

Enrolment Form

“Music at any level, playing or singing, gives a sense of purpose and discipline. What you all do for these young people can never be measured. You can all be very proud of the end result year on year, giving young people access into a wonderful world.”

A satisfied Maestros parent



Berkshire Maestros teaches over 10,000 pupils every week. We employ over 150 professional teachers and run hundreds of bands, choirs, orchestras and ensembles...

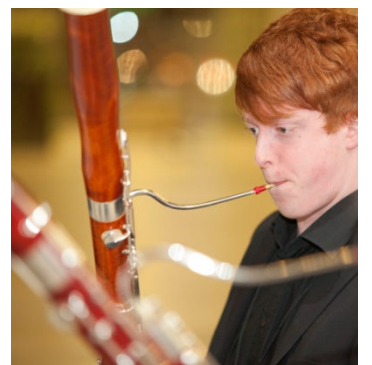


Be a part of it...



Enrol Today!

- A Professional Service employing high quality teachers
- Rigorous interview process, teachers have enhanced CRB clearance
- National reputation for excellence
- Maestros pupils have access to a wide range of bands, choirs & ensembles at a discounted rate
- Choice of lesson location



“An outstanding music service” (external review March 2011)

Enrolment Form

Please complete in **BLOCK CAPITALS** and return to:
Stoneham Court, 100 Cockney Hill, Reading RG30 4EZ

1. Contact Details

Student Name:		Gender:	M / F	Date of Birth:	
Address:					
Town & County:		Post Code:			
Local Authority:	Bracknell / Reading / West Berkshire / Windsor & Maidenhead / Wokingham / Other:				See note A
Parent/Carer Tel Home:		Parent/Carer Mobile:		Parent/Carer Daytime Tel:	
Parent/Carer Email:					See note B

2. Education details

Current School / College:		School / College next September: (if different)	
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3. Instrument for which application is made

See note C

Instrument/Voice:						(For guitar, please specify if classical/electric/bass)
Beginner:	YES / NO	If 'NO', please indicate standard		Number of years learning		
Has student taken part in a music project in school? (i.e. In2Music / PlayOn project)					YES / NO	

4. What are you applying for?

See note D

LESSONS		MUSIC CENTRE ACTIVITIES (MEMBERSHIPS)			
Group Lesson (Recommended for beginners)	<input type="checkbox"/>	Choir	<input type="checkbox"/>	Ensemble/Band/Orchestra	<input type="checkbox"/>
Individual Lesson (Recommended for advanced students & adults)	<input type="checkbox"/>	Mini Maestros	<input type="checkbox"/>	Theory lessons	<input type="checkbox"/>
For individual lessons only, circle preferred duration	20 / 30 / 40 / 60 mins		Name of activity (if known)		
Preferred lesson location	School <input type="checkbox"/>	or	Music Centre <input type="checkbox"/>		
Preferred music centre (applicable for music centre lesson/activity)	Bracknell <input type="checkbox"/>	Newbury <input type="checkbox"/>	Reading <input type="checkbox"/>	Windsor <input type="checkbox"/>	Wokingham <input type="checkbox"/>

5. Details of any special needs or learning difficulties the student has (Please detail below or attach a separate sheet)

6. DECLARATION (TO BE COMPLETED BY PARENT/CARER)

See note E

<input type="checkbox"/>	<p>I wish to enrol the above-named student for lessons and/or membership and agree to pay the weekly/termly charges currently in force. I have read and agree to abide by the full terms and conditions as published on Maestros' website.</p> <p>I understand that lessons/memberships will continue term on term and year on year. I agree to advise the Stoneham Court office in writing by the date specified within those terms and conditions should I wish lessons/memberships to discontinue at the end of a term. If the required notice is not given, I agree to pay the appropriate late notice charge therein specified.</p> <p>I understand that the information provided on this form will be entered into Berkshire Maestros' database to be used in connection with this application and will conform to the Data Protection Act.</p>
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If you **do not** wish your child to be included in any photographs which may be used in publicity, please tick this box

