

Kingston Music Service

Instrumental and Vocal Tuition Application Form 2011-2012

This form is for new applicants (young people) only.

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

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:

Is this a Royal Borough of Kingston maintained school? Yes | No

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

Has the applicant been involved in a Wider Opportunities 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

If Yes please provide details

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	<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	

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:

i 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

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.

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

C Please complete the following choosing an instrument and location for lessons :

Strings: <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	Woodwind: <input type="checkbox"/> Recorder <input type="checkbox"/> Flute <input type="checkbox"/> Clarinet <input type="checkbox"/> Saxophone <input type="checkbox"/> Oboe <input type="checkbox"/> Bassoon	Brass: <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	Keyboard: <i>Individual lessons only</i> <input type="checkbox"/> Piano <input type="checkbox"/> Electronic Keyboard Other: <i>Individual lessons only</i> <input type="checkbox"/> Drum Kit <input type="checkbox"/> Voice (Singing)
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D School Tuition During the school day for ten lessons per term.

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

Please tick preference below

- 20 minutes **individual** tuition **£106.00 per term**
 - 30 minutes **individual** tuition **£158.00 per term**
 - 30 minutes **paired** tuition **£80.00 per term**
 - 30 minutes **group** tuition (3 - 5 students) **£60.00 per term - Recommended for Wider Opportunities students**
- Not available for all instruments and not available in Secondary School**
- 30 minutes **recorder group** **£35.00 per term** *Infants only.*

Music Centre Tuition Out of school hours for ten lessons per term.

Please tick preference below

For pupils who attend a school maintained by the Royal Borough of Kingston upon Thames LEA or any pupil of primary or secondary school age who resides within the Royal Borough of Kingston upon Thames.

- 20 minutes **individual** tuition **£111.00 per term** suitable for beginners
- 30 minutes **individual** tuition **£166.00 per term** suitable for intermediate
- 40 minutes **individual** tuition **£223.00 per term** suitable for advanced
- 30 minutes **paired** tuition **£84.00 per term**

For pupils who reside out of borough and do not attend a Royal Kingston Upon Thames maintained school

- 20 minutes **individual** tuition **£122.00 per term** suitable for beginners
- 30 minutes **individual** tuition **£182.00 per term** suitable for intermediate
- 40 minutes **individual** tuition **£245.00 per term** suitable for advanced
- 30 minutes **paired** tuition **£92.00 per term**

Fern Hill Primary, North Kingston:

- Tuesdays - 4.30pm to 8pm

Chessington Community College, Chessington:

- Monday - 4.00pm to 8pm

Coombe Girls' School, New Malden:

- Saturdays - 8.00am to 1pm

Tolworth Girls' School, Tolworth:

- Wednesday - 4.00pm to 8pm
- Thursday - 4.00pm to 8pm
- Saturday - 8.00am to 1pm (*Keyboard, Piano and Drums only*)

E 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 without 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.

Kingston Music Service

Terms and Conditions 2011-12

Keep these terms and conditions for your reference.

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.

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

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.

Instrumental Hire

The Music Service has a range of instruments for hire. The cost for hiring an instrument is £25 per term or £70 for the year (£10 per year for Bursary Students). A terms fees are required as deposit and will be refunded on return of the instrument. 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.

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.

Reduced Rates

Bursaries are available to pupils for parents who are on 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.

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

Reduced rates are as follows:

School Tuition

20min individual lesson (beginners) – £26.50 per term
30 min individual lesson – £39.50 per term
30 min paired lesson – £20 per term
30 min group lesson - £15 per term

Centre Tuition

20min individual lesson (beginners) – £27.75 per term
30 min individual lesson – £41.50 per term
30 min paired lesson – £21.00 per term

To obtain a bursary form please call 0208 547 5050 or visit our website www.kingston.gov.uk/musicservice

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 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.*

If you are finding it difficult to pay the fees but are not receiving any of the benefits mentioned above please contact our office on 0208 5475050 as we may be able to help you by arranging payment in instalments.

Other important information

Parents are expected to provide instruments, accessories and music. KMS does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

KMS reserves the right to change tutors and lesson times, (if required), and will keep you informed of such changes.


Activities for 2011/12

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 fee's

- 1 Activity** - from £52 per term per child
Activity Passport (for more than one activity) - from £75 per term per child
Family Discount - 50% reduction for siblings
Bursary Students - free for first year.
£13 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

Wednesday Evenings
4.45pm - 5.45pm
Tolworth Girls' School

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