



Swindon Music Service – Charitable Incorporated Organisation (CIO) No: 1179203

Swindon Music Service, The Platform, Faringdon Road, SWINDON SN15BJ

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Website: <https://www.smscio.org>

# APPLICATION FORM FOR MUSIC LESSONS

Academic Year 2020-21

## PUPIL DETAILS

Name:

Date of Birth :

Male / Female (Please circle)

Address:

Post Code:

Contact numbers (inc mobile):

Email Address (to receive correspondence and invoices):

School:

## REQUIREMENTS (PLEASE TICK THE RELEVANT BOX)

Do you wish to apply for financial assistance?

*(If yes please see section on bursaries)*

Yes

No

Does the pupil require an instrument?

Yes

No

Does the pupil have any special needs?

Yes

No

## FINANCIAL BURSARIES (ONLY AVAILABLE FOR 20-MINUTE INDIVIDUAL, OR 30-MINUTE PAIRED LESSONS)

Is your child receiving free school meals?

Yes

No

Is your child listed with SEND?

Yes.

No

Is your child considered 'Looked After' by the LA?

Yes

No

Is the pupil a Forces Premium child? *(Regular forces only - not Reserves)*

Yes

No

*(We may ask for proof from time-to-time)*

All fees must be paid in advance of any tuition starting on a termly basis (based on 3-term year)

Supported using public funding by



## LESSON REQUEST

### A) Face-to-face at School (See price list)

20 minute individual lesson\*  30 minute paired lesson\* \*   
30 minute individual lesson   
Instrument Hire needed\* Yes  No

\*Refers to financial bursaries available

\*\* subject to the school identifying that two pupils are available. Paired tuition is only available on certain instrument types

### B) Online (See price list)

20 minute individual lesson\*  30 minute individual lesson   
Instrument Hire needed\* Yes  No

\*Refers to financial bursaries available

### C) Blended Learning - a mixture of a & b above (See price list)

20 minute individual lesson\*  30 minute individual lesson   
Instrument Hire needed\* Yes  No

\*Refers to financial bursaries available

### D) Lessons a,b or c above will attract the following fees if you become a members of SWINDON YOUNG MUSICIANS (SYM)

20 minute individual lesson\*  30 minute paired lesson\*   
SYM Membership  30 minute individual lesson   
Do you require an instrument?\*\* Yes  No

I agree to become a member of SYM Yes

\*Refers to bursaries available.

\*\*Instrument Loan scheme - Free loan of an instrument all the time you are under this tuition and membership scheme

Indicate which musical instrument you would like to learn (please note that not all instruments are available in all schools\*\*\*. Please check with our admin office for full details) Please tick your preferred choice below.

#### Strings

Violin   
Viola   
Cello   
Double Bass   
Accoustic Guitar   
Electric Guitar   
Bass Guitar   
Ukulele

#### Woodwind

Flute   
Oboe   
Clarinet   
Alto Saxophone   
Tenor Saxophone   
Tenoroon   
Bassoon   
Recorder

#### Brass

Cornet   
Trumpet   
French Horn   
Trombone   
Baritone   
Euphonium   
Tuba

#### Percussion

Piano   
Keyboards   
Drum Kit   
Orchestral Percussion

#### Voice

Singing

\*\*\*For tuition to take place at a school, the school leadership team must be in agreement and the school must have a minimum of 1 hour per instrument family outlined above

## GENERAL INFORMATION

### Equal Opportunities Information (Cultural information)

Please tick the appropriate box

<input type="checkbox"/>	White - British	<input type="checkbox"/>	Asian/Asian British-Bangladeshi
<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Asian/Asian British-Chinese
<input type="checkbox"/>	White - Gypsy or Irish Traveller	<input type="checkbox"/>	Asian/Asian British-Any other Asian background
<input type="checkbox"/>	White - Any other White background	<input type="checkbox"/>	Black/Black British-African
<input type="checkbox"/>	Mixed - White & Black Caribbean	<input type="checkbox"/>	Black/Black British-Caribbean
<input type="checkbox"/>	Mixed - White & Black African	<input type="checkbox"/>	Black/Black British-Any other Black background
<input type="checkbox"/>	Mixed - White & Asian	<input type="checkbox"/>	Other-Arab
<input type="checkbox"/>	Mixed - Any other Mixed background	<input type="checkbox"/>	Other- Any other ethnic group
<input type="checkbox"/>	Asian/Asian British-Indian	<input type="checkbox"/>	Other- Prefer not to say
<input type="checkbox"/>	Asian/Asian British-Pakistani	<input type="checkbox"/>	Other- Not known

