Beckenham Junior Choir
Director: James Carpenter
65 Clock House Rd
Beckenham Kent BR3 4JU
Ph: 07584336446
info@beckenhamjuniorchoir.co.uk
beckenhamjuniorchoir.co.uk

Child's name:	**Date of Birth:**
Child's school:	**Instruments played:**
Address:	
Parent/carer's Name	**Relationship to child**
Email:	**Phone:**
Parent/carer's Name	**Relationship to child**
Email:	**Phone:**
How did you hear about us?	

If your child has any special educational needs, allergies, medical or social/behavioural issues, please list them here so that we can be aware, provide extra help, and/or keep them safe.

Fees of £35 (£50 for 2 siblings, £60 for 3 siblings) are payable at the beginning of each term to:
Beckenham Junior Choir - Sort code: 60-23-22 - Account: 79161480

☐ Beckenham Junior Choir **can claim GiftAid** on fees on my behalf.
(Gift Aid is a government scheme that allows us, as a charity, to reclaim the basic rate tax you pay as a UK taxpayer. We can claim 25p of tax for every £1 you donate at no extra cost to you.)

☐ **I give permission** for my child to be photographed at Choir events for publicity purposes. Pictures may be used on the Beckenham Junior Choir website and social media.

☐ **I have read** the 'Beckenham Junior Choir/ Beckenham Youth Voices (BJC/BYV) **General Data Protection Regulation (GDPR) Compliance**' and agree to the choir holding my data and contacting me about choir matters. I can request to see data BJC holds about me/my child and can ask that data be removed from the Choir's records by emailing info@beckenhamjuniorchoir.co.uk.

Signed: **Date:**

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Welcome to Beckenham Junior Choir and Beckenham Youth Voices

Our musical director is John Webber who leads the practice, and the young people are supervised by at least one parent volunteer (we ask you stay once a term if possible). The choir sings a wide variety of songs and performs locally, usually once per term. Concerts generally take place in the early evening with an extra rehearsal on the day of the concert. We meet every Wednesday during term time in the Parlour behind Beckenham Baptist Church on Elm Road at 6pm (primary aged) and 7.15 (secondary age).

Fees

Fees are £35 per term or £50 for 2 members from the same family/household, £60 for 3 members.

Our bank details are: **Beckenham Junior Choir - SORT: 60-23-22 - ACC: 79161480**

The choir is a not-for-profit community group, and the fees cover our overheads (venue hire, purchase of music, etc.). We do offer bursaries for families in financial difficulties. Please contact me or John in confidence if you would like to discuss this.

Uniform

For concerts, the singers wear all black (including shoes) with a logo choir t-shirt available to purchase at Stitch to Stitch in Penge -Ph. 02087765887

Parent volunteers

The choir is run by volunteers and your help is greatly appreciated. The choirs are run on a volunteer basis and John Webber gives his time freely so that the choir remains accessible and affordable. If you would like to be involved in some way with the running of the choir, no matter how small, we welcome any help.

We ask that all parents stay and help during rehearsals at least once every term. This allows John to concentrate on the singing whilst parents can open the door to latecomers, help with handing out word-sheets, help younger children find the right page, or simply encourage them.

Some other tasks include (but not limited to):

- Join the committee that meets a few times a year on Zoom.
- Join the sound team and learn how to use the sound equipment when we have concerts.
- If you play an instrument and would like to help with accompaniment or singing BYV.
- If you have first aid skills or DBS.
- If you have IT skills to help with the maintenance of the website.
- Help with publicity.
- Prepare and serve refreshments at concerts

Please let us know on the back of the enrolment form or let John know if you can help in any way.

Beckenham Junior Choir General Data Protection Regulation (GDPR) Compliance

Membership Details Held

BJC/BYV maintains the following information on Choir members:

- The Choir member's name
- The names of their parents or carers
- Gift Aid declarations by parents or carers
- Postal address
- Mobile and landline phone numbers for parents and carers
- Email addresses of parents and carers
- Details of choir member medical needs (eg, allergies)
- School attended
- Musical instruments played

Details maintained on Friends of BJC/BYV and other individual donors:

- Names and addresses and Gift Aid declarations

Purpose

Data is used for notifying members, parents and carers of rehearsal details, Choirs performances, subscriptions due and the dates and venue for the annual general meeting and other meetings or events. Anonymised school details are maintained for statistical purposes and to assist when targeting schools to promote Choir membership. Medical needs of the choir member are supplied by parents as necessary, and are shared only with secretary and musical director.

Storage and access

The database is maintained by the Director of Music and is shared with the BJC/BYV

- Chair
- Treasurer/Bookkeeper
- Secretary

All records are maintained on password-protected devices or storage systems

Extracts may be made available to:

- parents or carers preparing for Choir performances or undertaking administrative tasks
- professional musicians and tutors working with the Choirs on specific performances and voice training
- HMRC for gift aid purposes
- External auditors or scrutineers

Photos and videos taken at Performances

Photos and videos may be taken at Choir Performances to provide a record of the event and occasionally for promotional material. Such photos or videos may allow individual audience members to be identified. Audiences will be made aware that official photos or videos may be taken at an event and individuals will be invited to request that the Choirs refrain from using any photo or relevant footage containing their image for public distribution, including their use for publications and social media.