



Calderdale Music Trust

Instrumental Music Tuition for Children and Young People from September 2017

*Transforming and enriching
lives through music*

Registered Charity Number: 1154343



@CalderdaleTrust

www.calderdalemusictrust.org.uk



Calderdale Music Trust

Supported using public funding by



**ARTS COUNCIL
ENGLAND**



Calderdale Music Trust Agreement

This form is for children and young people up to and including the age of 18.

Please complete ALL parts of this form, sign the agreement, and return to the Calderdale Music Trust. Unfortunately, we cannot process unsigned agreements.

Section 1

Child's name _____

Male Female Date of birth _____

School attending _____

School attending on 1 September 2017 (if different from above) _____

If your child has a medical condition/allergy we should be aware of please indicate below:

Instrument preferred:

Alternative choice: (if we cannot accommodate your preferred instrument choice)

Photographs and videos may be taken during performances and workshops. The photographs will go on our leaflets, booklets and display panel; all these may be placed on our website, Facebook and Twitter. Please be aware that our website, Facebook and Twitter can be seen throughout the world, and not just in the United Kingdom where UK law applies.

To comply with the Data Protection Act 1998 we need your permission before we take any photographs or videos which include your child.

May we take photographs and videos which include your child?

Yes No

Section 2

Parent/Guardian/Carers

Please note that we can only disclose information over the phone or email about this pupil to the contacts listed below. Most communication from Calderdale Music Trust will be via email or phone so please ensure this information is accurate. If your contact details change, you must inform the Music Trust so that we can update our records.

Parent/guardian contact 1:

(Mr / Mrs / Miss / Ms / other) _____

Surname _____

Forename _____

Relationship to pupil:

Address _____

Post code _____

Telephone (Home) _____

(Work) _____

(Mobile) _____

A lot of our communication is done electronically for your convenience and to help save paper and preserve the environment. Please provide an email address below. Please regularly check your junk email in case any communications are automatically moved to your junk email folder.

(Email)

Parent/guardian contact 2:

(Mr / Mrs / Miss / Ms / other) _____

Surname _____

Forename _____

Relationship to pupil:

Address _____

Post code _____

Telephone (Home) _____

(Work) _____

(Mobile) _____

A lot of our communication is done electronically for your convenience and to help save paper and preserve the environment. Please provide an email address below. Please regularly check your junk email in case any communications are automatically moved to your junk email folder.

(Email)

Section 3

The following prices are in place until September 2018

Please select which type of lesson you would prefer. We guarantee ten lessons a term.

Group lessons - £68.00 per term

Please note that group lessons are subject to availability. If there is no group in your school, you will be put on our waiting list until there are other pupils wanting group lessons on the same instrument. **Group lessons are not available on drums or piano.**

20 minute individual lesson - £152.50 per term

30 minute individual lesson - £230.00 per term

20 minute paired lesson (please read below) - £78.00 per term

30 minute paired lesson (please read below) - £115.00 per term

If you choose a paired lesson, you must indicate a pupil you wish to share with. They must have also filled in an enrolment form and chosen a paired lesson with your child. **If you do not have a pupil to share lessons with you will be put on our waiting list.**

Please indicate here the name of the pupil you wish to have paired lessons with:

Section 4

Ensembles

As part of our tuition fees we offer free membership for all of our ensembles. These ensembles are run by our tutors and perform concerts at the end of every term. Playing in an ensemble is a great way to build confidence on an instrument, make new friends and use your musical skills.

Please indicate which ensemble/s your child would like to attend:

Halifax Music Centre (Heath Campus):

<input type="checkbox"/>	Calderdale Brass Band	Monday	6:15pm – 7:15pm
<input type="checkbox"/>	Junior Guitar Ensemble	Tuesday	5:00pm – 6:00pm
<input type="checkbox"/>	Calderdale Youth Jazz Orchestra <i>(Grade 3 or above)</i>	Tuesday	5:45pm – 6:45pm
<input type="checkbox"/>	Calderdale Youth Guitar Ensemble <i>(Grade 3 or above)</i>	Tuesday	6:00pm – 7:00pm
<input type="checkbox"/>	Calderdale Youth Wind Band <i>(Grade 3 or above)</i>	Tuesday	6:55pm – 7:55pm
<input type="checkbox"/>	Folk Group (all instruments)	Wednesday	5:00pm – 6:00pm
<input type="checkbox"/>	Theory Class	Wednesday	5:30pm – 6:00pm
<input type="checkbox"/>	Saturday Strings	Saturday	9:30am – 13:30am
<input type="checkbox"/>	Saturday Guitar Ensemble	Saturday	10:30am – 11:30am
<input type="checkbox"/>	Saturday Stars (beginner strings)	Saturday	11:00am – 12:00pm

West Calderdale Music Centre (Todmorden C of E School):

<input type="checkbox"/>	West Calderdale Music Centre Orchestra	Thursday	4:15pm – 5:15pm
<input type="checkbox"/>	Boulders Brass (Junior Brass Band)	Thursday	3:30pm – 4:30pm

Ensembles are available to all young musicians, including those not having lessons through the Calderdale Music Trust. Those wanting to join ensembles who do not pay for tuition with the Music Trust will be charged an ensemble membership fee of £30 per term. **Please do not bring your child to an ensemble without first calling the office (01422 303060).**

Section 5

Details of the person paying for the service

(Mr / Mrs / Miss / Ms / other) _____

Surname _____

Forename _____

Address _____

_____ Post code _____

Telephone (Home) _____ (Work) _____

(Mobile) _____

A lot of our communication is done electronically for your convenience and to help save paper and preserve the environment. Please provide an email address below. Please regularly check your junk email in case any communications are automatically moved to your junk email folder.

(Email) _____

Please select your preferred method of payment:

Direct Debit (monthly)

OR

Payment in full by Bank Transfer

Payment in full by cheque (payable to Calderdale Music Trust Ltd)

Payment in full over the phone

PLEASE DO NOT SEND PAYMENT WITH THIS FORM. THE MUSIC TRUST OFFICE WILL BE IN TOUCH WITH YOU REGARDING PAYMENT.

The Music Trust office will send an invoice for the cost of tuition and, if relevant, instrument hire. We would prefer to send this to you by email. Lessons that have not been paid for before the invoice due date will be stopped immediately until payment is received.

Please note:

If you wish to cancel the lessons during the term the **full term must be paid for.** You must give us notice in writing at least 2 weeks before the **end** of the school term.

We are unable to refund as the tutor has been committed to a termly timetable and will still need to be paid.

Section 6

Would you like to hire an instrument from the Music Trust? Yes No

If you would like to hire an instrument please circle the instrument required:

Group A

£14 per term

Violin
Viola
Guitar

Group B

£20 per term

Flute
Clarinet
Keyboard
Trumpet
Cornet
Trombone

Group C

£25 per term

French Horn
Tenor Horn
Cello

Group D

£30 per term

Double Bass
Bassoon
Oboe
Saxophone
Baritone
Tuba

INSTRUMENT HIRE

Calderdale Music Trust has a large stock of instruments and is pleased to make these available to students to assist with their musical studies.

- It is the responsibility of the parent/carer to collect the instrument from the Trust office and sign the agreement before the instrument is allocated.
- If an instrument is loaned from Trust stock, the parent/carer must accept responsibility for any loss or damage caused by accident, theft, attempted theft, maltreatment or otherwise.
- The parent/carer will be charged for a comparable replacement if the instrument is lost or irreparably damaged. The full costs of any damage (other than from regular use) will also be charged to the parent/carer. Any damage must be reported to the Trust and will be carried out by the Trust's specialist instrument technician.
- The instrument provided will be in good condition.
- Minor damage incurred through regular use will be repaired by the Trust's specialist instrument technician and will not be charged for. Parent/carers must not attempt to repair the instrument.
- Parent/carers are advised to arrange adequate insurance for instruments on loan. This may already be covered by household contents insurance but the position regarding this should be clarified with your insurer.
- The instrument must not be used by any person other than the student to whom it is loaned.
- **If a student stops lessons or leaves full time education, the instrument must be returned to the Trust office at the end of the final term. This is the responsibility of the parent. If the instrument is not returned, you will be charged for the full cost of a replacement.**
- The instrument (including mouthpiece or bow where applicable) remain the property of the Calderdale Music Trust and may be recalled for inspection at any time.
- If the instrument requires repairing or your child requires a larger instrument (string instruments) it is the responsibility of the parent/carer to return the instrument to the Trust office and collect when it is ready.
- Some instruments require accessories (rosin for string instrument bows, reeds for wind instruments, valve oil etc.). Instruments will not normally come with a supply of such accessories – please consult with your son/daughters' instrumental tutor for details of what may be needed

(we warn that valve oil can be hazardous if ingested). Woodwind instruments requiring reeds will be provided with a reed but replacement reeds are the responsibility of the parent/carer.

