

Instrumental and Vocal Tuition In Kingston Schools and Music Centres

School tuition: before, during and after school hours on weekdays
Music centre tuition: weekdays after school hours and Saturday mornings

Application Form for 2007 - 2008 (for new applicants only)

Please complete the following in CAPITAL LETTERS:

Applicant's Name:

School:

Date of Birth: / / **Please tick one:** Male | Female

Address:

Post Code:

Tel - Home: **Mobile:** **Email:**

Please tick the instrument you wish to learn:

Strings:

- Violin
- Viola
- Cello
- Double Bass
- Acoustic Guitar
- Electric Guitar

Woodwind:

- Recorder
- Flute
- Clarinet
- Saxophone
- Oboe
- Bassoon

Brass:

- Cornet
- Trumpet
- French Horn
- Trombone
- Euphonium
- Tuba

Keyboard:

- Piano
 - Electronic Keyboard
- Other:**
- Drum Kit
 - Voice (Singing)

Previous Musical Experience (i.e. beginner/grade/length of time learning):

.....

Does the applicant have any special educational needs? Yes | No

<p>Equalities Monitoring - Please tick the most appropriate category. We have a policy that everyone is treated equally and receives the best service possible. Please describe the applicant's ethnic origin. The categories listed below are by descent not country of birth, nationality or citizenship.</p>			<p>Please select the categories which best describe the applicant:</p>																											
<table border="1"> <thead> <tr> <th>White</th> <th>Asian and Asian British</th> <th>Chinese and Other Ethnic Groups</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> White British</td> <td><input type="checkbox"/> Indian</td> <td><input type="checkbox"/> Chinese</td> </tr> <tr> <td><input type="checkbox"/> Irish</td> <td><input type="checkbox"/> Pakistani</td> <td><input type="checkbox"/> Korean</td> </tr> <tr> <td><input type="checkbox"/> Other White</td> <td><input type="checkbox"/> Bangladeshi</td> <td><input type="checkbox"/> Other Black</td> </tr> <tr> <td colspan="2">Mixed</td> <td rowspan="5">Other ethnicity, give details:</td> </tr> <tr> <td><input type="checkbox"/> White and Black Caribbean</td> <td><input type="checkbox"/> Gujarati</td> </tr> <tr> <td><input type="checkbox"/> White and Black African</td> <td><input type="checkbox"/> Other Asian</td> </tr> <tr> <td><input type="checkbox"/> White and Asian</td> <td>Black and Black British</td> </tr> <tr> <td><input type="checkbox"/> Other mixed</td> <td><input type="checkbox"/> Black Caribbean</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Black African</td> <td></td> </tr> </tbody> </table>			White	Asian and Asian British	Chinese and Other Ethnic Groups	<input type="checkbox"/> White British	<input type="checkbox"/> Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Korean	<input type="checkbox"/> Other White	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Black	Mixed		Other ethnicity, give details:	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Gujarati	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Other Asian	<input type="checkbox"/> White and Asian	Black and Black British	<input type="checkbox"/> Other mixed	<input type="checkbox"/> Black Caribbean		<input type="checkbox"/> Black African		<p>Do you have a disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, what kind of disability?</p> <p><input type="checkbox"/> Hearing impairment</p> <p><input type="checkbox"/> Visual impairment</p> <p><input type="checkbox"/> Physical disability</p> <p><input type="checkbox"/> Learning disability</p> <p><input type="checkbox"/> Mental health</p> <p><input type="checkbox"/> Other:</p>	
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Please complete either Section 1 or 2 depending on where you want tuition to take place.

Section 1 - School tuition - During the school day for ten lessons per term.

(in some schools, tuition is arranged before or after the school day.)

Please select the length / type of lesson you require (tick one):

- | | | |
|--------------------------|---|------------------|
| <input type="checkbox"/> | 40 minutes individual tuition (recommended for higher grades only) | £184.00 per term |
| <input type="checkbox"/> | 30 minutes individual tuition | £138.00 per term |
| <input type="checkbox"/> | 20 minutes individual tuition | £92.00 per term |
| <input type="checkbox"/> | 2 pupils sharing for 40 minutes* | £92.00 per term |
| <input type="checkbox"/> | 2 pupils sharing for 30 minutes* | £69.00 per term |
| <input type="checkbox"/> | 3 pupils in a group for 30 minutes* (primary and junior schools only) | £51.00 per term |
| <input type="checkbox"/> | 4 pupils in a group for 30 minutes* (recorder tuition at infant schools only) | £42.00 per term |

(*subject to other students of the same standard also applying and the agreement of the school.)

You will be offered individual tuition if there are no pupils to share or form a group with. If students drop out and group size is reduced, then a new charge rate will apply.

Note: Completed applications are required before half-term for tuition to be arranged for the following term.

Apply before November for tuition to begin in the Spring Term.

Apply before March for tuition to begin in the Summer Term.

Apply before the end of July for tuition to begin in the Autumn Term.

Section 2 - Music Centre tuition - for ten lessons per term out of school hours.