### Where did you hear about Swindon Music Service?

At school  Our website  A Friend  a concert

other  .....(Please specify)

## GENERAL INFORMATION

### GDPR

Swindon Music Service (SMS) is committed to the principles of data protection and information management. All personal information held on computer and files will remain confidential to Swindon Music Service and will not be shared with unauthorised individuals or external companies. To facilitate the provision of instrumental lessons on school sites, information may be shared with authorised individuals at your child's school. Under the data protection Act, you have the right to receive a copy of the personal data we hold about you. To receive a copy, please contact the Admin. You can also view our Privacy Notice on our website [www.smscio.org](http://www.smscio.org).

### GDPR Compliant -

**Photographs:** Swindon Music Service would like to use photographs of some of our members to give a picture of the types of activities that we use. We feel that this will help us to publicise these activities and encourage new members to join.

Please can you tick to confirm that you are happy that you are happy that photographs including your child can be posted on our website, publicity and social media? We never use names alongside the photographs:

Yes  No

Please indicate if you agree that we can take photos of your child(ren) for use by the Music Service only.

Yes  No

We are keen to keep you informed of the various activities and opportunities available. Please indicate if you agree to us contacting you with marketing materials.

Yes  No

I agree to the following third party provider (PARENT MAIL) holding my information to assist you with providing your services and communicating with me. (PARENT MAIL) cannot access this data as SMS still remains the data controller.

Yes  No

**GDPR Consent** - In order to process your application from we must store the information you provide and submit in this form. We require your consent to do this. You may withdraw your consent at any time by contacting Swindon Music Service data controller as laid out in our Privacy Notice. I consent to Swindon Music Service storing and processing the information submitted in order to process this application form (please tick the box) :

### DECLARATION

I confirm that on behalf of the pupil named in this application form, I apply for instrumental music lessons with Swindon Music Service. I have read and understood the terms and conditions and agree to pay the fees when required. I also acknowledge that lessons will be renewed automatically, unless I officially cancel them in writing to the admin office (and not the music tutor). Where I have applied for online lessons, I also agree to abide by Swindon Music Service's safeguarding policies.

Signed (parent/carer)

Dated:

Print name of parent/carer

### Free school meals & LAC - schools verification

I confirm that on behalf of the pupil named in this application form, he/she is receiving free school meals, or categorised as LAC.

Free School Meal:

LAC

Signed (Headteacher/Music Coord/Head of Music)

Dated:

Print Your Name:

# TERMS & CONDITIONS

## Terms and conditions for instrumental/vocal tuition in schools and music centres

**By applying for lessons and/or to attend Swindon Young Musician (SYM) with Swindon Music Service (SMS) you agree to the following terms and conditions as shown below.**

For the purpose of this agreement a 'term' refers to a three term academic year: autumn, spring and summer.

### Instrumental/vocal tuition in schools

- 30 lessons will be delivered per year
- Individual lessons are offered for 20 or 30 minutes duration
- Paired lessons are offered in groups of two students for 30 minutes duration
- SMS will decide the appropriate grouping of students, depending on the number of students requiring lessons, their standard of playing and compatibility of instrument
- SMS reserves the right to change teaching personnel, lesson times and groupings where necessary and will notify parents and schools of any changes to those lesson arrangements. We always work closely with the school to agree suitable lesson times
- Teaching will normally take place during the school day, but some tuition may take place before or after normal school hours, as well as during break and lunch times.

### Cost of lessons

- Charges for lessons are set for the whole academic year.
- Costs of lessons are reviewed annually.

### Missed lessons/refunds

It is the responsibility of the student to arrive on time for lessons. SMS will not refund missed lessons where:

- The student has failed to arrive for a lesson.
- The student is not available for any reason e.g. illness, school trip, appointment elsewhere, school closure for bad weather.
- SMS will make every effort to reschedule lessons where possible, but cannot guarantee to do so.

