



East Sussex Music Service



Registration pack

2009-2010



East Sussex Music Service

Learning to play a musical instrument

Information for parents: *Getting started*

General

Instrumental and vocal teaching usually takes place in schools during normal school hours. Tuition is funded by the Department for Children, Schools and Families and by parental contributions. Fees are set annually by elected members of East Sussex County Council.

Pupils are normally taught in groups of up to four. Recent research by Ofsted and other bodies has revealed that this is the most effective way of learning an instrument, particularly in the early stages.

How to get lessons for your child

Either:

- Complete the registration form (attached) and send it to us by post.
- Attend one of our parents' meetings in school (*see below*).
- For further information visit our website eastsussex.gov.uk/music

We will do our best to provide lessons as soon as possible after receiving your registration. This will normally be at the beginning of the following term.

If only one or two pupils from a school wish to learn a particular instrument it can be difficult for us to provide tuition. In this case your child will be put on a waiting list or asked to join an after-school class at a central venue.

If demand is too great for a teacher to accept all pupils to start at any one time, then pupils will be accepted on a first-come-first-served basis, following receipt of the registration form at the ESMS office.

The instrumental/vocal teacher will contact parents with lesson details as soon as they are available.

Recruitment concerts and parents' meetings

From time-to-time teachers from the Music Service give concerts in schools to raise awareness of the opportunities available to pupils. These are followed by a parents' meeting where teachers explain the system of tuition in detail and describe the commitment needed by parents and pupils. They also offer advice on how to obtain an instrument and answer any questions which parents may have. This is one of the best ways of getting to know what we have to offer and registering your child for tuition.

Lessons

Lessons are 30 minutes long and the Music Service offers 30 lessons per academic year. As the school year is 38 weeks long there may be weeks when lessons do not take place as teachers will be involved in concerts or undergoing training.



Introductory course

All pupils will be given an introductory course of ten lessons, attracting the usual fee, with assistance being available as appropriate (*see attached schedule of fees*). At the end of the introductory course a written report will be made by the teacher.

Instruments

Please do not buy or hire an instrument until you have received a communication from your child's teacher.

Purchasing or hiring the most suitable instrument is not always straightforward and your child's teacher will have informed views about the size, price and reliability of instruments. We are often able to hire instruments to pupils, depending upon availability, and we are also able to offer an Assisted Instrument Purchase Scheme whereby pupils receiving tuition with the Music Service may be able to buy new instruments at 0% VAT.

(Please Note: we do not hire guitars, keyboards or drum kits)





Terms and conditions

Fees

Fees are payable three times per year. Please refer to our current Schedule of Fees. Lessons are terminated if invoices are not paid within the stated period.

Registration Fee

Registration Fees are required for all pupils not currently registered with ESMS. If your child is currently registered under other ESMS teaching schemes then a further Registration Fee is not required. The Registration Fee is non-refundable.

Assisted Tuition Scheme (ATS)

The County Council has agreed the level of assistance awarded to families in receipt of certain benefits (*see attached schedule of fees*). Assisted places are reviewed annually. Parents should notify this office immediately if their entitlement to benefit changes. Assistance for other reasons can be considered individually on receipt of written applications.

Assistance is available for one instrument only per child.

Credits and refunds

Please note that there are 38 weeks in the school year within which we offer 30 lessons. Credits and Refunds are normally considered at the end of the school year when it is clear how many lessons have been offered. If, for example, a teacher has been ill for three weeks during Term 1 and it has been impossible to arrange cover, there will still be the opportunity to make up the missed lessons during the remainder of the year and invoices will be sent as normal. If, at the end of the year (ie in July at the end of Term 6) it is clear that one or more of the three lessons have not been made up then do please contact the ESMS in writing towards the end of the Summer Term.

If a pupil suffers a long-term illness (i.e. four or more consecutive lessons missed) please advise the Music Service office. Either a credit (for a continuing pupil) or a refund will then be available. If a pupil opts to engage in another activity or is absent for no reason when there is a scheduled instrumental/vocal lesson, then this counts as a 'lesson offered' and no refund is available.

Withdrawals from courses of lessons

Notice to withdraw from lessons without penalty must be received at the ESMS office by the following dates:

- 1st December (for withdrawal at the end of Term 2)
- 1st March (for withdrawal at the end of Term 4)
- 1st July (for withdrawal at the end of Term 6)

Verbal notification by pupils is not accepted. If notification is received after these dates then an administration fee of £10 will be payable in lieu of notice. Full fees (10 weeks) are payable once lessons have commenced in the introductory course or thereafter.



Temporary Withdrawal from Lessons

Lessons are offered during examination periods and pupils are expected to attend even if they are on study leave. Most pupils find that having something creative to complement their studies, in addition to revision, is not only possible but also beneficial. Continuing lessons cannot be guaranteed if pupils are withdrawn from the Instrumental/Vocal Tuition Scheme for a temporary period. However, parents may wish to pay for the lessons during the examination period in order to keep the tuition open for the following year.

