

# Kingston Music Service

## Instrumental and Vocal Tuition Bursary Application Form

From Year 3 Only

Please complete all sections A, B, C, D, E and F in capital

### A Applicant's Details

Applicant's name: .....

Date of birth:  /  /  Please tick one:  Male |  Female

Address: .....

Postcode: .....

Home tel: ..... Parent/Guardian's mobile: .....

Parent/Guardian's email: .....

School: .....

Applicant's previous musical experience (i.e. beginner/grade/length of time learning): .....

Has the applicant been involved in a Wider Opportunity Programme at school?  Yes |  No

*(The Wider Opportunities Programme is whole class instrumental lessons at KS2)*

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

**B 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.

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	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Other ethnic groups
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Tamil	Other ethnicity, give details:
<input type="checkbox"/> White and Black African	Black and Black British	
<input type="checkbox"/> White and Asian	<input type="checkbox"/> Black Caribbean	
<input type="checkbox"/> Other mixed	<input type="checkbox"/> Black African	

Please select the categories which best describe the applicant:

**Do you have a disability?**

Yes  No

**If so, what kind of disability?**

Hearing impairment

Visual impairment

Physical disability

Learning disability

Mental health

Other:

### C Are you receiving any of the following benefits: Please tick all that apply

- Income Support
- Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Guarantee Element of State Pension Credit
- Child Tax Credit
- Annual income of less than £16,190
- Support under Part VI of the Immigration and Asylum Act 1999

## Choosing an Instrument

Below is a guide to what age a child can start to play an instrument. Other factors to take into account are the child's size (finger size, arm length and arm strength) and whether they have lost all their first teeth (for wind and brass). Your local music shop can assist in trying the instruments to get the best fit for the student.

<b>Strings</b>	<b>Woodwind</b>	<b>Brass</b>	<b>Keyboard</b>	<b>Other</b>
<b>Starting from Year 2</b> Violin Viola Cello  <b>Starting from Year 3</b> Double Bass Acoustic Guitar Electric Guitar	<b>Starting from Year 2</b> Recorder  <b>Starting from Year 4</b> Flute Clarinet Saxophone  <b>Starting from Year 6</b>	<b>Starting from Year 4</b> Cornet Trumpet Trombone Euphonium  <b>Starting from Year 6</b> French Horn Tuba	<b>Starting from Year 3</b> Piano Electronic Keyboard	<b>Starting from Year 3</b> Voice (Singing)  <b>Starting from Year 4</b> Drum Kit

**D** Please complete the following choosing an instrument for lessons :

<b>Strings:</b> <input type="checkbox"/> Violin <input type="checkbox"/> Viola <input type="checkbox"/> Cello <input type="checkbox"/> Double Bass <input type="checkbox"/> Acoustic Guitar <input type="checkbox"/> Electric Guitar	<b>Woodwind:</b> <input type="checkbox"/> Recorder <input type="checkbox"/> Flute <input type="checkbox"/> Clarinet <input type="checkbox"/> Saxophone <input type="checkbox"/> Oboe <input type="checkbox"/> Bassoon	<b>Brass:</b> <input type="checkbox"/> Cornet <input type="checkbox"/> Trumpet <input type="checkbox"/> French Horn <input type="checkbox"/> Trombone <input type="checkbox"/> Euphonium <input type="checkbox"/> Tuba	<b>Keyboard:</b> <i>(individual lessons only)</i> <input type="checkbox"/> Piano <input type="checkbox"/> Electronic Keyboard <b>Other:</b> <i>(individual lessons only)</i> <input type="checkbox"/> Drum Kit <input type="checkbox"/> Voice (Singing)
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## **E** Tuition

School tuition will take place during the school day for ten lessons per term.  
 Centre tuition will take place after school or on Saturdays at one of our music centres (see website for times and locations)

