

Music Centre Ensemble Application Form



Please use BLOCK CAPITALS to complete this form.

Child/Adult Applicant Details			
Full name:		Date of Birth:	Male Female
School:		Year Group:	
Instruments played:		Approx standard:	
If your child is changing school in the next term, please give name of new school:			
If your child is having lessons either privately, in school or from MK Music Cooperative please state name of instrumental teacher:			
Please state if your child has any special medical conditions or allergies: <i>(Medical details/additional contact details are requested for use in an emergency and will be held in confidence and only used for emergency purposes by MK Music Hub)</i>			

Parent/Carer/Adult Applicant details			
Title:		Forename:	
Address:		Surname:	
		Email Address:	
Postcode:		Telephone number:	

Ensemble Details (Please see Ensemble leaflet or our website for further information)		
Start date	Ensemble/Group	Instrument

Declaration
<p><i>On behalf of the student named above, I apply to MK Music Hub for membership of the specified activities. I agree to pay fees for the above named student termly and give written notice by the end of term if attendance at an ensemble is no longer required the following term. Concessions are available for ensembles for children who are eligible for Pupil Premium or in receipt of benefits. Please ask for a form or download one at www.milton-keynes.gov.uk/musicmk. I have read the terms and conditions overleaf relating to ensembles and classes and agree to abide by them.</i></p> <p>Signature: Date:</p>

Please read and sign the photographic consent overleaf

Emergency Contact Details				
Please give details of two adults who could be contacted in an emergency should the parent/carers be unavailable.				
	Name of Contact	Relationship (if relevant)	Telephone Number	Mobile Number
1				
2				

MK Music Hub - Rivers Centre, Humber Way, Bletchley, Milton Keynes, MK3 7PH
 Tel: 01908 253520 Email: music@milton-keynes.gov.uk Web: www.milton-keynes.gov.uk/musicmk

MK MUSIC HUB PHOTOGRAPHIC CONSENT

Please read and sign

Photography, Film and Audio:

Milton Keynes Music Hub is part of MK Council and occasionally uses photography for publicity purposes. We would like your permission to photograph/film/record audio of your child for possible inclusion in promotional material, website and other publicity material including social media. We will ensure as far as possible that the images/video/audio are not used inappropriately but by signing this permission form you accept that should this happen, the council does not accept responsibility. Your contact details will remain strictly confidential.

I give my consent to Milton Keynes Music Hub to use photographs, video and audio recordings of my child for use on the Milton Keynes Council website and/or social media channels - including Facebook, Twitter, Pinterest, Google, Instagram and You Tube - and/or promotional material and/or newsletters.

I understand that:

- Photos/videos/audio recordings may be used to promote Music Hub events, Music Centre activities, concerts, and festivals (such as End of Term Concerts, MK Festival of the Arts and Music for Youth).
- Images/data will be deleted as it becomes outdated or upon request. Please note that any data already released into the public domain may be available elsewhere but records within the Milton Keynes Council systems will be deleted upon request.
- No personal information about a child will be attached to any images, to ensure that they cannot be identified.
- Data may be temporarily stored on devices outside of the Milton Keynes Council environment (for example, on cameras, phones, tablets) but otherwise will be stored on password protected council systems.
- Photos may be shared within the council and with the press and select publications, including Town and Parish Council magazines and publications although individuals will not be named.
- Images will be the property of Milton Keynes Council and I waive the right to approve the finished photograph, video or audio.
- Fresh photographic consent will not subsequently be sought but I can withdraw my consent at any time by contacting the Music Hub.

Signed: _____ **Date:** _____
(If signed electronically, this will be accepted as consent)

Music Centre Ensemble/Group -Terms and Conditions

1. **Notice of withdrawal is required before the end of term if you do not wish to continue the next term, or you will be liable for a term's charge made in lieu of notice.** To discontinue ensemble membership please let us know in writing or fill in a 'stop notification' form on-line www.milton-keynes.gov.uk/musicmk.
2. **Parents/pupils are required to inform the MK Music Hub of any change of details such as address, contact numbers, schools, etc.**
3. The Music Centre offers 30 ensemble sessions in a full academic year. This is usually, but not always exactly 10 sessions per term.
4. Charges for ensembles are invoiced each term. **Payment must be made within 30 days.** Failure to pay within this time may result in your child losing their membership of the Music Centre and any debt being logged with the MK Council Debt Recovery Team.
5. **Refunds are not offered if a pupil misses a session or if the building becomes unavailable for any reason.**
6. Every effort is made to accommodate all ensemble requests, but occasionally a place may not be immediately available. In this case your child's name will be added to a waiting list and you will be notified when a place becomes available.
7. Supervision: The Music Hub accepts responsibility for the supervision of a student whilst participating in a Music Centre activity. At all other times the responsibility lies with the parents.
8. Instruments and accessories are expected to be provided by the parents. It is advisable that Instruments should be insured. This can usually be done on your house contents insurance policy. The Music Hub does not accept liability for loss or damage to any personal possessions or instruments.
9. **Data Protection Statement: Full details about how we use this data and the rights you have around this can be found at www.milton-keynes.gov.uk/privacy. If you have any data protection queries, please contact the Data Protection Officer at data.protection@milton-keynes.gov.uk**