



Slough Music Service Application for Slough Music Centre

you can also apply online at www.sloughmusicservice.co.uk/forms

Completed applications should be sent to: Slough Music Service, Slough Borough Council, 51 Bath Road, Slough, SL1 3UF
Tel: 01753 875832 Email: music.service@slough.gov.uk

PLEASE COMPLETE IN BLACK INK AND USE CAPITAL LETTERS

Our privacy policy can be viewed on our website

Pupil: First Name _____ **Second Name** _____

Date of Birth _____ **School Attended** _____

Instrument _____ **Name of instrumental teacher** _____

Name of groups you wish to attend: _____

Parent/Carer: Title _____ **First Name** _____ **Second Name** _____

Relationship to pupil (mother, father, carer etc) _____

Address _____ **Postcode** _____

Daytime Phone _____ **Email** _____

Please provide a second contact in the event we are unable to reach the person names above. This might be a relative, friend or neighbour. **Name** _____ **Relationship to pupil** _____

Phone _____ **Mobile** _____

Help for families on low income

We offer reduced rates where the family income is less than £25,000. Please see our website or contact the music service for full details about financial assistance eligibility and how to claim.

Please tick here to apply for level 1 or level 2 subsidised rates: Level 1 Level 2

LEAVING THE PREMISES No pupil under the age of 16 will be allowed to leave the centre without an accompanying adult. If you give your permission for your child under this age to leave unaccompanied, please sign here _____

MEDICAL PROCEDURES Please delete the following paragraph if you **DISAGREE**:

In the event of accident / illness and after all reasonable attempts to contact me have failed, I give my permission for the person in charge to consent on my behalf for my child to receive any medical attention deemed necessary, including anaesthetic and blood transfusion. **GENERAL PRACTITIONER** GP name _____ Phone no. _____

SPECIAL NEEDS Please give details of medical conditions, allergies or other special (medical or educational) needs _____

RECORDING / PHOTOGRAPHY Please delete the following paragraph if you do not **GIVE PERMISSION**:

Slough Music Service occasionally takes photos & audio/ video recordings of pupils for archive purposes, teacher training and use in promotional material (inc. internet). I give permission for material of my child to be used for these purposes.

SLOUGH MUSIC SERVICE CANNOT ACCEPT RESPONSIBILITY FOR THE CARE OF CHILDREN OUTSIDE OF REHEARSAL TIMES.

Declaration: I have read and accept the terms and conditions overleaf, and agree to abide by them. This is an ongoing agreement and will automatically be renewed each term. Please see terms and conditions for ending this agreement. Centre members are expected to attend rehearsals regularly and to be available for end of term concerts and other events. **Signature:** _____ **Date:** _____

Slough Music Service would like to contact you by post informing you of the events and opportunities we offer young musicians in Slough. If you would like to receive these communications, please tick here: We will not share your information with any third parties. You may unsubscribe to news and events emails at any time by contacting us.

Terms and Conditions

Slough Music Service (SMS) offers music centre activities on the following basis:

For the purposes of this agreement a 'term' refers to a three term academic year: autumn, spring and summer.

Teaching

The Music Centre offers additional extension opportunities for pupils who already play an instrument, and are having lessons elsewhere. The group ensembles are not instrumental lessons and we cannot teach your child to play the instrument during these sessions.

Paying Fees

Fees are payable one term in advance and will be invoiced termly. Payment must be received by the due date on the invoice. SMS reserve the right to add an administrative charge of £10 per term for late payment to cover the cost of debt management. Fees are reviewed annually in September. Any changes will be notified one half term in advance.

Assistance with fees

For pupils receiving free schools meals SMS has a limited bursary fund available to assist with the cost of centre membership. Pupils must be registered at their school as receiving free school meals or where the family income is less than £25,000. Please see our remissions policy or contact the music service for full details about eligibility and how to claim. Our bursary fund is limited, and will be available whilst funds last. Pupils receiving bursaries will be monitored termly for attendance and commitment. Where a pupil is not attending regularly or showing sufficient commitment, the bursary may be withdrawn. In the event a claim for assistance is found to be ineligible, backdated full fees will be charged. Parents/Carers are responsible for informing SMS immediately if they are no longer eligible.

Missed lessons/Refunds

SMS will undertake where possible to inform parents/carers if attendance or progress is unsatisfactory, however parents/carers are ultimately responsible for monitoring their child.

SMS will not refund missed lessons where:

- The pupil has failed to arrive for their lesson.

- The pupil is not available for any reason – eg illness, school trip, appointment elsewhere, school closure etc. SMS will make every effort to reschedule lessons where possible but cannot guarantee to do so.

SMS will refund / make up lessons where:

- The teacher is unavailable

- If a pupil is away from school for more than 5 consecutive weeks in a term due to long-term illness, SMS will make every effort to refund up to one half term of tuition fees (doctors' certificate will be requested).

Refunds will only be made at the end of the academic year, once the opportunity has been given to make up for missed lessons by the teacher. In the event the pupil withdraws from lesson during the year, a pro-rata refund will be given for the number of lessons undelivered by the teacher.

Withdrawing from lessons

Centre membership is booked one term in advance, and is assumed to continue until written notice is given to SMS by the parent/carer. Notice of withdrawal must not be sent to the teacher or school. If a pupil wishes to withdraw from lessons, then notice must be given by the first day after the half term holiday to end lessons at the end of the term (e.g. first day after the autumn half term holiday to discontinue lessons in January). Fees must be paid up until the end of the term.

Pupils' responsibility

Pupils make a commitment to attend all sessions and to prepare for the sessions by practising at home.

Parent / carers responsibility

Parents / carers are responsible for ensuring pupils arrive 5 or 10 minute before the start of each session for tuning and preparation. Pupils must be collected at the advertised end of each session. Where a child is collected late we reserve the right to charge for supervision time at a rate of £36 per hour.