

Short Courses Terms & Conditions

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By submitting an application to the Guildhall School of Music & Drama, you agree to the following terms and conditions:

1. About Us and How to Contact Us

- 1.1. Guildhall Short Courses are delivered by the Guildhall School of Music & Drama, Silk Street, Barbican, London EC2Y 8DT. The Guildhall School of Music & Drama is part of the City of London Corporation.
- 1.2. The office hours for Guildhall Short Courses are 9.30am-5pm (GMT/BST) Monday to Friday except Bank Holidays.
- 1.3. You can contact Guildhall Short Courses as follows:
Email: shortcourses@gsm.d.ac.uk
Telephone: 10am-4pm (GMT/BST), Monday to Friday, except bank holidays: +44 (0)20 7382 2310 / +44 (0)20 7628 2571, ask for extension 3018
Post: Short Courses, Guildhall School of Music & Drama, Silk Street, Barbican, London EC2Y 8DT

2. Participant Requirements

- 2.1. Participants should take note of any specified minimum requirements before booking a course or accepting an offer, these may include minimum age, English language ability, experience, physical stamina, course materials or instrument specialism. Please be aware that if you book onto a course without being able to meet the minimum requirements we will not be able to honour your booking.
- 2.2. Participants are responsible for ensuring they have the right equipment and materials as stated in the course information.
- 2.3. Participants are responsible for ensuring that they have the correct immigration status or visa to study in the UK (not applicable for online short courses).

3. Bookings

- 3.1. Your booking enters you into a binding contract with us. We are free to accept or decline your booking at our discretion.
- 3.2. At the point of our confirmation, a contract will come into existence between you and Guildhall School. The contract will continue until the completion of the course, unless it is cancelled earlier in accordance with the cancellation terms.

4. Fees and Payment

- 4.1. The fees payable are published on the website.
- 4.2. Fees are listed and payable in GBP. If you are paying in a different currency, you are responsible for any additional transaction fees associated with an international payment.
- 4.3. In most cases payment in full is made at the time of booking.
- 4.4. For any courses where payment is required in instalments, payment deadlines must be met in accordance with the published dates. For specific course deadlines please refer to the individual course pages on the website.
- 4.5. Guildhall School reserves the right to withdraw the offer of a place if any outstanding course fees are not paid by the designated deadline.
- 4.6. From time to time Guildhall School may offer promotional offers or discounts on short courses.
 - 4.6.1. Only one discount may be claimed per student, per booking.
 - 4.6.2. Discounts may be withdrawn at any time.
 - 4.6.3. Discounts must be used at the time of booking and will not be applied retrospectively.

- 4.7. Participation Bursaries (as part of our Access and Participation Plan) are available on selected Guildhall Short Courses to those who meet the eligibility criteria. Further information can be found on the [Participation Bursaries webpage](#).

5. Accuracy of Booking Data

- 5.1. By submitting your booking, you confirm that all information provided to Guildhall School is correct. Guildhall School reserves the right to review any booking if any information provided is found to be incorrect.