Continuing Tuition at Sixth Form College

Funding for Sixth Form students is no longer under Local Authority control. If your child is in Year 11 and you wish to ensure that they continue with an ESMS teacher then please contact this office before 1 June so that appropriate arrangements can be made for the following September.

Curriculum

Instrumental/vocal teachers are expected to follow the guidance set out in ESMS's current curriculum documents and Schemes of Work.

Reports

Instrumental/vocal teachers provide a short written report at the end of the introductory course and a comprehensive annual report in June.

Terms and Conditions

Parents and pupils are subject to all terms and conditions laid down by ESMS, which are contained within this Registration Pack. ESMS reserves the right to vary these Terms and Conditions without prior notification.

Queries

Registrations, withdrawals and queries relating to the Instrumental/Vocal Tuition Main Award Scheme should be made to:

**East Sussex Music Service,
Performing Arts Centre, Mountfield Road
Lewes, East Sussex, BN7 2XH**

Tel: 01273 402555 9am-4.30pm Monday to Friday, term time only

Please note that administrative staff are only available during term time and the office is closed during school holidays.

Please retain these documents for your future reference.





Schedule of Fees

April 2009-March 2010

Tuition and hire fees are invoiced three times a year in September, January and April

Group lessons

Standard Fee	£86
Families with a total gross family income of £20,000 or less <i>(A copy of your current Tax Credit Award clearly showing your gross family income is required with the registration form.)</i>	£43
Families in receipt of Income Support <i>(A copy of your benefit award letter is required with the registration form.)</i>	£12.90
Families in receipt of Income-Based Job Seekers Allowance <i>(A copy of your benefit award letter is required with the registration form.)</i>	£12.90

Fees are subject to an increase annually in April

Financial assistance with the fees is only available for one instrument (lessons and hire charge) per child. If an additional instrument is taken up, then the full fees will be due on those extra lessons and hire, if applicable.

Instrumental Hire Fees

Violin, Viola

Standard Fee	£18
Families with a total gross family income of £20,000 or less	£9
Families in receipt of Income Support or Income-Based JSA	£2.70

Cornet, Trumpet, Trombone

Standard Fee	£22
Families with a total gross family income of £20,000 or less	£11
Families in receipt of Income Support or Income-Based JSA	£3.30

Cello, Flute, Oboe, Clarinet, Saxophone

Standard Fee	£28
Families with a total gross family income of £20,000 or less	£14
Families in receipt of Income Support or Income-Based JSA	£4.20

Bassoon, Double Bass, French Horn, Tenor Horn, Baritone, Euphonium, Tuba

Standard Fee	£10
Families with a total gross family income of £20,000 or less	£5
Families in receipt of Income Support or Income-Based JSA	£1.50

Only limited stocks of instruments are available to hire to pupils receiving tuition through ESMS and are allocated on a first-come-first-served basis.



Registration Form for Group Instrumental/Vocal Lessons

Please complete in BLOCK CAPITALS and return by _____

To: East Sussex Music Service, Performing Arts Centre
Mountfield Road, Lewes BN7 2XH

Instrumental Teacher _____

Instrument _____ School _____

STUDENT (please use BLOCK CAPITALS)

1. Surname _____
2. Forename _____ M F
3. Date of Birth (dd/mm/yy) _____ 4. Current Year Group _____
5. Special Educational Needs/Medical Condition No Yes (*please give details on separate sheet*)
6. If the student is NOT a beginner, for how long have they been learning? _____ Years _____ Months

PARENT/CARER (Please use BLOCK CAPITALS)

7. Surname (Mr/Mrs/Ms/Miss/Dr/Rev) _____
8. Initials _____ 9. Forename _____
10. Address _____
- _____ 11. Postcode _____
12. Tel Nos: Home _____ 13. Work _____ 14. Mobile _____
15. Email address _____

16. OBTAINING AN INSTRUMENT (*please tick*) Hire Agreement No.

- I will buy my own instrument
- I will buy an instrument through the ESMS Assisted Purchase Scheme
- I will require the hire of an ESMS instrument if available
(*please note we do not hire guitars, keyboards or drum kits*)

Please do not buy or hire an instrument until you have received a communication from your child's teacher.

17. PAYMENT and AGREEMENT (*please tick*)

- I attach proof of benefit if applicable (see Schedule of Fees)
Please note you will be charged the standard fee if benefit details are not enclosed
- I enclose my remittance for the £5 Registration Fee

Cheque/postal order no. _____ Amount £5 (payable to East Sussex County Council)

- a) I agree to the conditions described in the registration pack
- b) I wish my son/daughter to have group lessons with the East Sussex Music Service
- c) I agree to pay the fee in advance on receipt of an invoice in accordance with the annually revised ESMS charges

Signed _____ Dated _____

Sponsor No.

Data Input:

