due.
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- Students are expected to attend for the full session, 9:00am-10:30am or 10:45am-12:15pm. Missing more than 30 minutes, in total, of any single session will be regarded as a missed session and dealt with in line with the above policy