6. Cancellation and Refund Policy

- 6.1. Under the Consumer Rights Act 2015, you have a right to cancel your contract with us within 14 days of your (first) payment (known as a cooling-off period). If you wish to cancel your booking and request a refund, please send an email to shortcourses@gsmd.ac.uk within 14 calendar days of the date of your (first) payment.
- 6.1.1. If your course begins during the 14-day cooling-off period, you will be liable for the course fees for any part of the course that takes place until we receive your written confirmation of cancellation.
- 6.2. After the 14-day cooling-off period expires (up until 14 calendar days before the start of a course), the following policies apply:
- 6.2.1. If written notification of cancellation by email to shortcourses@gsmd.ac.uk is received no later than 14 calendar days before the start of the course, the course fees paid to date will be refunded, minus a 25% administration fee.
- 6.2.2. A full refund will be issued if a medical certificate or sufficient extenuating circumstances are provided. Extenuating circumstances will be at the discretion of the Short Courses Team.
- 6.3. Within 14 calendar days of the start of a course the following policies apply:
- 6.3.1. If you cancel your place within 14 calendar days of the start of a course you must notify the School by email to shortcourses@gsmd.ac.uk. You will not be eligible for a refund.
- 6.3.2. A full refund will be issued if a medical certificate or sufficient extenuating circumstances are provided. Extenuating circumstances will be at the discretion of the Short Courses Team.
- 6.3.3. If this falls within your 14-day cooling-off period please refer to 6.1.1.
- 6.4. If the participant has booked residential accommodation at Sundial Court as part of their short course attendance, the fees paid for the Sundial Court accommodation will be reimbursed according to our cancellation and refund policy.
- 6.5. We will not refund any travel or external accommodation purchased by a booker to attend a Guildhall Short Course. We strongly advise participants to purchase the appropriate insurance cover for any travel or accommodation booked prior to the course commencing. Travel/external accommodation costs will not be reimbursed, regardless of whether the booker cancels their contract, or we cancel the course.
- 6.6. In the event that a participant has to leave a course while the course has started due to illness (a medical certificate will be needed), the Open Programmes Team reserve the right to decide on the course fee amount that should be returned. This will be determined based on the number of days missed and if the participant can provide a medical certificate or a positive COVID-19 test result.
- 6.6.1. We will not refund any travel or external accommodation purchased by the participant to attend a Guildhall Short Course. We strongly advise participants to purchase the appropriate insurance cover for any travel or accommodation booked prior to the course commencing. Travel/external accommodation costs will not be reimbursed, regardless of whether the participant cancels their contract, or we cancel the course.

- 6.7. Where a refund is due:
- 6.7.1. We will process the refund according to the method of payment used to make the booking. If you request a refund more than six months after your booking, you will be required to send us your bank details. Under the GDPR, we cannot store this information for longer than six months.
 - 6.7.2. Refunds will be paid in GBP. We are not responsible for any losses you suffer as a result of currency fluctuations.
 - 6.7.3. Please allow 15 working days for a refund to reach your account.

7. Cancellation and Changes to Courses by Guildhall School

- 7.1. Where possible we endeavour to run all our courses as advertised. However, Guildhall School reserves the right to reschedule or cancel a course within 7 days of its start date.
- 7.2. Should a course be unable to run we may cancel our contract, and we will endeavour to inform you no less than 7 calendar days before the course starts, in which case you can either:
 - 7.2.1. transfer onto an alternative course, subject to availability (and receive a partial refund of the course fees if the fees for the alternative course are less than the course fees you originally paid or be charged for the difference between the course fees if the alternative course is more expensive); or
 - 7.2.2. cancel the contract and receive a full refund of any course and Sundial Court fees paid.
- 7.3. In the event of cancellation, Guildhall School is not responsible for any additional costs you may have incurred, including costs for travel or external accommodation.
- 7.4. In the case of package bookings where only one of the two courses is cancelled, we will reimburse the difference between the full price of the course running and the package booking price.
- 7.5. We will endeavour to deliver the course as publicised. However, we reserve the right to make changes to the course as follows:
 - 7.5.1. Course tutors or guest speakers may be subject to change.
 - 7.5.2. The timetable for the delivery of the course may be subject to change.
 - 7.5.3. Dates and locations for delivery of the course may be subject to change.
 - 7.5.4. We may make changes to the course which are necessary to ensure it complies with any applicable laws or requirements.
 - 7.5.5. In the event of any changes to the course, we will endeavour to give as much notice as possible.
- 7.6. In the event we are unable to run a session as part of a course, we will make every reasonable effort to either reschedule the session or extend the remaining sessions to cover the missing hours.

