

JMS Ensemble Information

In order to ensure the safeguarding of students attending JMS Ensemble rehearsals we wish to ensure we have up to date records of students in our care. Please read the below carefully then sign and return the attached registration form and return to JMS, Old Mont Cantel House, La Pouquelaye, St Helier, JE2 3ZQ ensuring arrival prior to your child's attendance at a JMS Ensemble rehearsal.

The information you provide will be processed for educational purposes, to ensure confidentiality and privacy, all processing will be carried out under the requirements of the current Jersey Data Protection legislation.

In order to help safeguard children in our care during ensemble rehearsals we would like to remind you that parents are required to drop off and collect children from the JMS Rehearsal Rooms unless you have informed us otherwise.

If we have not received consent for your child to leave the JMS Rehearsal Rooms alone, they will need to be collected directly from their ensemble in the relevant room. Should a student be required to leave a rehearsal early please bring along a signed note with any details which should be handed in to the conductor before the rehearsal commences or email JMS@music.sch.je 24 hours beforehand. Staff will be at the rehearsals 15 minutes before the start of the session.

It is the responsibility of the parent/guardian to inform JMS of any changes in pick up arrangements at least 24 hours in advance and to specify as to whether this is a permanent change or a specific arrangement for that day.

We kindly remind you to park in the carpark when dropping off students at Fort Regent and not stop on the hill as this prevents emergency vehicle access to the building.

Some JMS Ensemble rehearsals include a short break and students will be allowed to use the toilet in small groups, as Fort Regent is a public building and toilets are not policed, students should be encouraged to report any concerns to a member of JMS staff. As a public building we would be grateful if you could please ensure students keep their belongings with them as JMS cannot accept responsibility for loss or damage to their valuables.

Should you have any questions please feel free to contact your child's ensemble leader or the main office by email JMS@music.sch.je or telephone 832230 during school hours.

JMS Ensemble Rehearsal Etiquette

Whether you have been in a JMS Ensemble for a while or this will be your first term, you'll soon notice that there are some unwritten "rules" relating to your involvement during rehearsals.

If you're wondering what to do and how to act in rehearsal, here are a few tips to keep you in the know:

- Arrive early— 10 minutes before the rehearsal starts
- Come prepared, if you have been given music to take home, come to the rehearsal having practised your music
- Before you head to a rehearsal, double check that you have your music (if applicable), instrument, reeds, mouthpiece, stand and any necessary accessories
- Bring a pencil
- Be courteous to your fellow musicians. Position yourself so both you and your stand partner have enough arm and leg room and can see the music comfortably. Don't be afraid to ask the people around or behind you if they can see the conductor or if you can move a little to give them more space
- Don't chat. If you need to communicate something to your stand partner, do so inconspicuously and quietly - save personal conversations for break time!
- At the same time, don't be afraid to ask questions. Approach your section leader during a break, or raise your hand with [appropriate] questions for the conductor
- If at all possible, don't miss any rehearsals leading up to a concert
- Treat your music with kindness. Most sheet music is rented or borrowed from a library. Only write markings lightly in pencil and try not to bend pages or tear them. Keep the music in a protective folder to keep it from getting crinkled in transit
- Stop when the conductor stops. If you keep playing, it's a sign that you're not paying attention. Also, don't tootle or practise whilst the conductor is talking - personal practice and group rehearsals are two separate activities
- Don't eat during rehearsal - bottles of water with lids are okay
- Lastly, **ENJOY THE MUSIC** – if you have any suggestions of pieces to play or anything else to do with your rehearsals, let your conductor know before or after rehearsal

Registration Form

(Please amend the below as necessary)

Student First Name:		Student Surname:	
Gender:		Date of Birth:	
Ensemble:			

School:		Current Year Group:	
School from September (if known & different from above):			

<p style="text-align: center;"><u>Medical Information</u></p> <p>Please give details of any condition requiring medical treatment, including any medication.</p> <p>Conditions including asthma, bronchitis, heart condition, fits, fainting, diabetes, severe or prolonged headaches, allergies to foods/ medication/plasters.</p> <p>If none, please write NONE in the space provided</p>	
I give consent for JMS staff to administer paracetamol as required	YES/NO (please indicate)
Please advise of any special educational needs:	

Mr/Mrs/Miss/Ms/Other:		First Name(s):		Surname:	
Address	Line 1:				
	Line 2:				
	Line 3:				
	Parish:				
Post Code:				Jersey	
Home Telephone No.					
Business Telephone No.					
Mobile Telephone No.					
Email Address:					
Name of Emergency Contact & Relationship to Child:			Emergency Telephone No. (This is the first number we will phone in an emergency)		
Instrument Played:					
Standard:					
Name of Instrumental Tutor:					

Parental Consent

I consent to my child leaving the rehearsal room unaccompanied and acknowledge there will be no further supervision by JMS staff.

YES/NO (please indicate)

If NO then you will be required to collect your child from their rehearsal room promptly.

By signing here I accept the terms and conditions referring to medical information, fair processing and the use of images as stated below. I acknowledge from time to time these may change. I will inform Jersey Music Service of any changes to the above information or personal circumstances as soon as possible.

Signed: _____ Date: _____

Please note we are unable to process your registration form unless the above is signed and dated.

Completion

Thank you for completing this registration form, please return to JMS, Old Mont Cantel House, La Pouquelaye, St Helier, JE2 3ZQ ensuring arrival prior to your child's attendance at a JMS Ensemble rehearsal.

Data Protection Law (Jersey) 2005

The information provided by you on this registration form is required by Jersey Music Service for the purpose of delivering its music provision. Jersey Music Service will share necessary information with the States of Jersey Treasury in order for payments to be processed. If you are receiving Income Support, Jersey Music Service will share necessary information with the Social Security Department. The JMS Fair Processing Policy is available from Jersey Music Service.

Medical Information

Parents are required to provide any relevant medical information and to advise Jersey Music Service of any significant changes. Jersey Music Service staff are not authorised to give or supervise students taking prescribed medication.

Fair Processing Notice - DATA PROTECTION LAW (JERSEY) 2005

The information provided by you on the registration form is required by Jersey Music Service for the purpose of delivering its music provision. The *JMS Fair Processing Policy* is available from Jersey Music Service.

Use of Images of Children and Young People

Occasionally photographs may be taken of children and young people registered with Jersey Music Service. These images may be used in the prospectus or in other printed Education, Sport and Culture publications, as well as on the Jersey Music Service website. Video recordings of lessons or concerts for the website or as publicity for Jersey Music Service may also be made. Please note that websites can be viewed throughout the world and not just in the European Economic Area where strict data protection legislation applies.

Jersey Music Service may be visited by the media who will take photographs or film footage of events. Children and young people will often appear in these images which may be shown in local or national newspapers or on televised news programmes. In attending Jersey Music Service Ensembles, the parent/guardian consents to the above. Should you have any concern, contact Jersey Music Service directly.