### SMS will refund/re-schedule missed lessons where:

- The SMS tutor is unavailable.
- The school has an OFSTED inspection and does not wish teaching to take place.
- If a student is away from school for more than three consecutive weeks in a term due to a long-term illness, SMS will make every effort to refund up to one term of tuition fees. A doctor's certificate will need to be supplied.
- Refunds will only be made at the end of the academic year, once the opportunity has been given to make up for missed lessons by the tutor.

### Communication

- Our primary method of communication is by email

### Cancellation of tuition

- We encourage your child to learn a musical instrument for at least a year but, if for any reason you wish to cancel your child's lessons, notice must be provided direct to SMS via an email. Cancellation notifications should be sent to: [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk)
- We will be unable to accept cancellations via your child's tutor or school
- All cancellation requests will be acknowledged within five working dates of receipt.

### Payment terms

Fees must be paid termly in advance

Invoices will be issued via email and tuition will not commence until payment has been made.

### Assistance with fees

- Your child's school may offer reduced fees for students who are registered at their school as eligible for free school meals, or where the family income is less than £25,000. Individual schools may also subsidise tuition for those studying for a GCSE, BTEC, A level or any other recognised qualification in music. If this is the case, we will be informed on the level of subsidy and we will include this in our discussions with you over payment.
- SMS also offers financial bursaries of 60% off the full price for children from less well-off families.
- Children in care (Looked after children) if the child is in local authority care all provision/hire is free.
- If this applies to your child, please inform the music service directly.

### Additional costs

- Students will need tutor books for their lessons. Parents/carers are responsible for purchasing books promptly at the request of the tutor. Other costs such as entry for examinations (which are not compulsory), will also be charged to the parent/carer.
- Instruments
- It is the responsibility of the parent/carer to provide an instrument for the lesson. Some instruments are available to hire from SGMH or from the school

### Musical instruments should be insured

- SMS does not accept liability for damage to an instrument left in a school, or damaged in a lesson.

### How to enrol your child for instrumental lessons at school

Register your interest online at <https://smscio.org/central-music-school/e-application-form-for-lessons/> or completing the pdf form and sending it to: Swindon Music Service

Instrumental lessons request

The Platform

Faringdon Road

Swindon

SN1 5BJ

Or email to: [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk)

Pupils will be allocated to a lesson as soon as possible. The availability of a tutor cannot be guaranteed, especially where a tutor is not currently available on the requested instrument at the school. A waiting list will be created and every effort will be made to ensure tuition commences as soon as possible.

This will normally be at the beginning of a term. If tuition begins in the middle of a ten week cycle, tuition will be charged pro rata according to the number of lessons remaining in the cycle. The SMS will then contact you to discuss final arrangements and payment

Confirmation of instrumental lessons will be given as soon as SMS has arranged the timetables. A copy will still be sent to you and displayed in the school.

# TERMS & CONDITIONS

**Swindon Young Musicians** - provides 30 music centre sessions over the three term academic year. Due to the uneven length of school terms the number of sessions offered in each term may vary.

## Membership Subscriptions

- Membership subscriptions are reviewed annually.
- Membership subscriptions are payable for a term: autumn, spring and summer. Invoices are sent out during August, December and March and payment is due upon receipt of the invoice.
- 60% discount will be made if families are in receipt of income support, free schools meals or maximum tax credit. Evidence of exemption will be required
- Sibling reductions apply (see website from time-to-time).
- 100% discount will be made for Children in care (Looked after children) may attend free of charge.

## Payment terms

- Membership subscriptions must be paid termly in advance
- Invoices will be issued via email an membership will not commence until payment has been made
- Additional charges may be incurred for extra activities throughout the year.
- To assist with planning, we ask parents to notify us as soon as possible if their child wishes to stop attending groups & ensembles. All notifications must be made via email to lhawkins@smscio.co.uk
- There will be no refunds for sessions missed as this is a membership subscription club. Therefore any sessions cancelled due to inclement weather, like snow, or any other unforeseen circumstances does not attract any rebate or credit notes.
- Positioning of pupils within the ensembles will be at the discretion of the tutor/director and their decisions will be final
- All SMS ensembles and groups rely on the commitment of all users and staff. There is therefore an expectation to attend all sessions and arrive on time each week.