8. Events Outside Our Control

- 8.1. Guildhall School shall not be responsible for any failure to perform or delay in performing our obligations under the contract that is due to an event outside our control. If an event outside our control takes place which affects our obligations under the contract then:
 - 8.1.1. we will contact you as soon as reasonably possible to notify you.
 - 8.1.2. our obligations under the contract will be suspended for the duration of the event outside our control.
 - 8.1.3. we will restart the services as soon as possible when the event outside our control is over and it is safe and appropriate to do so.

9. Our Right to End the Contract

- 9.1. We may end the contract if:

- 9.1.1. You do not make payment to us within your agreed payment plan schedule or in accordance with published payment deadlines.
- 9.1.2. You do not have a satisfactory visa or do not maintain an immigration status that entitles you to undertake the course.
- 9.1.3. You have a high number of absences and the tutor feels this is affecting your learning and affecting the learning of others.
- 9.1.4. There is a serious breach of the Participant Code of Conduct or the Residential Code of Conduct – See Appendix 1 and Appendix 2 for further details.
- 9.2. If we end the contract due to any of the reasons outlined above, you will not be entitled to a refund.

10. Non-attendance

- 10.1. Non-attendance at classes due to reasons other than our default does not entitle participants to refunds, extra tuition or a transfer.

11. Registration

- 11.1. You must register at the start of the course. Further course information including registration information will be sent to you prior to the start of the course. If you have any enquiries please email shortcourses@gsmd.ac.uk.
- 11.2. If you fail to complete the registration process including supplying valid identification (passport/birth certificate/driving licence) and other required documentation (completed under 18 residential/non-residential code of conduct and parental release form), your contract will be terminated and no refund will be issued.

12. Code of Conduct

- 12.1. Please refer to the Participant Code of Conduct (Appendix 1).
- 12.2. The School expects all participants to conduct themselves at all times in an orderly manner, respecting the rights, privacy and property of others. Due to the content of the work undertaken, which may include age appropriate themes and material, participants will be required to demonstrate high levels of maturity whilst participating in their chosen course. The School reserves the right to remove any participant from a course with immediate effect, if they are found to be in breach of this Code of Conduct, or their behaviour is such that it results in property damage, endangering others or self or impedes the progress of other participants. Participants will be held financially responsible for any damages.
- 12.3. Residential Participants
 - 12.3.1. Please refer to the Sundial Court Code of Conduct (Appendix 2).
 - 12.3.2. Residential participants under the age of 18 will be sent an additional code of conduct including consent forms that need to be signed and returned by participants' legal guardians prior to their check-in to Sundial Court.

13. Assessment and Credit

- 13.1. All short courses are non-accredited.
- 13.2. You will receive a certificate of completion at the end of the course if you have attended at least 66% of the sessions on the course.
- 13.3. Should you wish to use your participation on this course as credit for a University or College course you are undertaking, this would be a matter for you to agree with your current institution.
- 13.4. Unfortunately, we are unable to offer assessments but can provide confirmation of attendance.

14. Access Needs

- 14.1. If you have any access needs that require reasonable adjustments, we advise you to [contact us](#) to discuss your requirements before booking your place on a short course. Please note that not all spaces are accessible and reasonable adjustments will be made when possible.
- 14.2. Please note that the details you disclose will be passed on to the course tutor(s) and chaperone team to ensure that we can accommodate your needs.

