

Thank you for your interest in arranging a consultation lesson at Royal Birmingham Conservatoire (RBC).

To help us organise your lesson, please complete the Consultation Lesson Request Form below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONSULTATION LESSON REQUEST FORM** | | | | | |
| **PERSONAL DETAILS OF STUDENT** | | | | | |
| Full name | |  | | | |
| Date of birth | |  | | | |
| Home address | |  | | | |
| Contact phone number | |  | | | |
| Email address | |  | | | |
|  | | | | | |
| **EMERGENCY CONTACT DETAILS** | | | | | |
| **Emergency Contact 1** | | **Emergency Contact 2** | | | |
| Full name |  | Full name | |  | |
| Relationship to student |  | Relationship to student | |  | |
| Emergency contact number |  | Emergency contact number | |  | |
|  | | | | | |
| **LESSON DETAILS** | | | | | |
| Have you applied for an RBC course? | | Yes |  | No |  |
| If yes, please provide the name of the course that you have applied for | |  | | | |
| Name of instrument/voice specialism | |  | | | |
| Current grade/standard | |  | | | |
| RBC offers in-person and online consultation lessons.  Please select your preferred lesson type by ticking the relevant box. | | In-person |  | Online |  |
| Please provide the name(s) of your preferred tutor(s).  *The cost of a one-hour lesson is £60.* | |  | | | |
| Please provide your availability for the consultation lesson(s): | | | | | |

If you are under 18 years of age, we would be grateful if your parent/legal guardian can complete the safeguarding and declaration (Declaration 1) sections on the following page as this forms part of our safeguarding protocol.

If you are 18 or over, you do not need to complete the safeguarding section and can continue to the declaration (Declaration 2).

|  |  |
| --- | --- |
| **SAFEGUARDING - To be completed by the parent/legal guardian where the student is under 18** | |
| The RBC administrative team will liaise with the parent/legal guardian when arranging a consultation lesson for a student under the age of 18.  Please provide an email address that you would be happy for us to use to arrange the lesson. We will also require details of the student’s school/college for safeguarding purposes. | |
| Parent/legal guardian’s preferred forename and email address |  |
| Name of student’s school/college |  |
| Contact number of school/college |  |
| **Where the student is under 18, a responsible adult (i.e. parent, legal guardian, music teacher from school/college) must be present in the room during the lesson – *this applies to both in-person and online lessons.***  **We would be most grateful if you can provide the name of the responsible adult who will be in attendance.** |  |

|  |
| --- |
| **DECLARATIONS** |
| **DECLARATION 1 - To be completed by the parent/legal guardian if the student is under 18**  I, *(full name of parent/legal guardian)*, hereby consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­ *(full name of student),* engaging in a consultation lesson with a tutor from Royal Birmingham Conservatoire.  Where the lesson will be taking place online, I will ensure the student remains in an appropriate room within the house. I understand that the lesson cannot take place in a room that is primarily used as a bedroom.  I understand that it is the right of the RBC tutor to end the lesson at any point if they feel the safety or safeguarding of either themselves or the student is at risk, and that the matter will be escalated to an RBC Designated Safeguarding Lead who will follow up any concerns.  **Signature of parent/legal guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **DECLARATION 2 - To be completed by the student if aged 18 or over**  I, *(full name of student)*, hereby consent toengaging in a consultation lesson with a tutor from Royal Birmingham Conservatoire.  Where the lesson will be taking place online, I will remain in an appropriate room within the house. I understand that the lesson cannot take place in a room that is primarily used as a bedroom.  I understand that it is the right of the RBC tutor to end the lesson at any point if they feel my or their safety or safeguarding is at risk, and that the matter will be escalated to an RBC Designated Safeguarding Lead who will follow up any concerns.  **Signature of student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please return the completed form by email to [ADM.Ops@bcu.ac.uk](mailto:ADM.Ops@bcu.ac.uk).

**What happens next?**

Once your form has been received, the Faculty Operations Assistants team will liaise with the parent/legal guardian/student and the tutor(s) to arrange a suitable date and time for the lesson(s).

Once a date and time has been arranged, you will be sent a link to the BCU Online Store to make your payment for the lesson(s). *Please note, payments can only be taken online.*

Your consultation lesson will become a confirmed booking once we have received payment. *Please note, your email address will be shared with the tutor(s) in the event they need to contact you.*

We look forward to hearing from you.

**DATA PROTECTION**

Please be aware that all information you provide will only be used for the purposes of organising the requested consultation lesson(s) and is retained in accordance with the Birmingham City University data protection policy.