## Supervision

- SMS only accepts responsibility for pupils during actual session time. At all other times responsibility for the pupils lies with parents/carers.

## Instruments/accessories

- Parents/carers agree to provide instruments, music and accessories as required.

## Liability

SMS does not accept liability for loss or damage to pupils' instruments or personal possessions. Parents/carers should arrange appropriate insurance for these items.

## Behaviour

- Pupils are expected to behave in a responsible and courteous manner at all times, to attend tuition sessions regularly and to practise between sessions. Please refer to the Safeguarding notice for reference.
- Disruptive or anti-social behaviour by either the student or by the parent/carer may result in membership of the centre being withdrawn. No credits will be given in such circumstances.

## How to enrol your child form membership of Swindon Young Musicians Club

- Attendance at SYM ensembles will only be possible after completion of the SMS online enrolment and payment process.
- Register your interest online at <https://smscio.org/ensembles/swindon-young-musicians/forms-and-information/sym-application-form/>

## Changes to terms and conditions

- SMS will review these terms and conditions on an annual basis.
- Charges will be reviewed on an annual basis by the board of trustees
- Should any changes occur they will not be implemented until the start of the next academic year. Parents/carers will be notified of these changes as soon as possible.

## Contacting Swindon Music Service

Any comments should be sent in writing to Swindon Music Service, The Platform, Faringdon Road, Swindon SN5 5BJ or email: lhawkins@smscio.co.uk

## PRICE LIST - ACADEMIC YEAR 2020-21 - FULL COST

### A) Face-to-face at School

20 minute individual lesson **£11.00** per session  
30 minute paired lesson **£8.25** per session (**where available**)  
30 minute individual lesson **£16.50** per session  
Instrument hire **£2** per session

### B) Online

20 minute individual lesson **£10.50** per session  
30 minute individual lesson **£15.75** per session  
Instrument hire **£2** per session

### C) Blended Learning - a mixture of a & b above

20 minute individual lesson **£11.00** per session  
30 minute individual lesson **£16.50** per session  
Instrument hire **£2** per session

### D) Lessons through either a,b or c above will attract the following fees if you become a members of SWINDON YOUNG MUSICIANS (SYM)

20 minute individual lesson **£8.34** per session **plus £5 SYM** membership per week **£13.34**  
30 minute paired lesson **£6.25** per session **plus £5 SYM** membership per week **£11.25**  
30 minute individual lesson **£12.50** per session **plus £5 SYM** membership per week **£17.50**  
Instrument loan - Free

## PRICE LIST - ACADEMIC YEAR 2020-21 - 60% DISCOUNT FOR THOSE ON FREE SCHOOL MEAL OR FAMILY INCOME OF LESS THAN £25,000 OR FORCES PREMIUMOR SEND

### A) Face-to-face at School

20 minute individual lesson **£4.40** per session  
Instrument hire **£0.80** per session

### B) Online

20 minute individual lesson **£4.20** per session  
Instrument hire **£0.80** per session

### C) Blended Learning - a mixture of a & b above

20 minute individual lesson **£4.40** per session  
Instrument hire **£0.80** per session

### D) Lessons through either a,b or c above will attract the following fees if you become a members of SWINDON YOUNG MUSICIANS (SYM)

20 minute individual lesson **£4.40** per session **plus £2 SYM** membership per week **£6.40**  
60% discount on Instrument hire

## PRICE LIST - ACADEMIC YEAR 2020-21 - 100% DISCOUNT FOR THOSE CATEGORISED AS LOOKED AFTER CHILDREN (LAC) BY THE LOCAL AUTHORITY

### A) Face-to-face at School

20 minute individual lesson **£0.00** per session

### E) At the Music Centre (Out-of-School)

20 minute individual lesson **£0.00** per session  
Instrument loan - Free

### D) Membership of Swindon Young Musicians - The pupil is expected to become a member of SYM as the investment offered made can be monitored by Swindon Music Service.