15. Online Short Courses

- 15.1. In order to undertake an Online Short Course with Guildhall, you should be able to write and edit documents, send and receive email, find your way around online, download files and use online forums. You should also be aware of the essentials of computer security to keep your data and personal information safe. We will send out instructions on how to use any platform required to take part in the course.
- 15.2. Guildhall School are not responsible for any technical problems you encounter due to your personal equipment or user error. We are unable to provide technical or content support other than that highlighted in the course information.
- 15.3. We will endeavour to ensure that online resources are accessible at all times throughout your online short course. However, we cannot guarantee uninterrupted availability, and may suspend access for the purpose of maintenance, upgrades or emergency repairs.
- 15.4. Participants agree that they will not record, reproduce, download, modify, re-publish, sublicense, sell, share, broadcast, transmit, make available, disseminate or distribute in any way any of the content provided as a part of their Online Short Course. Any redistribution or reproduction of part or all of the contents of the courses in any form is prohibited.
- 15.5. Participants may download and use Online Short Course materials where available, for their own personal, non-commercial use only.
- 15.6. When uploading material, participants must ensure that they are entitled to upload this material and that this does not infringe any rights or copyright law.
- 15.7. Participants will not upload or share with other students or tutors any material which is unlawful or unsuitable according to societal norms in the United Kingdom or our policies. This includes uploading of material that is false, obscene, sexist, racist, homophobic, defamatory, illegal, abusive, threatening, extremist, destructive (like malware, viruses, bugs, etc.) or otherwise discriminatory, offensive, disruptive or objectionable to others.
- 15.8. Participants agree that we shall be under no obligation to monitor, screen or censor any of the content that they or any third party upload to the online platforms used for the short course. To the fullest extent permitted by law, we accept no responsibility for any such content.
- 15.9. We reserve the right to suspend access to the VLE or remove any material you upload or share with other students or tutors in breach of these Terms.
- 15.10. The Online Short Course materials may contain links or embedded links to third party content and websites. These links are provided for your reference only and we do not endorse the content or the operations associated with them. We have no control over such content and cannot accept any liability for such third party content. You should be aware that accessing such content will be subject to third party terms of use and privacy policies.

16. Health and Safety

- 16.1. Some of our courses are physically and mentally rigorous and require high levels of stamina. Please refer to the designated pages on the School's website for course-specific health and safety information.

16.2. Guildhall School fully recognises and accepts its responsibilities with regards to health and safety. However, it is also incumbent on all participants to be mindful of their own health and safety and the health and safety of others, and understand that they should not, either through action or inaction, put themselves or others at risk. Participants should follow all instructions from staff and observe all signage.

17. Insurance

17.1. The School has public liability insurance. It is recommended that participants take out insurance cover, including cover for theft and the loss of fees in the event of illness or accident.

18. Non-residential Participants Under 18 (if applicable)

18.1. Please note that the School does not provide supervision of children when they are not attending a timetabled activity. Supervising staff will be on site for the duration of the course. Parents/guardians are welcome to remain on the premises during breaks though please note that they will not be permitted to sit in on classes.

19. Use of Data

19.1. You agree to Guildhall School of Music & Drama processing personal data contained in your booking form, or other data which the School may obtain from you or other people, for purposes connected with your studies, health and safety or for any other legitimate reason. For more information please refer to [Guildhall School of Music & Drama Enterprise, Knowledge Exchange and Research Events Privacy Notice](#).

19.2. The Guildhall School of Music & Drama is committed to upholding your privacy and taking care with the personal information that you may give us. From 25 May 2018, we process your personal data in accordance with the General Data Protection Regulations (or GDPR for short). Guildhall School will process personal data contained in this form or otherwise supplied by yourself or other people, for purposes connected with your studies, your health and safety, or for any other legitimate reason connected to your studies. Any information supplied by a participant that is found to be false or misrepresented may lead to expulsion from the School.

20. Photographic and Video Consent

20.1. We use and retain photographs and videos of participants of all ages from our courses for promotional purposes. By giving us your consent in the course application form, you agree to let us use photograph(s) and video(s) of yours and/or your child's participation in the course, for publicity for the School and/or the City of London.

20.2. Photographs and video taken during courses, events, rehearsals, productions and concerts may be used by the School for publicity purposes. All photographs, video and audio remain the property of the Guildhall School of Music & Drama.

20.3. Any personal photographs or video recordings you take during your course are strictly for private use and must not, under any circumstances, be posted on the internet or be used publicly in any way.

20.4. Online sessions may be recorded for reference purposes only and will not be shared outside of your course.

20.5. Guildhall School follows national guidance for the use of images of children and young people. Guildhall takes all steps to ensure these images are used solely for the purposes for which they are intended, which is the promotion and celebration of the activity of our participants. If you become aware that these images are being used inappropriately, you should [inform us](#) immediately.

