# JTPTrust Class Registration Form

**\*\* PLEASE PRINT CLEARLY IN CAPITAL LETTERS \*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Child's name** |  | | |
| **Address 1** |  | | |
| **Address 2** |  | | |
| **Post Code** |  | | |
| **Child’s age and Date of Birth** |  |  | |
| **Present School & School Year** |  | |  |
| **Home telephone number** |  | | |
| **Parent/Carer/Guardian 1 Name** |  | | |
| **Parent/Carer/Guardian 1 mobile/Emergency contact No** |  | | |
| **Parent/Carer/Guardian 1 e-mail address** |  | | |
| **Who will collect your child?** |  | | |
| **Does your child suffer from any allergies/illnesses/dyslexia?** | Continue below\* if necessary | | |
| **How did you hear about us?** |  | | |
| **Do you qualify for funding under our remissions policy**  Please see our remissions policy <https://jtptrust.org/contact-policies/> |  | | |

**OPTIONAL DETAILS OF SECOND PARENT/CARER/GUARDIAN**

|  |  |
| --- | --- |
| **Parent/Carer/Guardian 2 Name** |  |
| **Address 1** |  |
| **Address 2** |  |
| **Post Code** |  |
| **Home telephone number** |  |
| **Parent/Carer/Guardian 2 mobile/Emergency contact No** |  |
| **Parent’s e-mail address** |  |

|  |
| --- |
| **\*Anything else you think we should be aware of concerning your child?** |
|  |

**Conditions**

***Fees*** *are due at the start of each term and are non-refundable for missed or if cancelled midway through term. Students**are required to wear black plimsolls or jazz shoes to all classes and concerts.*

**1/ PRIVACY STATEMENT CONSENT**

* The JTPTrust takes your privacy seriously and will only use your basic personal information for necessary administration purposes. We ask you to complete a form on Registration. The information you give us is controlled by the JTPTrust and processed by the Registrar.
* From time to time we would like to contact you by email to provide you with information in connection with lessons, concerts and rehearsals, examinations and festivals and other vocal events. Sometimes we may also need to contact you by text or telephone
* On occasion we may need to pass your details on to recognised examination boards and Music Festivals as part of entry process for competitions and exams.
* We would sometimes like to print your name in concert programmes
* If you are 16 and under we are occasionally required to pass your details to the local Borough Council in order for you to take part in concerts and events.
* If you cease to be a student of the JTPTrust we will normally keep you details for 7 years for contact purposes. Exceptionally, emails of singers who have taken part in major JTPT projects will be kept in case we need to make contact with you in connection with such projects.
* You may at any time request to see the information the JTPTrust you have entrusted to us, also to request that it be erased or corrected. If you wish to raise a complaint on how we have handled your information, please contact the JTPTrust Director.

**I understand and consent to the requests in the above JTPTrust Privacy Statement**

|  |  |
| --- | --- |
| **Parent/Carer/Guardian name (please print)** |  |
| **Signature** | **Date** |

**2/ Photographic consent**

**This statement reflects the JTPTrust Safeguarding Policy Appendix 11: Photography and sharing images guidance**

‘Occasionally the JTPTrust would like to take photographs and videos of our classes and concerts for publicity purposes. These will be used to demonstrate the work and successes of the Trust in printed publications, on our website, and/or on social media. Photographs/videos are normally taken in groups. If photographs are to take place either in class or online, we will inform you in advance. We will not include personal details of any child without consulting you. Photographs can be viewed on the JTPTrust website and copies and videos are stored by the JTPTrust Director. Publicity material normally falls out of use after two years. Before taking any photographs or videos of your child we need your consent’.

**I grant permission for images of my child to be used as indicated above.**

|  |  |
| --- | --- |
| **Parent/Carer/Guardian name (please print)** |  |
| **Signature** | **Date** |

**The JTPTrust is a registered charity. I understand that I become a Friend of the JTPTrust for as long as my child attends classes.**

**I have read and accept the above conditions**

|  |  |
| --- | --- |
| **Parent/Carer/Guardian name(please print)** |  |
| **Signature** | **Date** |