School Tuition	Centre Tuition
<input type="checkbox"/> 20 minutes <b>individual</b> tuition <b>£26.50 per term</b> <i>Beginner to grade 2</i> <input type="checkbox"/> 30 minutes <b>individual</b> tuition <b>£39.50 per term</b> <i>Grade 3 and above</i> <input type="checkbox"/> 30 minutes <b>paired</b> tuition <b>£20.00 per term</b> <input type="checkbox"/> 30 minutes <b>group</b> lesson <b>£15.00 per term</b>	<input type="checkbox"/> 20 minutes <b>individual</b> tuition <b>£27.75 per term</b> <i>Beginner to grade 2</i> <input type="checkbox"/> 30 minutes <b>individual</b> tuition <b>£41.50 per term</b> <i>Grade 3 and above</i> <b>Please also select a centre</b> <input type="checkbox"/> Chessington (Monday) <input type="checkbox"/> Fern Hill (Tuesday) <input type="checkbox"/> Tolworth (Wednesday) <input type="checkbox"/> Tolworth (Thursday) <input type="checkbox"/> Tolworth (Sat AM) <input type="checkbox"/> Coombe (Sat AM)

**F** Sign below to complete the form.  
By signing, you confirm that you have read and agree to the full terms and conditions attached

Signature ..... Date.....

**Full payment of fees should be made with this application. Application forms with no payment will not be processed.**

Make cheques payable to "Royal Borough of Kingston upon Thames" or "RBK"  
 Return this completed form to: Kingston Music Service, Dukes Centre, Dukes Avenue, Kingston KT2 5QY

**Keep the terms and conditions for your reference.**

**This application form must be completed and returned by the following dates:**

- For tuition to begin in the autumn term: apply before 5th June 2011*
- For tuition to begin in the spring term: apply before 30th October 2011*
- For tuition to begin in the summer term: apply before 19th February 2012*

# Kingston Music Service

## Terms and Conditions for Bursary Students

### 2011-12

Please detach and retain the Terms and Conditions for your information

#### Eligibility for a Bursary

Bursaries are available to pupils, whose parents who receive one or more of the following benefits; Income Support, Income Based Job Seekers Allowance, Income-related Employment and Support Allowance (this benefit was introduced on 27 October 2008), the Guarantee Element of State Pension Credit, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (but not Working Tax Credit) and have an annual income of less than £16,190.

It is the responsibility of the parents to inform the service immediately of any change of circumstances. The service reserves the right to recover any underpayment of fees.

Pupils facing financial hardship should contact the Head of KMS to discuss possible support.

#### Bursary Entitlement

Students will receive a bursary to cover 75% of the cost of lessons.

KMS will provide bursary students with music books. Books will be recommended by instrumental tutors and must then be ordered through the KMS office.

KMS will cover the cost of music examination fees for bursary students. Instrumental tutors must recommend that the student be entered for an examination.

On joining an ensemble, bursary students are entitled to free membership for 1 year. A fee of £13.00 per ensemble will apply in subsequent years and for existing bursary pupils already attending ensembles.

#### Instrumental Hire

Parents are responsible for ensuring students have an instrument for lessons and practice.

The Music Service has a limited stock of instruments for hire for bursary students. The cost for hiring an instrument is £10 per year and parents/ guardians will need to collect the instrument from our main office.

Parents are liable to insure the instrument they have hired and must return the instrument when their child stops lessons, or stops playing in an ensemble.

All instruments must be maintained by the hirer and must be returned in the same condition that they were received.

#### Terms of Tuition

Once payment for lessons has been received KMS will provide ten lessons per term. Tuition can be provided on an individual, paired or group basis. Paired tuition is subject to students of the same standard applying and also the agreement of the school. You will be offered individual tuition if there are no pupils to share or form a group with and a new charge rate will apply.

Once lessons have been timetabled and reserved it is expected that pupils will attend all sessions.

**For school tuition** the Parent/Guardian is responsible at the beginning of each term for making contact with the school office to find out their child's lesson day and time.

**For centre tuition** you will be sent an invoice detailing the dates and times of your lessons.

Invoices for tuition will automatically be sent to you in the previous term and you will be required to pay before lessons commence. Lessons will continue to be renewed automatically each term, unless you choose to discontinue tuition by sending us a written cancellation notice in line with the dates stipulated in this document.

#### Attendance

KMS reserves the right to withdraw a bursary if a pupil is not regularly attending lessons or making satisfactory progress.

#### 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.

We reserve the right to alter tutors but will endeavor to tell you if this is necessary. If we are unable to find a replacement tutor then we will refund or credit the relevant fee as appropriate.

All tuition depends on the availability of tutors. KMS reserves the right to change tutors and lesson times

#### Credits and Refunds

If a lesson is cancelled by the tutor then this will be made up at a later date. A credit note or refund will be issued by KMS if the tutor is unable to make up the lesson.

Refunds will not be given nor lessons made up in the event of pupil absence due to sickness, school trips, exams and dental/medical appointments.

If one of our centre's is closed due to unforeseen circumstances, we will endeavour to make the lesson up at a later date or a refund or credit will be issued.

#### Stopping Lessons

Lessons can only be discontinued to take effect **at the end of a term** and with **at least half a term's written notice** (usually no later than 5 weeks before the end of term). If written notice is not given, you are liable to pay the next term's fees. To cancel tuition, please send a written cancellation notification directly to Kingston Music Service (**not to your school or tutor**) either as a letter or by email to [musicservice@rbk.kingston.gov.uk](mailto:musicservice@rbk.kingston.gov.uk)

#### Deadlines for cancelling lessons

Autumn - 30th October 2011 to stop lessons at the end of the Autumn term (Dec)

Spring – 19th February 2012 to stop lessons at the end of the Spring Term

Summer – 10th June 2012 to stop lessons at the end of the Summer term.

#### How to pay

**All fees must be paid in advance at the start of each school term.**

Payment can be made

**By post** to: Kingston Music Service, The Dukes Centre, Dukes Avenue, Kingston, KT2 5QY

Cheques should be made payable to

"Royal Borough of Kingston upon Thames" or "RBK".

**Online:** Payment can be made by credit/ debit card using the RBK Pay It system\*

[www.kingston.gov.uk/musicservice](http://www.kingston.gov.uk/musicservice) and select Pay Fees Online at the bottom of the page.

*\*please note that you will need your invoice number in order to be able to pay fees online.*

#### Other Important Information

KMS does not except liability for loss or damage to any personal possessions or personal injury, however caused.

# Kingston Music Service

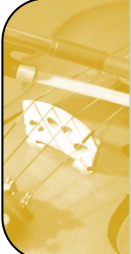
## Activities for 2010/11

### Orchestras



**Junior Strings**  
Open to all string players from Pre-Grade 1 to Grade 2.

**Saturday Mornings**  
10:00 am to 11:00 am  
at Coombe Girls' School



**Training Orchestra**  
Open to all string, woodwind, brass and percussion players from Grades 2 to 5.


**Saturday Mornings**  
11:15 am to 12:45 pm  
at Coombe Girls' School



**Kingston Youth Orchestra**  
Open to all string, woodwind, brass and percussion players from Grades 5 and above.

**Saturday Mornings**  
9:15 am to 11:15 am  
at Coombe Girls' School

### Ensembles



**Flute Choir**  
Open to all flute players from Grade 2 and above.

**Saturday Mornings**  
10:00 am to 10:40 am  
at Coombe Girls' School

### Membership fees

Bursary Students - Free for first year.  
£13.00 per term per activity  
for subsequent years.

### Bands




**Kingston Training Band**  
Open to all woodwind, brass and percussion players from Pre-Grade 1 to Grade 2

**Thursday Evenings**  
4:30 pm to 5:30 pm  
at Tolworth Girls' School




**Kingston Wind Band**  
Open to all woodwind, brass and percussion players from Grades 2 to 5.

**Thursday Evenings**  
5:30 pm to 6:30 pm  
at Tolworth Girls' School



**Kingston Youth Concert Band**  
Open to all woodwind, brass and percussion players from Grades 5 and above.


**Thursday Evenings**  
6:30 pm to 8:30 pm  
at Tolworth Girls' School



**Kingston Youth Big Band**  
Open to players from Grade 6 and above.

**Thursday Evenings**  
5:00 pm to 6:30 pm  
at Tolworth Girls' School

### Theory Courses



**Grade 5 Music Theory**  
Suitable for players intending to take Grade 6 Instrumental exams.

**Saturday Mornings**  
11.45am - 12.45pm  
Coombe Girls' School

**Thursday Evenings**  
4.45pm - 5.45pm  
Tolworth Girls' School

For an application form or for more information please visit:  
[www.kingston.gov.uk/musicservice](http://www.kingston.gov.uk/musicservice) or telephone 0208 547 5050