Appendix 1: Participant Code of Conduct

21. Introduction

- 21.1. The School's jurisdiction under this Code is not limited to its own premises. The Code includes misconduct occurring in any place to which a participant is guaranteed access by virtue of their status as a participant. This would therefore include external trips, outside performances and recitals, classes taking place in external venues etc.

22. General Conduct

- 22.1. The School expects participants to conduct themselves at all times in an orderly manner, respecting the rights, privacy and property of others.
- 22.2. No participant shall engage in conduct which amounts to the improper interference, in the broadest sense with the proper functioning of the School, those who work or study within it, or its reputation. Such interference will be regarded as misconduct; examples of the types of behaviour that will be construed as misconduct are given in Appendix A. (The list is not intended to be exhaustive.)
- 22.3. The School cannot assume parental responsibility for a participant under the age of 18. Participants and their families should bear in mind that the Guildhall School of Music & Drama is an adult environment. We expect responsible, reasonable and sensible conduct from all our participants.
- 22.4. Specific regulations exist with respect to accommodation, use of computing, Library, and other School facilities and equipment. Participants are required to observe these regulations. In some circumstances failure in such observance may also result in the matter being pursued under this Code at which point this Code takes precedence.
- 22.5. Contact details: It is the responsibility of participants to keep the School informed of their current home and addresses, emails, and phone number at all times while they are undertaking a short course at the School.
- 22.6. Environment: Each participant is expected to show respect for the environment by helping to ensure that the School premises are not damaged or disfigured by litter, unnecessary noise or other pollutants.
- 22.7. Animals are not permitted on School premises, except for guide dogs for disabled participants and authorised visitors, or if required in a performance.
- 22.8. Furniture, equipment and other property owned or leased by the School must not be removed from the building without proper authority. Anything moved in contravention of this regulation may be recovered without notice by authorised staff. Those responsible may be liable for recovery costs.
- 22.9. No participant shall wilfully damage or deface, or wrongfully treat as their own, any property owned or leased by the School. A participant will be required to make good in whole or in part, to the satisfaction of the School, any damage of this kind that they cause, in addition to any other penalty imposed.
- 22.10. No participant shall wilfully damage, or wrongfully treat as their own, the property of any other person on School premises. The School accepts no responsibility for private property lost or damaged on School premises.
- 22.11. Members of School staff have authority to check breaches of the rules of discipline. If a member of staff feels it necessary, the member of staff may require a participant, whose conduct is believed to be in breach of this Code, to withdraw from any room or facility affected by the conduct in question.
- 22.12. Smoking creates a health and safety hazard. All buildings of the Guildhall School are designated as NO SMOKING AREAS. The policy also extends to all courtyards in Sundial Court. Smoking in the School's buildings is a serious offence. Should a participant persist in smoking after repeated warnings, disciplinary procedures will be invoked.

- 22.13. At Guildhall School we are committed to providing a safe environment for all our participants so that they can learn in a relaxed and secure environment. Bullying of any kind is unacceptable and will not be tolerated.
- 22.14. The School will not tolerate bullying, harassment or discriminatory behaviour. Bullying can be defined as repeated, intended to hurt someone either physically or emotionally, and often aimed at certain groups, for example because of race, religion, gender or sexual orientation. It takes many forms and can include: physical assault, teasing, making threats, name calling and cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger).