Please choose a Music Centre and select the day (tick one):

- | | | |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | Coombe Music Centre | Coombe Girls' School, Darley Drive, New Malden |
| <input type="checkbox"/> | Saturday mornings | from 8:30am to 1:00pm All instruments (<i>except drum kit</i>) |
| <input type="checkbox"/> | Fern Hill Music Centre | Fern Hill Primary School, Richmond Road, Kingston upon Thames |
| <input type="checkbox"/> | Tuesday evenings | from 4:30pm to 8:00pm All instruments (<i>except drum kit</i>) |
| <input type="checkbox"/> | St. Paul's Music Centre | St. Paul's C of E Primary School, Orchard Road, Chessington |
| <input type="checkbox"/> | Monday evenings | from 4:00pm to 8:00pm All instruments |
| <input type="checkbox"/> | Wednesday evenings | from 4:00pm to 8:00pm (<i>for piano and drum kit only</i>) |
| <input type="checkbox"/> | Thursday evenings | from 4:00pm to 8:00pm (<i>for piano and drum kit only</i>) |
| <input type="checkbox"/> | Saturday mornings | from 9:00am to 1:00pm All instruments |
| <input type="checkbox"/> | Tolworth Music Centre | Tolworth Girls' School, Fullers Way North, Surbiton |
| <input type="checkbox"/> | Wednesday evenings | from 4:15pm to 8:15pm All instruments |
| <input type="checkbox"/> | Thursday evenings | from 4:15pm to 8:15pm All instruments |

Please select the length of lesson you require (tick one):

- | | | |
|--------------------------|-------------------------------|------------------|
| <input type="checkbox"/> | 40 minutes individual tuition | £193.50 per term |
| <input type="checkbox"/> | 30 minutes individual tuition | £144.50 per term |
| <input type="checkbox"/> | 20 minutes individual tuition | £96.50 per term |

Section 3 - Agreement - Completing the application form

Please read the Terms and Conditions on the next page and then sign the form below to complete your application.

On behalf of the applicant I apply for tuition with the Kingston Music and Arts Service. I have read the Terms and Conditions relating to Instrumental and Vocal tuition and agree to pay fees for the named applicant when required and in advance of tuition commencing. I understand that lessons are renewed automatically and that a **half-term's notice in writing** is required to cancel lessons.

Parent/ Guardian's signature

Date

Full payment of fees should be made with this application.

Please make cheques payable to Royal Borough of Kingston (RBK).

Please detach and keep the Terms and Conditions and return this part of the form to:

Kingston Music and Arts Service
37 Fullers Way North, Surbiton KT6 7LQ.

Information

Rock School

Contemporary music coaching sessions are available from 3pm to 5pm on Saturday afternoons at St. Paul's C of E Primary School in Chessington. For players of Grade 2 to 5 standard (not suitable for beginners) in voice, keyboard, electric guitar, bass guitar and drums. Includes 1 hour of instrumental tuition (guidance on technique, theory and repertoire) and 1 hour of band coaching. Entrance by audition (to be held in September). £144.50 per term per student (10 week term). For an application form and more details, contact Sarah Piddington on 020 8391 6659 or email recording.studio@rbk.kingston.gov.uk.

Instruments

The Music and Arts Service has a limited stock of instruments for hire. Please telephone the office on 020 8391 9248 for availability. Instruments can be collected (Monday to Friday) by arrangement in advance. Fees range from £25.00 per term for violins to £45.00 per term for cellos, woodwind and brass.

Bursaries

Bursaries are available for parents who are on income support, jobseekers allowance or if the child is eligible for free school meals. To apply for a bursary, please telephone the office on 020 8391 9248 to ask for details. You must be able to provide proof of the above requirements.

Tutors

All instrumental and vocal tutors are highly qualified and all appropriate checks are made. The Service monitors quality and provides professional development for tutors.

Terms and Conditions

For Instrumental and Vocal Tuition

Before completing the application form, please note the following terms and conditions:

1. Tuition is provided on an individual or group basis. There are 10 lessons per term, totalling 30 sessions per academic year.
2. Once lessons have been reserved it is expected that pupils will attend all sessions. Fees will not be refunded nor lessons credited in the event of a student's absence. If students are unable to attend their lessons through sickness or appointments, lessons will not be made up. Kingston Music and Arts Service (KMAS) cannot guarantee to make up lessons if missed due to school trips.
3. If a lesson is cancelled by the tutor then this will be made-up at a later agreed date. A credit note will be issued by KMAS if the tutor is unable to make-up the lesson. When a tutor is sick KMAS will endeavour to cover the lesson with another tutor.
4. Lessons are renewed automatically. Fees are required in advance and within 30 days of the invoice date. For each subsequent term an invoice will be sent in advance. Failure to pay the full amount by the deadline may result in services being withdrawn.
5. Lessons may be discontinued only at the end of term and after half a term's notice in writing to KMAS. If notice is not given, parents are liable to pay the term's fees.
6. Each student will be issued with a Practice Notebook at the beginning of the academic year or at commencement of tuition. This is to be used weekly by the tutor and parents may wish to communicate in it any concerns or comments about their child's music tuition. If the Practice Notebook is lost this can be replaced by paying a nominal charge. In addition an annual report will be sent to parents.
7. Parents are expected to provide instruments, accessories and music. KMAS does not accept liability for loss or damage to any personal possessions or personal injury, however caused.
8. KMAS reserves the right to change tutors and lesson times.
9. KMAS reserves the right to alter the above "Terms and Conditions".
10. KMAS offers a termly exam visit with the Associated Board of the Royal Schools of Music and tutors are able to prepare pupils for graded exams.
11. KMAS reserves the right to refuse an application and discontinue lessons where a pupil makes insufficient progress or their attendance is unsatisfactory.