See note F

7. Gift Aid declaration - We can claim Gift Aid on ensemble membership fees.

TO BE COMPLETED BY A/C PAYEE

See note G

<input type="checkbox"/>	<p>Yes, I would like the tax to be reclaimed on any eligible donations or membership subscriptions that I have ever made or will make to Berkshire Maestros until further notice. I confirm that I paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008</p>	For office use only Version 1.4 (24/08/2012)	
(Please tick to confirm)		Teacher	Start date
		Code	Start week
		Process date	Release date

Mr/Mrs/Miss/Ms/Other		Full name of a/c payee: (please print)			
Signature		Date	DD/MM/YY	Relationship to student	

Help completing this form

Note A

Please select the Local Authority to which you pay your Council Tax

Note B

We try to communicate by email wherever possible. It helps keep our costs down and allows us to reach people quickly and efficiently. Please provide an email address that you are happy for us to use and ensure that you keep us informed if it changes at any point.

Note C

Instruments we teach...

Brass: Baritone • Cornet • Euphonium • French Horn
Tenor Horn • Trombone • Trumpet • Tuba

Guitar: Primary age: Acoustic

Secondary age: Acoustic • Electric • Bass

Keyboard: Electric Keyboard • Piano

Percussion: Drum Kit • Orchestral Percussion

Strings: Cello • Double Bass • Viola • Violin

Woodwind: Bassoon • Clarinet • Flute • Recorder

Oboe • Saxophone

Voice: all styles

Note D

Please refer to our website for details of our fees for the current year as well as information about all the activities (bands, choirs ensembles etc) offered at each of our local music centre locations together with details of any special offers.

Alternatively, please contact us for a fee sheet and further information.

Note E

Payment is required termly in advance. Do not send any money with this application. You will be invoiced once lessons/activities are arranged.

Note F

We take photographs at all events and from time to time in rehearsal sessions. Photographs will be stored electronically and may be used in the following ways:

- Reproduced on our printed promotional material e.g., fliers, brochures
 - On our website
 - Sent to journalists for use in the local press
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Note G

If you are a UK taxpayer, you can use Gift Aid to make your donations (and eligible membership fees) go further by completing this declaration. If you Gift Aid your donation, Berkshire Maestros will continue to receive an additional 25p. You can cancel this declaration at any time by notifying us. If your circumstances change and you no longer pay enough income or capital gains tax to cover the amount we claim, please contact us.

Frequently Asked Questions

Why choose a Maestros teacher?

All of our teachers undergo a rigorous interview process, including teaching and performance demonstrations. They are all enhanced CRB police checked. Teachers are regularly monitored to maintain standards and CPD training sessions are organised on a regular basis.

Where do you teach?

Lessons take place in LA schools, Free Schools and Academies throughout Berkshire (except Slough), subject to availability of suitable accommodation and demand for tuition. Pupils are withdrawn from their normal school classes for the duration of the lesson. Limited spaces are available out of school hours (Mon-Sat) at local music centres where choirs, ensembles, bands, Mini Maestros and theory classes also meet.

Can I hire an instrument from you?

A limited number of loan instruments are available for students having lessons with Maestros or who play in a Maestros band, orchestra or ensemble. (A charge is payable; availability cannot be guaranteed; terms and conditions apply.)

How many sessions are there each term?

For 2012/13 we aim to give 11 sessions in the autumn term, 10 in the spring term and 10 in the summer term. Invoices will be based upon these estimates. The number of lessons actually delivered each term may vary however, according to circumstances. We endeavour to offer a total of 31 weekly lessons and a minimum of 28 membership sessions over the course of the academic year.

When do I have to pay?

You only pay once sessions start. If this is part-way through a term, the first invoice will be apportioned. Thereafter we will invoice you at the beginning of each term. Fees are payable upon receipt of the invoice.

Do you provide music books?

You will need to purchase books (and other accessories e.g. music stand) as required by the music teacher. A Practice Notebook is provided where you can monitor progress. Music is normally provided for children in bands, ensembles and choirs.

Do students take music exams?