23. Misconduct

- 23.1. Improper interference, in the broadest sense, with the proper functioning or activities of the School, or with those who work or study in the School; or action which otherwise damages the School, or action that deviates from accepted institutional, professional, academic or ethical standards, will be regarded as misconduct and an infringement of these regulations (see Appendix A).
- 23.2. Consistent lack of punctuality for programme activities is a matter for invoking disciplinary procedures.
- 23.3. It is strictly prohibited for participants under 18 to buy, consume, be sold or given alcohol.
- 23.4. It is strictly prohibited for participants over 18 to give to or share alcohol with under 18 participants.
- 23.5. Drugs are not tolerated anywhere in any part of any buildings. Anyone found with illegal substances will be immediately reported to the Police and given notice to leave the summer school. More information can be found on the Government's website: <https://www.gov.uk/penalties-drug-possession-dealing>
- 23.6. In all disciplinary proceedings a participant will be presumed to be innocent of the allegation or charge until the contrary is proved on the balance of probabilities.
- 23.7. Where alleged misconduct could also constitute an offence under the criminal law special provisions will apply and the School's own disciplinary investigations or proceedings may be delayed until such time as the police and/or courts have completed their investigations and proceedings. However, the School reserves the right to proceed with a disciplinary case where it feels it has sufficient information to do so without waiting for the completion of the police investigation.
- 23.8. Any complaint about the conduct of a participant, whether made by a member of staff or by a member of the public, or by one student about another, shall be considered in the light of the rules laid down in this Code. However, allegations from parents, relatives or friends, on behalf of a participant who chooses not to make an allegation themselves, cannot be pursued under this Code (except where the student concerned is a minor).

24. Disciplinary action

- 24.1. If a participant is in breach of the Participant Code of Conduct or the Sundial Code of Conduct when residing in our Sundial accommodation, disciplinary actions will be taken by the Open Programmes team. The chaperones and lead chaperone will report any issues arising in the residential accommodation to the Open Programmes team.
- 24.2. Any illegal or inappropriate behaviour will result in serious action being taken which may result in the immediate expulsion of participants from the course and the accommodation, participants will be banned from attending further Guildhall School Short Courses and Summer Schools. No refund will be issued. If the participant is under 18, it is the responsibility of the participant's parents/guardians to make arrangements to collect the participant immediately.

Appendix A: Examples of breaches of the Code of Conduct

The following exemplifies the behaviour and conduct which would constitute a breach of the Participant Code of Conduct, although not exclusively:

- A. Disruption of the academic, administrative, recreational, social, or other activities of the School
- B. Obstruction or frustration of the functions, duties or activities of any student, member of staff or other employee of the School or any authorised visitor to the School or of the work of the School in general
- C. Behaviour which restricts the legitimate freedom of speech, ideas, actions, or inquiry of any other participant or member of staff.
- D. Behaviour which is in breach of School regulations on health and safety (including requirements for appropriate clothing and equipment), smoking, or eating and drinking on School premises
- E. Behaviour which brings the School into disrepute – including antisocial behaviour in and around the student residence.
- F. Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on School premises or engaged in any School activity.
- G. Malicious damage to School property which includes *inter alia*, the hall of residence, School managed property, Students' Union property or the property of any participant, member of staff or visitor.
- H. Unauthorised access to School information systems or IT networks, or permitting or causing unauthorised access by others.
- I. Conduct, including the possession or use of drugs or other illegal substance, which constitutes a criminal offence, where that conduct:
 - a. took place on School or School managed property, or
 - b. affected or concerned other members of the School community, individuals or groups in related School organisations or partner institutions and organisations, or
 - c. damages the good name of the School, or
 - d. poses a danger to other members, or to the good order, of the School community.
- J. Any breach of the School's Equal Opportunities Policy including sexist, racist* or homophobic activity or behaviour.
**Note the City of London has adopted the IHRA definition of antisemitism*
- K. Any breach of the [School Student Policy on Harassment, Bullying & Sexual Misconduct](#).
- L. Behaviour which would be likely to cause fear, distress or offence to others.
- M. Failure to comply with the written policies and directions, including financial regulations, IT, library, attendance, punctuality, tuition and submission of academic work as identified in the relevant programme handbook
- N. Theft, fraud, deceit, deception or dishonesty in relation to the activities/documents of the School or the property of the School or its staff or other participants of the School.
- O. Failure to follow a reasonable instruction from a member of staff, including failure to disclose your name and other relevant details in circumstances when it is reasonable to require that such information is given.
- P. Failure to comply with a previously imposed penalty under this Code or other School regulation.

