

Please return completed booking form and privacy policy together with payment to:

Rhythm Circle, 204 Penns Lane, Sutton Coldfield, B76 1JT



## Booking Form

Child's First Name	
Child's Surname	
Gender	
Date of Birth	
Name or Parent / Guardian	
Address	
Contact telephone number	
e.mail address	

Please tick all the sessions which you would like to attend:

Classes	Sessions	Whole Day	Half Day	Wrap-around Childcare
<b>Mon 18 February 2019</b>	Morning 10.00 - 12.30p.m	£45	£25	8.30 - 10.00a.m / £7.50
	Afternoon 1.30 - 4.00p.m		£25	4.00 - 5.00p.m / £5.00
<b>Tues 19 February 2019</b>	Morning 10.00 - 12.30p.m	£45	£25	8.30 - 10.00a.m / £7.50
	Afternoon 1.30 - 4.00p.m		£25	4.00 - 5.00p.m / £5.00
<b>Wed 20 February 2019</b>	Morning 10.00 - 12.30p.m	£45	£25	8.30 - 10.00a.m / £7.50
	Afternoon 1.30 - 4.00p.m		£25	4.00 - 5.00p.m / £5.00
<b>Thurs 21 February 2019</b>	Morning 10.00 - 12.30p.m	£45	£25	8.30 - 10.00a.m / £7.50
	Afternoon 1.30 - 4.00p.m		£25	4.00 - 5.00p.m / £5.00
<b>Fri 22 February 2019</b>	Morning 10.00 - 12.30p.m	£45	£25	8.30 - 10.00a.m / £7.50
	Afternoon 1.30 - 4.00p.m		£25	4.00 - 5.00p.m / £5.00
<b>Total Session Fees</b>				<b>Total Wrap-around Care Fees</b>
<b>Discount (on session fees only. Only 1 applicable) – please tick</b>				<b>Total Fees Payable:</b>
Book all 5 days 8% off				
Earlybird 10% off (book and pay by 31 December 2018)				

## Additional information

Please list previous musical experiences (eg. music lessons as school, music club, formal instrumental lessons, exams taken):


Please list any medical conditions/ allergies which we need to be aware of:


## Terms and Conditions

1. Fees are due in full 2 weeks before the start of the course.
2. Places on the course are given on a first-come-first-served basis and bookings will only be confirmed upon receipt of fees.
3. No attendance is allowed without receipt of completed booking form and full payment.
4. Parents/Guardians are not permitted to stay during Rhythm Circle sessions unless by special arrangement.
5. All personal property are the responsibility of the owner. Rhythm Circle cannot be held responsible for any losses or damage that may occur to personal property. Please do not bring valuable items to any classes or wrap-around sessions.
6. If your child is to be collected by someone other than the person dropping them off, you will need to advise Rhythm Circle and Wrap-around Care staff.
7. **Wrap-around Care:** Breakfast (Toast and milk/water) is included in the morning session. Late collection after 5pm will be charged at a rate of £10 per 15 mins
8. There will be 2 short breaks and 1 lunch break. Please provide suitable food/drink for your child.
9. Cancellation policy: 4 weeks before the course – full refund, 2-4 weeks before the course – 50% refund, 0-2 weeks before the course – no refund.
10. Payment method: - by cheque to **Wai Sum Chong** (please add £3.00 to total to cover administration charges)  
- by bank transfer to Sort Code: 401107 Account No: 11601954
11. No photos/videos may be taken during Rhythm Circle sessions unless by an authorised member of Rhythm Circle staff. Photos/videos of participants and classes are routinely taken for publicity purposes and for inclusion in social media. Please tick here if you do not wish for any photographs of your child to be used in our publicity material/social media

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Privacy Policy

This privacy policy explains the use of personal information provided by clients of **Rhythm Circle**. Mrs Wai Sum Smyth is the registered data controller (Information Commissioner's Office registration number ZA365663) for all musical services provided by Rhythm Circle and its operator Wai Sum Chong

### Collection and usage of information

Clients' Personal information is obtained in the first instance via a Registration Form, and subsequently via regular communications with clients.

Rhythm Circle uses personal information provided by clients:

- for the administration, communication, and provision of contracted music services
- to promote musical services

This information may include:

- personal details
- family and lifestyle circumstances
- bank details
- education details and any special educational needs
- physical or mental health details

Care is taken to ensure that any information used is relevant, accurate and up-to-date, securely stored and used only with clients' consent

### Marketing

Rhythm Circle would like to send you information about classes/services which might be of interest to you. This will be done by text message, email or social media. If you agree to being contacted in this way, please tick the relevant boxes:

- Text message
- Social media /eg. Facebook
- Email

If you have consented to receive promotional material, you may opt out at a later date. You have a right at any time to stop receiving promotional material from Rhythm Circle. If you **do not** wish to be contacted for promotional purposes, please tick this box

### Who the information may be shared with

Where there is a need or legal obligation to do so, clients' personal information may be shared with:

- staff and teachers of Rhythm Circle classes
- banks
- government organisations eg.HMRC
- other relevant educational organisations eg. pupils' schools, examining bodies eg. the Associated Boards of the Royal Schools of Music

### Your rights

Usage of information provided by clients of Rhythm Circle is compliant with all aspects of the Data Protection Act (DPA). Clients may request :

- to view their personal information held by Rhythm Circle
- to have their information corrected or deleted
- to withdraw consent given for usage of their information

More information about your rights can be found on the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk).

This privacy policy is regularly reviewed and you will be notified about any changes. Date of last review: 23 May 2018.

### Contact details

Phone number: 07890973173  
email: [rhythmcircle@yahoo.co.uk](mailto:rhythmcircle@yahoo.co.uk)  
Address: Rhythm Circle, 204 Penns Lane, Sutton Coldfield, Birmingham B76 1JT

### Your declaration

I give consent for Rhythm Circle to collect, hold and use personal information to administer the provision of music services for my child.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_