In order to comply with Charity Commission Regulations and Community Music Whickham and Swalwell (CMWS) Safeguarding Policies, it is important that we have accurate up to date information for all children and adults participating in the charities activities. The information is necessary to ensure the well-being and safety of everyone concerned.

The information is provided by the full completion of the Registration and Consent Form issued by CMWS to all prospective members.

The Registration and Consent Form and the fees for your chosen group(s) are available on request or via the CMWS website

[www.communitymusicws.com](http://www.communitymusicws.com)

Once the completed form is received by the Charity, an invoice will be sent to you with details of how to pay. This can be done directly into our bank account using the name of the student/s as a reference.

Alternatively you may pay by cheque and post to The Treasurer. Please remember to write your name on the back of the cheque.

Without the completed form and payment of fees, it is not permissible for anyone to continue to take part in CMWS activities, including tuition facilitated by the Charity.

Should you require any further information please speak to Charity Trustee or contact CMWS via the email address makemusic@communitymusicws.com.

Brian Stoneman

CMWS Policy Adviser

