

Application Form for Tuition 2023

Teacher Initials

Small Group Lesson Individual Lesson

Please complete in BLOCK CAPITALS

Full Name of Child

Date of Birth

Instrument (if known, leave blank if unconfirmed)

Address

Post Code Gender

Mobile Tel No Home Tel No

Email

Academy Attended

Is this child looked after by the Local Authority? (Wakefield) **Yes / No**

If yes, please provide the name of the child's social worker

Does your child have any special educational needs or learning difficulties that the Instrumental Teacher should be aware of? **Yes / No**

Do you have any other children who receive tuition through Wakefield Music Services? **Yes / No**

If yes, please give their names

Some pupils may be entitled to a remission or subsidy if they are in receipt of Free School Meals or identified as Pupil Premium. Please contact your school for details.

Parent/Carer Details

Mr / Mrs / Miss / Other (please state) First Name Surname

I give permission for my child to commence tuition with Wakefield Music Services and agree to pay all fees due. I understand that lessons will continue from one academic year to the next until cancelled by me in writing and that half a terms notice is required for cancellation throughout the year. No refunds or reductions will be given.

Signed Date

Please return completed form to your School Office for their records. They will then share it to Wakefield Music Services.

Loan of Musical Instrument

Your child is applying to learn to play a musical instrument with Wakefield Music Services. In order to provide further valuable opportunities for practice, it is clearly helpful if she/he is able to take an instrument home. We offer a free loan of instrument for the duration of lessons with the exception of drum kit and piano/keyboard. As the instruments on loan are valuable, we need your agreement that while the instrument is in your child's care appropriate steps be taken to ensure it is not lost or damaged.

The instrument remains the property of Wakefield Music Services and not of the school that your child attends.

Please answer the following question then sign and date the form below.

Would you like loan an instrument from Wakefield Music Services for your child's music tuition? **Yes / No**

If yes, I confirm I have read and understand the Conditions of Use detailed below.

Parent/Carer Details

Mr / Mrs / Miss / Other (please state) First Name Surname

Signed **Date**

Loan of Musical instrument — Conditions of Use

In consideration of Wakefield Music Services loaning my child the above instrument I agree to accept the following conditions:

- During the period of the loan I will do everything I can to ensure that the instrument is used in a proper manner in accordance with advice given by my child's instrumental teacher.
- If during the period of loan, the instrument is damaged or lost, I agree to reimburse Wakefield Music Services the cost of making good the damage or the cost of replacing the instrument.
- I will ensure my child uses the instrument at home to practise between lessons
- I will ensure my child attends lessons with the instrument, save for illness, cancellation or school closure
- I understand that I am strongly advised to insure the instrument while on loan. Please contact us if you would like an estimate of the instrument value.
- At the end of the loan or tuition (whichever is soonest), I will ensure that the instrument is returned to Wakefield Music Services staff or office immediately in good working order.

Giving Notice to Stop Attending

If your child would like to cease lessons, cancellation of music tuition is required in writing to the school office. Please refer to your school's policy for notice periods.

Consent for Photography

Wakefield Music services regularly likes to celebrate & promote the numerous musical achievements of our young musicians. As a result we may wish to take photographs and make a videos for use online or in publications. We would always ask for additional permission if an image of your child was to be used extensively such as in a brochure, programme or headline page on a website.

To comply with the Data Protection Act 2018, we need your permission before we take any images of your child. **Please answer the following question then sign and date the form below.**

May we use your child's image in our printed and online promotional material? **Yes / No**

If yes, I confirm I have read and understand the Conditions of Use detailed below.

Parent/Carer Details

Mr / Mrs / Miss / Other (please state) First Name Surname

Signed **Date**

Consent for Photography—Conditions of Use

We will not include details or full names (which means first and surname) of any child or adult in an image, on video, or on our website without good reason.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our website.

If we use images of individual pupils, we will not use the name of that child in the accompanying text or photo caption without good reason. If a pupil is named in the text, we will not use a photograph of that child to accompany the article without good reason. If at any point in the future you wish to remove your consent, please contact Wakefield Music Services.

For Office Use only

Unique Pupil ID Number _____ Customer ID Request Number _____

Customer ID Number _____ Date Entered on Paritor _____

**Privacy Notice
Instrumental Tuition/Ensemble
Application Form**

Corporate Director: Vicky Schofield

Wakefield Music Services
Lead Organisation for the
Wakefield Music Education Hub
Manygates Lane
Wakefield

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Wakefield Music Services

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Tracy Ryder, Assistant Principal of Wakefield Music Education Hub

Telephone: 01924 303306

Email: tryder@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Music Service needs to collect the following information about you and your child. The Music Service has obtained your personal data from you and your child's school in order to provide their service:

Name and address of student and their parent/carer (including looked after children), student's date of birth, school and any relevant Special Educational Needs/learning difficulties.

We use this information to contact you regarding tuition, instrument loans, assessment and reports, exam information and to keep you informed of any other musical opportunities that Wakefield Music Education Hub may have to offer. *To enable us to provide our service to you, we will only share relevant information with your child's school and Instrumental teacher.* Should you decide not to provide any of the information we request from you, we may be unable to provide your child with instrumental/ensemble tuition.

3. What authority does the Council have to collect and use this information?

In order to provide instrumental and ensemble provision

4. How long will we keep your data?

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 7 years after which time it will be deleted from our systems. The reason for keeping information for this period of time is to comply with government regulations regarding data.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

Transfer of data outside the UK

Your information will not be transferred outside of the United Kingdom of Great Britain and Northern Ireland.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Changes to this Notice

We will review this notice regularly, and no later than every 2 years, to ensure it remains accurate and relevant, unless legislative changes require this sooner.