



North

Yorkshire County Council

Children and Young People's Service

Peter Dwyer
Corporate Director - Children and Young People's
Service

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County Hall, Northallerton
North Yorkshire, DL7 8AE

Your ref:

Our ref: JH/AWL

Contact: Pip Jopling

September, 2014

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Web: www.northyorks.gov.uk/musicservice

Dear parents and members,

I would like to wish you a warm welcome back to Skipton Music Centre. I hope you've had a very good summer.

Once again, we would like you to complete a new enrolment form and a new photo/image consent form for this school year. We need the information we have on file to be current and accurate. Not only does this enable us to communicate effectively with you but it also ensures that our members are safe whilst in our care. We also want to ensure that you are being billed correctly. Please complete the two forms and return these to either myself or your ensemble director as soon as possible. Thank you in advance for your help.

I wish you a very enjoyable year at Skipton Music Centre.

Best Wishes

Pip Jopling - Skipton Music Centre Manager

For office use only:

Enrolment number:	No. of sessions:	Sibling no.
Added to MSS / Checked on MSS (date)	Start date:	

Skipton Music Centre - Enrolment Form 2014 - 2015

1) Member's Details:

Full Name:	Male / Female:	
Address:		
Postcode:	Date of Birth:	Date Commenced:
Current School:		School Year:
Are There Any Siblings At Skipton Music Centre?	Name of Sibling (1):	
	Name of Sibling (2):	

2) Musical Information:

Instrument:	Current Grade:
Instrumental Teacher's Name:	
Do you hire a Music Centre or County Instrument?	Serial No.
Skipton Music Centre 1 st Ensemble:	Skipton Music Centre 2 nd Ensemble:

3) Payer Details:

Title:	Full Name:
Address (if different on 'Member's Details'):	
	Postcode:
Phone Number:	Email Address:

4) Medical / Emergency Contact Details:

Are there any medical problems that we should be aware of (e.g. Asthma attacks / use of Epi-pen)?	
Emergency Contact Number:	In the case of an emergency, do we have your permission to take any appropriate action? Yes / No

I / We certify that the above information is correct and accept and agree to be bound by the terms and conditions accompanying this form.

Signed..... (parent / guardian)
(this can also be signed by members over 18)

Date.....



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Education Service

County Music Service

CONSENT TO USE PHOTOGRAPHS OR IMAGES

Dear Parent or Guardian,

North Yorkshire County Council uses still and video images both for teaching purposes and for the purpose of producing publicity information both in hard copy and on-line on websites and social media. Collections of images may also be provided for groups at the end of concerts and visits as a memento. Such images will **NOT** be used for anything that may cause offence, embarrassment, or distress to a participant and will **NOT** identify any participant by name unless specific permission is sought at the time. No record of names will be kept with any stored images unless specific permission has been sought.

Name of child:		
<i>I give consent for North Yorkshire County Council to take, store and use images of my child for the purposes described below:</i>		Yes / No
<i>Images being used for memento purposes for all participants, being distributed on DVD, CD or through secure electronic systems.</i>		Yes / No
<i>Images of my child being used in publicity materials including on-line websites and social media.</i>		Yes / No
Name of Parent/Guardian/Carer:		Signature:
Relationship to Participant:		Date:

Please note: This consent is considered valid for the time your child is registered for any activity with the Music Service unless you specifically inform the Service in writing of withdrawal of consent. Some photographs and images may be retained by the Service as part of its historical record. If, once he/she has left the school, you or he/she wish to have destroyed any photograph or image showing your child individually, you should inform the Service in writing.

NORTH YORKSHIRE COUNTY MUSIC SERVICE

Terms and Conditions upon which instrumental tuition is made available

1. A guaranteed minimum of 28 lessons per year will be provided – though every effort will be made to provide 30. The aim is to provide 10 lessons per term - but this may vary due to external circumstances beyond our control – eg unforeseen absence or unavailability of a teacher or disproportionate term lengths due to the date on which Easter falls.
2. Lessons will last for a minimum of twenty minutes and a maximum of thirty minutes. The legal maximum group size of four has been removed from the Education Act 1996 and, subject to confirmation of the new regulations tuition will be delivered in small (Standard) groups of an appropriate size, determined in accordance with good educational practice. Standard Group lessons will be provided unless parent or guardian elected otherwise.
3. Lessons will generally take place during the normal school day. It may, exceptionally and subject to availability, be possible to schedule lessons for lunch times or after school.
4. Payment terms: fees will be payable termly, in advance, with an option to spread the annual cost over a nine month period by Direct Debit. It will, additionally, be possible to make payments by other means and over different periods subject to agreement; details are obtainable on request. Suspension of lessons and/or Music Centre membership due to non-payment of fees will incur a £10 admin fee per suspension.
5. Pupils will be expected to attend all instrumental lessons.
6. Where, through illness, a pupil is absent for three or more consecutive lessons a credit will be allowed in respect of fees for lessons missed. There will be no other refunds made except in circumstances where, due to the absence or unavailability of a teacher, the requisite number of lessons cannot be achieved.
7. In the event that a parent wishes to give notice that lessons are not to continue this must be received in writing at County Music Service, SB114, CYPS Business Support, County Hall, Northallerton. DL7 8AE.: Payment of fees will be required up to the end of the half term in which the written notice is received.
- 7a. In respect of Music Centre activities (out of school ensembles or theory classes) termination of membership is likewise subject to written notice of a minimum of half a term.
8. Having initially satisfied the school and the relevant instrumental teacher of their musical aptitude and subject to the availability of the Authority to provide suitable tuition, pupils may continue their lessons until further notice unless their rate of progress, poor attendance, conduct or unviable group size render this inappropriate.
9. Remission Schemes

Sibling discount – a discount of £5.00 per term will be allowed for a second sibling in the same family receiving instrumental tuition. The discount will similarly be £10.00 per term for third and subsequent pupils. (These discounts are restricted to tuition on one instrument per child.)

Income Support, Job Seekers Allowance (Income Based), Income-Related Employment and Support Allowance, Child Tax Credit with annual income below £16,190 as stated on Award letter and not receiving Working Tax Credit, or otherwise eligible for Free School Meals (Guarantee element of State Pension Credit / Support under Part VI of the Immigration and Asylum Act 1999) ***** – eligibility entitles claimants, subject to documentary proof of their entitlement, to learn one instrument in a Standard Group at no cost. Tuition on any further instruments will be chargeable at the full rate applicable for such lessons at the time.

Individual 20 minute lessons can be made available to pupils in this category at nil cost who, in the opinion of their peripatetic instrumental teacher, have reached a playing standard equivalent to Associated Board Grade 6.

Working Tax Credit *** – eligibility entitles claimants, subject to documentary proof of their entitlement, to learn one instrument in a Standard Group at a discount of 30%. Tuition on any further instruments will be similarly chargeable at the full rate applicable for such lessons at the time.

Individual 20 minute lessons can be made available to pupils in this category at 30% discount who, in the opinion of their peripatetic instrumental teacher, have reached a playing standard equivalent to Associated Board Grade 6.

****** £16,190 annual income value applicable from 6 April 2014

******* Job Seekers Allowance (Contribution Based) or Child Tax Credit with annual income of £16,190, or over as stated on the Award letter does not confer eligibility for reduced fees.