

## Buckinghamshire Learning Trust Music

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 e: [musicservice@learningtrust.net](mailto:musicservice@learningtrust.net)

### Instrumental Lesson Application Form (Parent/Direct Billing)

This form is to apply for instrumental lessons either at a Music Centre or at your school.

Please return this form by post or email and the Music Centre will contact you to arrange the details.

Personal details			
Student's surname:		Forename:	
Date of Birth:		Instrument(s):	
Age:		Gender:	
School:		Current year of study:	
Home address:			
Postcode:		Home phone:	
Parent's surname		Forename:	
Parent email(s):			
Student email:			
Parent mobile(s):		Student mobile:	
Medical/Dietary/Learning needs:			
Lesson details:			
Location (name your school or music centre)			
Instrument:		Level / Grade:	
Choose one of the following options: Please note that a small group lesson can only be arranged in school where it is feasible with other students. We will discuss this with you once the form has been submitted			
Individual lesson (30 mins):			
Individual lesson (20 mins):			
Small group lesson (if available):			
Musical background:			
Please complete if you are already engaged in some musical activity			
Current teacher:		Level / Grade:	
Have you had any Whole Class Ensemble Teaching at your school: If YES, then please say which instrument:			
List any other musical activities you have done:			

## Membership terms and conditions

**Please read these carefully and sign the statement to confirm your application.**

Pupils may only withdraw from activities at the end of a term and parents should give at least one half-term's written notice to do so to avoid fees being charged in lieu of notice.

Fees are invoiced termly and should be paid on receipt of invoice by cheque (payable to Buckinghamshire Learning Trust) or by bank transfer to:

Account name: Buckinghamshire Learning Trust

Sort code: 30 – 90 – 38

Account number: 00564403

**You must ensure that you use the invoice number (starting with 4) as a payment reference**

We are committed to ensuring that all Music Centre activities are accessible to all young people and provide subsidies for families who are eligible for Free School Meals and for siblings of existing members. We are always willing to consider individual situations to ensure that any financial barriers to participation can be overcome and any parent may contact the Music Service and request to discuss with the Director at any time.

The Music Service is responsible for the safety of students whilst they are within the music centre or on a pre-arranged visit or performance off-site and has appropriate Risk Assessment, Safeguarding, Health & Safety and First Aid procedures in place. Parents must be responsible for their child's safety and well-being at all other times, with particular regard to their journey to and from the music centres.

Please ensure that you inform the Music Centre directly if any of your personal details change, in particular phone and email contacts, including those named as emergency contacts.

Parents are responsible for ensuring that the Music Service is aware of any medical needs and special educational needs in regard to their child. Please ensure to complete the relevant section of the form is filled in and where necessary provide the relevant Area Leader with any further information.

Music Centre members are expected to commit to all performance opportunities that are arranged for their groups and to approach their membership in a positive and professional manner.

The Music Service occasionally takes photos and audio/video recordings of pupils for archive purposes, teacher training and use in our own promotional material and publicity. If you do not wish your child to have their image used in this way please write NO in the box. For anything used by external agencies such as press, specific additional permission will be sought.

The Music Service would like to add your details to the Friends mailing list for your chosen centre. Please write NO in the box if you do not wish us to do so.

The Music Service as part of the Buckinghamshire Learning Trust is registered with the Data Protection Registrar's Office and will not use or share this information outside the organisation without the express permission of the parent concerned.

**I have read and accept these terms and conditions and would like to register my child at my chosen Music Centre as part of Buckinghamshire Learning Trust Music Service**

**Parent signature  
(if by email then typed name confirms acceptance):**

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