Appendix 2: Sundial Court – Residential Code of Conduct

25. General

- 25.1. While staying at Sundial Court, no resident shall engage in conduct which brings the Guildhall School of Music & Drama (School) into disrepute.
- 25.2. Residents are expected to act within the law, for example with regard to offences against persons or property, or possession of illegal substances.
- 25.3. The School cannot assume parental responsibility for a participant under the age of 18. Participants and their families should bear in mind that the Guildhall School of Music & Drama is an adult environment. We expect responsible, reasonable and sensible conduct from all our participants.
- 25.4. No resident shall engage in conduct which interferes or attempts to interfere with:
 - 25.4.1. the right of any visitor or member of staff to pursue his or her proper functions.
 - 25.4.2. the right of any person properly invited onto School premises to carry out the purpose of his or her visit.
 - 25.4.3. the right to freedom of speech or lawful assembly within School premises.
- 25.5. No resident shall create or cause to be created excessive noise which could cause discomfort, inconvenience or annoyance to others within Sundial Court or the environs thereabout, including occupants of residential premises in the vicinity of Sundial Court.
- 25.6. Noise is to be kept to a minimum after 10pm.
- 25.7. It is forbidden for external guests or non-residential participants to have access to the Sundial premises and be admitted to the flats and bedrooms of the residents.
- 25.8. Each resident is expected to show respect for the environment by helping to ensure that School premises are not damaged or disfigured by litter or other pollutants.
- 25.9. Residents are allocated flats according to age. To that end:
 - 25.9.1. Residents under the age of 18 are not permitted to enter any flats except their own.
 - 25.9.2. Residents over the age of 18 are not permitted to enter any flats occupied by under-18s. This also applies to other participants/residents who may be a family member of the resident, in case of emergency they will need to be supervised by a chaperone.
- 25.10. Residents bringing any mobile devices with internet access should respect others' right to privacy and need of sleep. Any misuse such as internet bullying of other participants and/or viewing/sharing inappropriate content will result in disciplinary action being taken.
- 25.11. There is a security guard stationed in the Sundial Court reception 24/7, if any participant feel in danger or witnesses threatening behaviour, they should talk to the security guard immediately who will be able to assist
- 25.12. Any form of harassment or bullying, including the racial, sexual or religious harassment of any participant, member of staff or other employee of the School, or any visitor to the School or any form of sexual misconduct will not be tolerated and will result in disciplinary action.

26. Participants under the age of 18

- 26.1. The chaperones and the lead chaperone are the first point of contact for residential participants in Sundial during their short course at Guildhall School. The chaperones' main role is to supervise all participants under the age of 18 outside of course activity and they will contact the Lead Chaperone immediately if any problems occur that require attention.
- 26.2. All residents under 18 are lodged in single sex flats and are not permitted to enter any flats except their own. Residents can socialise in common areas such as the basement or the courtyard. This also applies to other participants/residents who may be a family member of the resident, in case of emergency they will need to be supervised by a chaperone.

- 26.3. All residents under 16 must remain on Sundial Court premises outside of course activity (unless chaperoned evening activities are scheduled or a leave of absence has been approved).
- 26.4. All participants under 18 must be on Sundial Court premises by 9pm and will need to sign in with the Chaperones team in Sundial. All residents must be in their own flats by these times according to their age:
Under 13: by 10pm
Ages 14-15: by 10:30pm
Ages 16-17: by 11pm
- 26.5. In the interest of Health & Safety, participants under the age of 18 are not permitted to use kitchens (unless an exemption on medical grounds has been agreed in advance).
- 26.6. All participants under the age of 18 are required to book dinner in Sundial as the use of kitchens is not permitted. They can also be escorted to the nearest stores by a chaperone.

