



East Sussex Music Service

Area Music Centres 2012-2013



Application form

East Sussex Music Service Area Music Centres

Application for Membership of Area Music Centres

Please complete in BLOCK CAPITALS and return to **ESMS, Performing Arts Centre, Mountfield Road, Lewes, BN7 2XH**

1. Pupil's first name M F 2. Surname _____

3. Date of birth (dd/mm/yy) _____ 4. School _____

5. Name of Parent/Carer _____ (Mr/Mrs/Ms etc)

6. Address _____

7. Postcode _____

8. Telephone: _____

Home: _____ Work: _____

Email: _____ Mobile: _____

9. Does your child have a medical condition or special educational needs? Please give details on a separate sheet.

Musical Experience:

10. Instruments played For how long? Approx. standard Name of teacher

a. _____

b. _____

11. Additional information: (Musical memberships, choral, orchestral, ensemble experience, theory/practical exam results etc)

12. Music Centre application for: Crowborough Eastbourne Lewes Hastings and Rother
(Please indicate by ✓)

Instrumental/Ensemble tuition (state group and/or instrument) _____

Choirs (state whether Junior or Youth) _____

Young Music Makers

For Teacher's use only

Lesson time _____

Lesson start date _____

Teacher's name _____

Please delete any classes that are not required

AREA MUSIC CENTRE MEMBERSHIP FEES (April 2012-March 2013)

Standard Membership Fee	Families in receipt of Income Support, Income Based Job Seekers Allowance and Employment & Support Allowance, and Guarantee Credit Element of Pension Credit	Families with a total gross income up to and including £20,000	Requests for further assistance
Termly* Fee £62 Choir only £34	Termly* Fee £9.30 Choir only £5.10 Copy of benefit award note required	Termly* Fee £31 Choir only £17 Copy of Tax Credit Award required showing total family gross income	Please give details in a covering letter and enclose a copy of your Tax Credit Award
plus	plus	plus	plus
Registration Fee £5 (only payable if your child is new to the ESMS)	Registration Fee £5 (only payable if your child is new to the ESMS)	Registration Fee £5 (only payable if your child is new to the ESMS)	Registration Fee £5 (only payable if your child is new to the ESMS)

Do not fill in section 13 if you are a current Area Music Centre member.

13. I enclose my remittance for the first term's* membership fee and registration fee (if your child is new to the ESMS) – see table above
Cheque/postal order no: _____ Amount: £ _____ (payable to ESCC)

14. On behalf of the pupil named above, I apply for membership of the Area Music Centre and agree to the terms and conditions described in the *Code of Practice for Parents and Carers*.

Signature of Parent/Carer _____ Date _____
(or applicant if 18 years or older)

I recommend that the above pupil be considered for membership of the Area Music Centre.
Signature of Instrumental Teacher _____ Date _____
(not required for Choirs)

* For the purposes of ESMS invoicing the word "termly" refers to the periods:
September-December (Autumn Term); January-March (Spring Term); April-July (Summer Term)

From time to time, the Music Service will wish to take photographs and/or video during rehearsals, concerts and events. These may be used in publicity material including brochures, programmes and on the website. If you would prefer us not to take images of your child, please tick the box.

East Sussex Music Service Area Music Centres

Code of Practice for Parents and Carers for Membership of Area Music Centres

General Information on Tuition at Area Music Centres

The East Sussex Area Music Centres are funded by East Sussex County Council, the Music Grant and by parental contributions. Teaching takes place on weekday evenings and Saturday mornings at four Area Music Centres situated in Crowborough, Eastbourne, Hastings and Lewes. There are also several satellite centres operating in towns throughout East Sussex which offer Young Music Makers classes under the auspices of the four Area Music Centres, Recorders at Blacklands Primary School, Hastings and Rock School at Helenswood School, Hastings.

The four Area Music Centres provide many diverse musical activities for pupils of Infant, Junior and Secondary age, including Young Music Makers, Grade 5 Theory, choirs, instrumental groups, and ensembles. Adult musical activities may also be available. The classes are staffed by professional music teachers. Many concerts are given by Area Music Centre students and staff each year, varying in content to provide opportunities for both individual and ensemble performance. Information about classes, ensembles and groups for children and adults may be found in the Area Music Centre brochure, which is published each year by the East Sussex Music Service (ESMS).

The placing of pupils in ensembles and classes will be at the discretion of the members of staff and the Curriculum Manager. For certain activities auditions may be required and/or it may be necessary to have waiting lists. The Curriculum Manager's decision is final.

