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85 High Street **ESHER: 01372 466195**

Station Approach **KEW GARDENS: 020 8940 1892**

Kingston Music and Arts Service

Theory Classes

For more information visit: www.kingston.gov.uk/musicandarts



Kingston
Children & Young People's Trust
Making a Difference Together



Terms and Conditions

For activities membership

Keep these terms and conditions for your reference. Do not send this page with your application

The course is open to pupils of all levels and ages. It will cover the Associated Board syllabus and will culminate in students taking the Grade 5 exam if they wish.

An understanding of Theory is essential for the reading and interpretation of music and for the understanding of musical structures.

The course will include: time signatures: key signatures: scale writing: rhythmic, harmonic and melodic structures: intervals: transposition and general musical terminology.

A pass at Grade 5 Theory is a pre-requisite to taking the Grade 6 practical exam.



Once payment for activities has been received KMAS will provide ten sessions per term, totalling 30 sessions per academic year.

Once a student has signed up to an activity, it is expected that pupils will attend all sessions.

Invoices will automatically be sent to you in the previous term and you will be required to pay before the activity has commenced. Membership will continue to be renewed automatically each term. If you wish to cancel membership, you will need to send us a written cancellation notice in line with the dates stipulated in this document.

Credits and Refunds

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, or a session is cancelled by the tutor, we will endeavour to make the session up at a later date or a credit will be issued.

Stopping Membership

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

Deadlines for cancelling membership

Autumn - 31st October 2010 to stop membership at the end of the Autumn term (Dec)

Spring - 27th February 2011 to stop membership at the end of the Spring Term

Summer - 5th June 2011 to stop membership at the end of the Summer term.

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 appropriate fee.

Reduced Rates

Bursaries are available for parents who are on income support, jobseeker's allowance or if the child is eligible for free school meals. The activity fee for bursary students for 2010 - 2011 is £12.50 per activity per term.

To apply for a bursary, please telephone 020 8547 5050 to ask for details. You will be asked to provide evidence that you receive one of the benefits detailed above.

How to pay

All fees are payable in advance at the start of each school term.

Payment can be made

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

Cheques should be made payable to "Royal Borough of Kingston" or "RBK".

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

www.kingston.gov.uk/musicandarts 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 and accessories.

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

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

E Agreement

Please read the full terms and conditions and the selected statements below before signing.

- Following the end of a term, you will automatically be sent an invoice for the next term's membership fee and will be required to pay it before sessions commence / within 30 days of the invoice date (whichever is sooner). Membership will continue to be renewed automatically each term unless you choose to discontinue by sending us a written cancellation notice.
- To cancel membership, you must send a written cancellation request directly to Kingston Music and Arts Service either as a letter or by email to musicandarts@rbk.kingston.gov.uk.

Sign below to complete the form.

By signing, you confirm that you have read and agree to the full terms and conditions.

.....
Parent/Guardian's signature

.....
Date

i Full payment of fees should be made with this application.

Make cheques payable to "Royal Borough of Kingston" or "RBK".

Keep the terms and conditions for your reference.

Return this completed form to:
Kingston Music and Arts Service
Dukes Centre
Dukes Avenue
Kingston Upon Thames
KT2 5QY

Kingston Music and Arts Service

Theory Class Application Form 2010-2011

This form is for new applicants only.

Please complete all details using CAPITAL LETTERS:

A Applicant's Details

Applicant's name:

Date of birth:

	/		/				
D	D	M	M	Y	Y	Y	Y

Male | Female

Address:

.....

Postcode:

.....

Home tel:

.....

Parent/Guardian's mobile:

.....

Parent/Guardian's email:

.....

Applicant's previous experience (i.e. instruments played/beginner/grade/etc.):

.....

Which school does the applicant attend?

.....

B Activity Selection

£50 Per Term for 10 theory classes

Please tick below your preference of class

Tolworth Girls School Wednesday 4.45 pm – 5.45 pm	<input type="checkbox"/>
--	--------------------------

Coombe Girls School Saturday 11.30 am– 12.30 pm	<input type="checkbox"/>
--	--------------------------



C Photographic consent

As a member of an activity group, there may be occasions (such as concerts and performances) when the applicant’s image may be taken. Please read the terms and conditions and then tick one of the options below regarding the use of images for publicity purposes.

“I give consent for all images of the applicant taken as a member of the selected activity group to be used by the Royal Borough of Kingston in any and all media (newspapers, leaflets, websites, etc.) for publicity purposes.

I hereby waive any right that I may have to inspect and approve the finished product or copy that may be used in connection with an image that the photographer has taken of the group member or the use to which it may be applied.”

“I prefer that images of the applicant are not used for publicity purposes.”

D Equalities monitoring

We have a policy that everyone is treated equally and receives the best service possible. To help us, please fill in the boxes below:

Please describe the applicant’s ethnic origin.

The categories listed below are by descent, not country of birth, nationality or citizenship.

White

- White British
- Irish
- Other White

Asian

- Indian
- Pakistani
- Bangladeshi
- Gujarati
- Tamil
- Other Asian

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian

Black

- Black Caribbean
- Black African
- Other Black

Chinese and Far East

- Chinese
- Korean
- Japanese

Other (please specify):

.....

Does the applicant have a disability?

- | | |
|---|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Learning difficulty |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Physical disability |

Other (please specify):

.....