27. Facilities

- 27.1. As required by the Health and Safety at Work Act 1974, the School aims to take all steps which are reasonably practical to meet its responsibility for providing a safe and healthy workplace for residents and staff. Residents, as well as staff, are expected to set an example in safe behaviour and to be vigilant in Health and Safety measures.
- 27.2. Animals are not permitted on School premises, except for guide dogs for disabled guests and authorised visitors.
- 27.3. No resident shall wilfully damage, or wrongfully treat as his or her own, any property owned or leased by the School. A resident will be required to make good in whole or in part, to the satisfaction of the School, any damage of this kind that he or she causes, in addition to any other penalty imposed.
- 27.4. No resident shall wilfully damage, or wrongfully treat as his or her own, the property of any other person on School premises. The School accepts no responsibility for private property lost or damaged on School premises.
- 27.5. Furniture, equipment and other property owned or leased by the School must not be removed from the building without proper authority. Anything moved in contravention of this regulation may be recovered without notice by authorised staff. Those responsible may be liable for recovery costs.

28. Smoking

- 28.1. The School has a non-smoking policy, therefore no smoking is allowed in any part of the building. Any person found smoking on the premises will be fined £100.00 and given notice to vacate Sundial Court and no refund will be given. For the avoidance of doubt, this includes smoking in the courtyards of the premises, in the rooms or out of the windows or balconies of the premises. E-cigarettes are also not permitted.

29. Candles

- 29.1. Residents must not use or store any naked flames (including barbeques) or use or keep candles (including unlit candles for decoration) in the bedroom or premises.

30. Fire Alarm Equipment

- 30.1. Residents must not abuse the Fire Alarm System or misuse the fire-fighting equipment. Contravention of this requirement is a criminal offence.
- 30.2. The Landlord reserves the right to report incidents to the relevant authorities. You will be asked to vacate the premises, and no refund will be given.

31. Drugs

- 31.1. Drugs are not tolerated anywhere in the School buildings and premises including Sundial Court. More information can be found on the Government's website: <https://www.gov.uk/penalties-drug-possession-dealing> .
- 31.2. Residents are not allowed to use the bedrooms or any of the Premises or allow any part of the bedroom to be used for any illegal or immoral purposes including the possession, supply and the misuse of drugs covered by the Misuse of Drugs Act 1971 or any statutory modification or re-enactment thereof. Residents are not allowed to bring, or keep on site any drug associated paraphernalia. Anyone found with illegal substances will be immediately reported to the Police and given notice to leave their course and vacate Sundial Court immediately. No refund will be given.

32. Alcohol

- 32.1. It is illegal for anyone over the age of 18 to supply under-18s with alcoholic beverages.
- 32.2. The consumption of alcohol by anyone under the age of 18 is strictly prohibited in Sundial Court and on any of the School's premises.
- 32.3. Anyone under 18 found with alcohol, and anyone over the age of 18 found to be or suspected of supplying under-18s with alcohol, will be dismissed from their course and given notice to vacate Sundial Court immediately. No refund will be given.

33. Disciplinary action

- 33.1. If a participant is in breach of the Participant Code of Conduct or the Sundial Code of Conduct when residing in our Sundial accommodation, disciplinary actions will be taken by the Open Programmes team. The chaperones and lead chaperone will report any issues arising in the residential accommodation to the Open Programmes team.
- 33.2. We draw special attention to our rules relating to alcohol, smoking and the taking of illegal substances. Guildhall School of Music & Drama sets clear guidelines on the use of illegal and legal substances on the premises. The School aims to provide a safe learning environment for all participants, members of staff and members of the public.
- 33.3. Any illegal or inappropriate behaviour will result in serious action being taken which may result in the immediate expulsion of participants from the course and the accommodation, participants will be banned from attending further Guildhall School Short Courses and Summer Schools. No refund will be issued. If the participant is under 18, it is the responsibility of the participant's parents/guardians to make arrangements to collect the participant immediately.