Aims

To complement and supplement the music and instrumental lessons already taking place in schools.

Application

The *Application for Membership* form (opposite) should be completed and returned to the **East Sussex Music Service, Performing Arts Centre, Mountfield Road, Lewes BN7 2XH** together with a cheque or postal order to cover the Registration Fee (if applicable, please see below) and the first term's* tuition; thereafter invoices are sent out termly. You will be notified by the end of July of the time of your class, the date of the first class, and the teacher's name. Your payment will be banked in June/July. If your child has to be placed on a waiting list then the Tuition Fee will be returned. Please note that should your child be withdrawn before lessons begin, an administration charge of 20% will be levied on the refund of the termly* fee. Please note also that lessons are subject to demand.

Registration Fee

The Registration Fee is only required if your child is new to the East Sussex Music Service. The Registration Fee is not refundable.

Starting Lessons

Following the receipt of the *Application for Membership Form*, pupils will be notified by letter of lesson times etc. Supervision of pupils cannot be guaranteed outside these lesson times and parents should make their own arrangements. If, in the opinion of the tutorial staff and Curriculum Manager, a pupil is persistently disruptive to others, or if attendance is poor, then that pupil may be asked to withdraw.

Tuition Fees

Fees are calculated on the basis of a 30-session academic year. There may be more or less than 10 sessions per term*. Fees are payable termly* and in advance. A cheque or postal order (made payable to ESCC) should be enclosed with the Application Form to cover both the first term's* Membership Fee and Registration Fee (if your child is new to the ESMS); thereafter, invoices are sent out termly*. If you are currently registered as a member of an East Sussex Area Music Centre, then it is not necessary to enclose cheques with applications for further activities. In cases of non-payment, and following notification, membership is terminated.

Assisted Tuition Scheme

The County Council has agreed the level of assistance awarded to families in receipt of benefit as follows: Income Support, Income Based Job Seekers Allowance and Employment & Support Allowance, and Guarantee Credit Element of Pension Credit: 85% assistance is available for each child's membership fee.

Family Income: Assistance of 50% is available for families with gross incomes up to and including £20,000, for membership fees. A copy of your Tax Credit Award showing total gross family income is required.

The Registration Fee is payable for all children not currently registered. Assisted places are reviewed periodically. 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.

Credits and Refunds

Credits can be given when no teaching is available for the whole session and when there is no alternative or make-up tuition provided. If a pupil suffers a long term illness, or broken limb and four or more consecutive sessions are likely to be missed, please contact the ESMS office when either a credit (for a continuing pupil) or a refund can be arranged. Credits cannot be considered if pupils and parents elect to miss Area Music Centre classes and ensembles to take part in other events. Credits are not given for situations outside our control, e.g. when the venue is closed for safety reasons (severe weather etc.). If possible, make-up sessions will be arranged. In the event of adverse weather conditions, please check our website for latest information www.esms.school-portal.co.uk

Area Music Centre membership is an all inclusive fee for multiple classes, so no credits are given if one class is unattended or cancelled and the pupil's other activities go ahead as normal.

Withdrawals

Notice to withdraw from classes must be received at the East Sussex Music Service office by the following dates:

1 March, 1 July and 1 December for membership to cease at the end of the term* without penalty. Verbal notification by pupils is not acceptable. If notification is received after these dates then an administration fee of £10 will be payable in lieu of notice. A full term's* fee is payable once lessons have been attended in any one term*.

Temporary Withdrawal from Music Centre Activities

Continuing lessons cannot be guaranteed if pupils are withdrawn for a temporary period e.g. lessons are available during GCSE periods, and pupils are expected to attend if they are on study leave. Most pupils find that having something else to work at, in addition to revision, is not only possible but beneficial. However, parents may wish to pay for the lessons during the temporary absence period in order to keep the tuition open.

Terms and Conditions

Parents and pupils are subject to all Terms and Conditions laid down by the East Sussex Music Service (ESMS). The ESMS reserves the right to vary the Terms and Conditions without prior notification.

Curriculum

Teachers are expected to follow the guidance set out in East Sussex Music Service's current curriculum documents.

Queries

Please note that administrative staff are only available during term time and the office is closed during school holidays. Applications, withdrawals and queries relating to Area Music Centre membership should be made to:

Hastings and Rother Area Music Centre and Crowborough Area Music Centre Direct line: 01273 336788

Lewes Area Music Centre and Eastbourne Area Music Centre Direct line: 01273 336789

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

Reception 01273 336770 9am-4.30pm Email: music.service@eastsussex.gov.uk

Please note that administrative staff are available during term-time only.

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