



STATUTE OF MUSIC HUB,

A NON-PUBLIC INSTITUTION FOR CONTINUING EDUCATION

Section 1

Name, Type and Tasks of the Institution

1. Music Hub, a Non-public Instructional and Educational Institution – hereinafter referred to as ‘Music Hub’ – shall be a private instructional and educational institution enabling the development of musical interests and talents.
2. Music Hub shall operate under an entry in the Directory of Private Schools and Institutions kept by the Capital City of Warsaw.
3. Its main seat of business shall be located in Warsaw, at Al. 3 Maja 5b in Room D, level 0.
4. Scope of Music Hub's main goals and tasks:
 - imbuing a passion for music and arousal of interest in singing or instrument-playing lessons;
 - development of artistic imagination and artistic sensitivity;
 - mastering of the technical and performative rudiments of singing or instrument-playing;
 - preparation for public performances;
 - presentation of the achievements of the students;
 - development of cultural activities in the industry;
 - development of desirable personality traits in students, such as perseverance, regularity and self-reliance;
 - preparation for active participation in the artistic life.

Section 2

Management, Scope of Activities and Competences of Music Hub

1. Music Hub shall be managed and administered by Principal Olga Szyłejko, graduate of the Berklee College of Music in Boston, USA.
2. The main tasks of the Principal of Music Hub shall be:

- management, administration and external representation of the institution;
- administrative and financial supervision;
- planning, organisation and supervision of the institution's operations;
- taking care of the pupils by ensuring safe and sanitary conditions during their time at the institution.

Section 3

Organisation of Music Hub and of the School Year

1. Classes at Music Hub shall take place in accordance with Music Hub's schedule, which shall be made available to parents during the enrolment.
2. Individual classes shall last for 30, 45 minutes or 60 minutes, whereas group classes shall last for 45 or 90 minutes.
3. The maximum number of persons participating in a group class may not exceed 10.
4. The classes shall take place once a week, excluding national and Church holidays (marked red in a common calendar), the Christmas holidays (the period between the Christmas Eve and the New Year), the winter holidays (14-day break around February; its date is determined in our region by the Regional Education Authority) and the summer holidays (July, August).
5. In order to enable the students to present their achievements and artistic development, they shall demonstrate their skills and participate in concerts at the end of each semester (in December and in June) as well as in competitions and concerts outside of Music Hub.
6. During the classes, underage students shall be supervised by their parents attending classes with them or by the teacher conducting the classes.
7. A child's parent or guardian shall be responsible for bringing the student to the classes and collecting him or her directly after the classes.
8. During external classes and during trips to concerts and other events, students shall be supervised by the organisers and chaperones appointed by the Principal.

Section 4

Rights and Obligations of Employees

1. Any employment relationships with teachers and other employees shall be signed and approved by the Principal of Music Hub. Under a contract, she shall also determine the scope of obligations of the teachers and employees hired.
2. The teachers conducting group classes shall be properly trained to conduct Music Hub's original curriculum for development of hearing and musical theory.
3. During individual classes, a teacher shall be entitled to:
 - create his or her own teaching methods;
 - demand that the students meet the expectations formulated by him or her;
 - request that a student be removed from the students' list and that his or her contract be terminated.
4. A teacher shall conduct instructional and educational work. He or she shall be responsible for the quality and results of said work.
5. A teacher shall be obliged to:
 - adjust the work to a student's individual needs;
 - observe the rules of professional ethics and provisions of the law;
 - improve his or her own skills and expertise;
 - notify the parents of any progress in a student's studies, or of lack thereof and threats thereto.
6. A teacher shall bear responsibility for the well-being and safety of the students during the classes and for observance of the OHS rules.

7. During classes, each teacher shall be responsible for proper use of instruments and teaching aids as well as for their protection against damage.
8. The teachers shall be obliged to keep confidential any matters which could potentially harm the personal interests of students, their parents, teachers or other employees.

Section 5

Rights and Obligations of the Students of Music Hub

1. The students attending Music Hub shall be entitled to:
 - select, in accordance with their individual interests, the type of music classes – group classes or individual classes;
 - participate in classes at the times set forth in the class schedule;
 - participate in classes under the supervision of their parents or guardians;
 - present their musical skills and achievements by participating in concerts and public performances organised by Music Hub;
 - develop their musical skills and interests.
2. The students shall be obliged to:
 - regularly participate in the classes on time;
 - diligently carry out a teacher's orders connected with the fulfilment of the curriculum;
 - respect the dignity of a teacher and of other students;
 - protect the school's good reputation.

Section 6

Financing – Obtainment of Funds to Manage Music Hub and the Rules of Payment for Educational Services

1. Music Hub shall conduct classes for a consideration according to the rates for each class and programme applicable in a given school year, as per the contract of music learning.
2. The class fees shall constitute the main source and basis of financing.

Section 7

Rules for Admission and Removal of Students. Termination of the Contract

1. Enrolment in Music Club shall be conducted throughout the entire year, but the main intake shall be organised in September and in February.
2. Students shall be accepted on the basis of a preliminary interview and a declaration made by their parents or guardians, and thereafter on the basis of a signed contract of music learning.
3. In the event that a student fails to observe these Statutes and defaults on the applicable fees, he or she may be removed from the students' list and the contract of music learning shall be terminated by fault of the student, guardian or parent. In that case, due interest shall be charged on any financial arrears.