- Instruments can only be hired by students having lessons with Calderdale Music Trust or attending one of our ensembles.

If you are happy to accept the loan of the instrument on these terms, please fill in the details below.

We cannot loan instruments to people who have not signed below.

To be completed by the parent/carer:

I accept responsibility for the loan of the instrument listed above and agree to the terms of the loan scheme as detailed on this form and on the CMT website.

Name: _____

Signed : _____

Date: _____

Section 7

Please read carefully and sign below. *The person signing must be the same person shown in **Section 5** (person paying for the lessons).*

Terms and Conditions and the Agreement.

- The Calderdale Music Trust guarantees 30 visits per academic year. No refunds can be given for pupil absences or school cancellations. Invoices can only be adjusted where the Trust has failed to make a tutor available for at least 30 visits during the academic year or exceptional circumstances are agreed by the Trust Manager.
- A group can only be set up in a school where there are a viable number of enrolments on any particular instrument. You will be informed when your child has a place. Group sizes/length of lessons will be dependent upon enrolments within a school and determined by the instrumental tutor.
- It is not the responsibility of Trust instrumental tutors to ensure pupils attend lessons. However every effort will be made to encourage good attendance. Refunds cannot be given for non-attendance of pupils.
- Details for the direct debit/standing order will be sent to you, with your invoice, in advance from the Trust.
- If a pupil withdraws from lessons during the term the **full term must be paid for. No refunds will be given.**
- I understand I will receive an invoice, in advance, which I agree to pay upon receipt by monthly direct debit, by BACS or by cheque. I understand that non-payment will be deemed to be a repudiatory breach of contract, whereupon the Trust may treat the contract as having been summarily terminated, or alternatively the Trust may suspend lessons until payment for the year is received in full. Furthermore I understand that termination by the Trust pursuant of this clause will not affect their right to recover any sums outstanding and due to the Trust).
- I understand this agreement is binding and will continue until it is **cancelled, in writing, at least 2 weeks before the end of the school term.**
- I understand the Trust will inform me of any changes in fees, terms and conditions, or any other relevant alterations to Trust delivery. If I accept these changes, I need do nothing and my child's lessons will continue. If I do not accept these changes, I will write to the Trust to cancel the lessons, giving at least two weeks' notice prior to a new school year. NOTE: changes to day and time of lessons or tutor, may be effected at any time and are NOT considered as changes to terms and conditions and are not relevant alterations to Trust delivery. Lessons may take place at any time during the school day.

Additional Information

The Trust will ensure any personal information provided by you on this form will be treated in accordance with the provisions of the Data Protection Act 1998. The Trust is to be the Data Controller of the information you have provided on this form and is registered with the Information Commissioner's Office for the purposes of processing your personal information in relation to your application. The Trust will not share your information without your explicit consent. We would however like to be able to keep you informed about future events and would like to add you to our mailing list. Please indicate (tick box) **if you do wish** to receive such communications, we take the use of your data seriously and will not pass your information to any third parties.

I AGREE TO THE TERMS AND CONDITIONS.

Signed _____ Date _____
(person paying for the lessons)

Please remember:

Enrolment will be termly. You must inform the Trust in writing at least two weeks before the start of a new school term if:

- you wish to cancel the lessons;
- you wish to change the type of lesson your child is having;
- any other circumstances change (home address, school, etc).

Some changes, other than those shown above, may take place during the school year for reasons beyond the control of the Trust. Such changes may take place without you being given written notice. Your child's lessons will continue and you will be charged appropriately. Examples of such changes are:

- change to the time/day of lessons (for example, due to changes in school requirements or pupil enrolments);
- change of instrumental tutor (owing to long-term absence, resignation of teacher or unavoidable timetable adjustments).

Filling in an enrolment form **does not** guarantee lessons, especially for new beginners. Existing pupils will be given priority; new pupils will be fitted into timetables where time is available. Timetables are determined by demand across Calderdale (not necessarily in each individual school). Many factors, sometimes unforeseen, determine how much time is available: the popularity of a particular instrument; changes in tutor availability; movement of pupils between schools; policy changes at national and local level. However, we will make every effort to accommodate your child.

Please return this form to:

Calderdale Music Trust at Heath
Unit 5, Heath Campus, Free School Lane, Halifax, HX1 2PS

Email: admin@calderdalemusictrust.org.uk

Phone: 01422 303060

Website: www.calderdalemusictrust.org.uk



@CalderdaleTrust



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