We believe that music should primarily be an enjoyable activity. For this reason, we do not enter students for exams as a matter of course. However, our teachers will be pleased to prepare students for exams if requested.

What help is available if I can't afford it?

Financial assistance may be available. For information on funding, including external sources, see the 'Help with Fees' section on our website.

We live outside Berkshire. Can we still apply?

Yes. However, if a child attends a non-Berkshire school, we can only offer a lesson at one of our music centres.

What do I do if I want to cancel the contract?

To minimise disruption to teaching schedules, bands, choirs etc, withdrawals should only take place at the end of a term. Written notice must reach us by the date specified for that term in our terms and conditions. Should a withdrawal from lessons take place at any other time, an additional charge will be payable.

Please separate this sheet and keep for future reference

Terms and Conditions - Summary

What you need to know

- 31 lessons and up to 31 membership sessions (minimum 28 sessions) are offered over a three term academic year (County Groups excepted). For lessons in school, this may include a school concert when led by a Maestros teacher
- Fees are payable termly in advance. Because school terms vary in length, this means that for the **Academic Year 2012/13, in the Autumn Term 11 lessons for instrument tuition will be billed, with 10 in the Spring Term and a further 10 in the Summer Term.** Membership fees are payable each term. Non-payment of fees may lead to the withdrawal of tuition and/or memberships
- Minimum commitment and charge is until the end of term in which lessons begin. **Trial lessons are not offered.**
- Any shortfall in delivery of the contracted 31 instrumental lessons will only be credited at the end of the academic year. Credits cannot be given for memberships.
- Lessons missed by pupils due to exams, school trips, short term illness etc. are not made up or credited
- Where 5 or more consecutive instrumental lessons are missed due to sickness or injury we will credit a maximum of 5 sessions. A medical certificate may be required
- Lessons missed following emergency closure of a school or music centre due to an event outside *Maestros'* control (eg pandemic, flooding, snow) will not be made up or credited
- Lessons taken in school will usually lead to pupils being withdrawn from their normal school classes
- Group lessons last for 20 or 30 minutes depending on numbers. Group size and duration may change without notice
- *Maestros* staff are not responsible for escorting children to and from lessons
- *Maestros* only accepts responsibility for pupils during lesson time
- *Maestros* does not accept liability for loss of or damage to pupils' instruments or personal possessions
- Parents/carers agree to provide music and accessories as required, to pay any examination fees and to make arrangements for accompanists
- Membership of ensembles, bands and choirs is determined by teaching staff. An annual audition may be required for senior ensembles. Memberships continue term on term and year on year until written notice is received
- **Memberships and lessons continue term on term and year on year until written notice of withdrawal is received by Maestros Head Office.** Withdrawals should only take place at the end of a term. To avoid incurring a late notice charge of up to £40.00, notice to withdraw from lessons must be given as follows: to withdraw at the end of the autumn term, by 30 November; at the end of the spring term by 31 March; and at the end of the summer term by 31 July.
- Tuition may be withdrawn in the event of disruptive or anti-social behaviour by either the pupil or parent/carer, poor attendance or failure to practise. No credits will be given
- *Maestros* reserves the right to change terms and conditions at any time and without notice.

The full version of our terms and conditions is available on our website or may be requested by calling us on 0118 9012370

Getting in touch

Berkshire Maestros Head Office
Stoneham Court
100 Cockney Hill
Reading
Berkshire
RG30 4EZ

Email: admin@berkshiremaestros.org.uk
Tel: 0118 901 2370

www.berkshiremaestros.org.uk

Help with fees

Financial help may be available to support children from less advantaged families.

Please contact us or visit our website to find out more, (see Getting in Touch).

Supported using public funding by



**ARTS COUNCIL
ENGLAND**

Berkshire Maestros fully recognises its responsibilities for child protection. We ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with children. Full details of our policy can be viewed on our website.

Information contained in this form is personal data which will be held on a computer and is therefore subject to the Data Protection Act 1998. Any personal information will be used responsibly and in accordance with the Data Protection Act. Pupil information will be shared with the relevant Local Authority and the DfE who contribute to funding for music tuition.