

Thank you for your interest in arranging an online consultation lesson with us.

In order to help us to organise your lesson, please can you complete the following consultation lesson request form.

|  |
| --- |
| **CONSULTATION LESSON REQUEST FORM** |
| Full name |  |
| Date of birth |  |
| Home address |  |
| Contact phone number |  |
| Email address |  |
| Have you applied for a 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 |  |
| Please provide the name(s) of your preferred tutor(s) - *please be aware that if you are arranging a consultation lesson with more than one tutor, the cost of a one hour lesson is £60 per lesson per tutor* |  |
| Please provide your availability for the consultation lesson below: |

As you are under 18 years of age, we would be grateful if your parent/legal guardian can complete the consent form on the following page, which forms part of our safeguarding procedures.

|  |
| --- |
| **CONSULTATION LESSON PERMISSION FORM****(To be completed by the parent/legal guardian where the requester of the consultation lesson is under 18)** |
| Child’s full name |  |
| Date of birth |  |
| Date of consultation lesson | *To be completed by the RBC Admin Office* |
| Location of lesson | **Online** |
| Room child will be in during the lesson |  |

**Emergency contact details**

|  |  |
| --- | --- |
| **Parent/Carer 1** | **Parent/Carer 2** |
| Name |  | Name |  |
| Relationship to child |  | Relationship to child |  |
| Emergency contact number |  | Emergency contact number |  |
| *For safeguarding purposes, we will be copying you into all correspondence involved in arranging your child’s consultation lesson. Please can you provide an email that you would be happy for us to use:* |
| Parent/carer email address |  |
| Name of child’s school/college |  |
| Contact number of school/college |  |

I, *(name of parent/legal guardian)*, herby consent to *(name of child)* engaging in an online consultation lesson with a tutor from Royal Birmingham Conservatoire on the above date. I will ensure that a responsible adult or myself will be in the room at the start of the lesson and will remain in the house throughout the lesson. The child will remain in an appropriate room within the house – a room that is not 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 that the safety or safeguarding of either themselves or the child is at risk. In the event that this happens, the matter will be escalated to a RBC Designated Safeguarding Lead who will follow up any concerns.

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

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

Please return both forms by email to conservatoire@bcu.ac.uk.

Once you have completed and returned both forms, the RBC administrative team will forward your email address and the selected email address of your parent/legal guardian to the tutor, who will then contact you directly to arrange a suitable date and time for the lesson based on your availability.

Once a suitable date and time has been arranged, you will then be sent a link to the BCU Online Store to make your payment for the lesson (please note that payments can only be taken online). Please be aware that the cost of a one hour consultation lesson is £60 per lesson per tutor.

Your consultation lesson will become a confirmed booking once we have received both forms and payment.

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

We look forward to hearing from you.