

## student details

Please complete this form and hand it, with your membership fee, to the reception desk.

*please use block capitals*

Name of Student/s (please state m/f) \_\_\_\_\_ Date of birth (check year) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone no. \_\_\_\_\_

Emergency no. \_\_\_\_\_

email \_\_\_\_\_

School/College \_\_\_\_\_

*Please enter details of all SaMS groups attended below*

\_\_\_\_\_

\_\_\_\_\_

*Please enter Individual/shared lesson*

\_\_\_\_\_

**PAYMENT** *please see Gift Aid donation section overleaf*

Please see note 1. for details of payment required

Cash  Cheque   
*amount amount*

Make cheque payable to SaMS

Tick here if NO payment is required because the student is only attending individual lessons.

## parental agreement

Please read the conditions below carefully before signing.

I agree to following conditions:

1. My child/children taking part in the activities of SaMS, including concerts, during 2010/2011, and understand that the County Council will not be liable to them for any loss, injury or damage suffered other than such as may be caused by the negligence of the County Council, their employees or other SaMS tutors.

2. Photos/video of my child/children being used for SaMS publicity and archive.

*If you wish to opt out of this condition we must receive confirmation in writing.*

3. I will not photograph/video SaMS sessions or concerts.

4. My child/children are in good health, and I consider them to be capable of taking part.

*Are there any health issues we need to be aware of?*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. In the event of accident or illness, I agree to medical treatment for my child/children, which may include the use of anaesthetics.

6. I understand that ensemble groups are covered by the membership fee and that individual/shared lessons will be charged for by the tutor additionally on a termly basis.

7. I undertake to pay all fees promptly.

*A bursary scheme is available - please contact Lewis Riley.*

8. I understand that no student is allowed to enter teaching areas without a tutor's permission.

Signed \_\_\_\_\_  
*parent/guardian*

Date \_\_\_\_\_

### 1. Membership

An annual membership fee of £55 for the first child in each family, plus £20 for each additional child, is payable for the year from September to July. £40/£15 is payable for the Spring & Summer terms & £20/£10 for the summer term only.

### 2. At the beginning of each session

A register will be kept by tutor of each group / individual lesson.

### 3. At the end of each session children are free to leave SaMS.

*If you collect your child/children and are inadvertently delayed please let us know (using SaMS mobile number) and we will wait with them until you arrive.*

### 4. Group cancellations

Whilst every effort is made to contact you in the unlikely and unforeseen event of a group or lesson being cancelled, please check before leaving your child that the group/lesson is running.

5. In the event of fire . . . each music tutor will take their group to the designated meeting point. A fire drill will be held each term and at the request of the Fire Officer thereafter.

### 6. In the event of an accident

A first aid kit will be available on site. Please make sure we have an emergency contact number for your child/children. If they have an accident or become ill, we will contact you as soon as possible.

### 7. Medical Treatment

We are only able to accept children whose parents have consented to medical treatment and signed the appropriate part of this form.

### 8. Security within the teaching areas

In order to ensure a secure environment for our SaMS students, we will closely monitor the adults on site. Parents /guardians are asked to wait in the Ariel Centre Reception/Gallery area when dropping off and picking up students. Please don't enter the teaching areas without first speaking to the reception staff.

Students must not enter teaching areas without a tutor's permission.

Everyone is invited to an end of each term concert.

### 9. Security within the KEVICC site

Whilst we take responsibility for registered children in groups/ensembles and private lessons, we can not supervise them outside the teaching rooms and desk/tuckshop area.

### 10. Photography/video consent

We record concerts/workshops and ensembles for our archive and potential publicity material. No photographs/video footage must be taken during any session or concert, other than by arrangement with, and on behalf of, the SaMS administrator.

### 11. Gift Aid

If you are a UK tax payer, please fill in the declaration section on this form and help support SaMS.

# SaMS

saturday music school

receipt 2010/2011

The Ariel Centre, King Edward VI Community College  
Ashburton Road, Totnes, Devon TQ9 5JX

www.samstotnes.org.uk lewis@rileymusic.plus.com

0797 9911114

... anyone is welcome to come and  
listen or join in and see if they would  
also like to become a regular member

#### FOR OFFICE USE ONLY

Payment  cash/cheque

Year 2009/10  spring/summer term  summer term

Received on behalf of SaMS

Date

#### gift aid declaration form

Name of charity **SaMS** Registered charity number 1121759

#### details of donor

Title \_\_\_\_\_ Forenames \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

#### declaration

• I would like to Gift Aid this donation

amount £  date

#### gift aid donations notes

To qualify for Gift Aid, you must pay an amount of UK Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year. Tax year is 6 April one year to 5 April the next.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# SaMS

saturday music school

registration form 2010/2011

The procedures, listed below, are put in place to provide a well-organised and safe environment for your children as they enjoy the opportunities provided by SaMS. It is essential that you read, sign and return the registration form to us before you join any SaMS session.

- Membership
- At the beginning of each session
- At the end of each session
- Cancellations
- In the event of fire or accident
- Medical treatment
- Security within the teaching areas
- Security within the KEVICC site
- Photography/video consent
- Gift Aid declaration

sing and play JaM bands junk band  
theory classes string group

tuned percussion choir guitar group  
jazz bands brass band folk groups