



Schools Music Service Hexagon Music Centre Coltman Avenue Beverley East Riding of Yorkshire
HU17 9LP Telephone (01482) 393939 www.eastriding.gov.uk
Director of Children and Young People, Education and Schools

Our Ref: ERSMS/PW
Enquiries to: Mr P Walker
E-Mail: peter.walker@eastriding.gov.uk
Tel. Direct: (01482) 392685
Date: *

Dear Parent / Carer

Schools' Music Service - Instrumental lessons

The Schools' Music Service (SMS) delivers weekly instrumental lessons for children and young people across the East Riding. Most lessons are given during the school day meaning that parents do not need to fit lessons in to evenings or weekends. We also run a wide range of groups and bands that your child can become part of as they learn their instrument.

Why have lessons with the Schools' Music Service?

We provide high-quality instrumental lessons taught by committed, well-qualified, professional staff.

Lessons are delivered at East Riding Primary and Secondary Schools in either small groups or individually on a weekly basis. Whenever it is possible, lessons are provided on a rota basis, to minimise disruption to the pupil's school lessons. The Schools' Music Service guarantees to provide at least 30 weekly lessons per academic year.

Reports are provided for parents each year, which are based upon the teacher's continuous assessment of the pupil's progress. Exams may also be encouraged in order to provide both an incentive and a Record of Achievement for the pupil.

What about an Instrument?

The Schools' Music Service teachers will provide advice on the hire or purchase of instruments where applicable.

Instruments are available to hire from SMS but there is a limited supply, and it may be necessary for you to source one elsewhere. There is a charge of £25 per term payable each term. There is no charge for beginners for the first term.

You can also buy instruments through our Instrumental Purchase Scheme when your child is learning. Please contact your child's instrumental teacher once they have started for more information and an instrumental purchase form.

If you hire a SMS instrument it becomes your responsibility. You will be expected to pay for any damage caused (fair wear and tear excepted) so we advise you take out insurance.

For most instruments you should consider buying or hiring one of your own after the first year of learning. However, rare and more expensive instruments may be loaned for a longer period.

Merlin Joseph

Interim Executive Director of Children, Families and Schools

How Much Do Lessons Cost?

Please see below for prices for the academic year 2023-24

Invoices will be sent each term requesting payment.

You have a choice of either an individual or shared lesson. Please note we cannot always offer pupils their first choice.

	<i>Per Week</i>	<i>Per Term</i>	<i>2023-24</i>
20m individual	£11.84	£118.40	£355.20
20m shared	£5.92	£59.20	£177.60

If your child is entitled to free school meals due to receipt of one of the qualifying benefits the cost of lessons are covered by the school and the cost to hire an instrument is covered by the Schools' Music Service

How do I sign up for lessons?

Please complete the attached form and return to schools.music@castriding.gov.uk

If you would like any further information, please do not hesitate to contact us.

Yours sincerely

Peter Walker

Peter Walker
Deputy Head of Schools' Music Service



Application form for a Pupil to have Instrumental Lessons with the Schools' Music Service

Please complete and sign this form and email to: Schools.Music@eastriding.gov.uk

Pupil's Name			Date of Birth	
Current School			School Year	
Home Address				
Postcode		Daytime Telephone Number		
Instrument			Grade	
Does your child have special educational needs? If yes, please give details below				YES / NO
SEN:				
Medical Information:				
Is your child entitled to free school meals?				YES / NO
*If your child is entitled to free school meals the cost of lessons are covered by the school and the cost to hire an instrument is covered by the Schools' Music Service (please note this is only for pupils who qualify for free school meals due to parent or carer benefits).				
Does your child need to hire one of our pool instruments at a cost of £25 per term?				YES / NO
Instrument				

Please indicate whether you would prefer your child to have an individual lesson or a shared lesson:

Individual	YES / NO	Shared	YES / NO
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	<i>Per Week</i>	<i>Per Term</i>	2023-24
20m individual	£11.84	£118.40	£355.20
20m shared	£5.92	£59.20	£177.60

Parent/Carer details: -

Title		Forename		Surname	
Billing address if different from home					
				Postcode	
Parent email					

- I have read the attached terms and conditions regarding instrumental tuition and agree to my child to have lessons
- The hourly rate for instrumental and vocal tuition provided by the schools' music service is £35.50 per hour
- Pupils will receive at least the minimum of 30 teaching visits per year. Where pupils receive fewer than 30 lessons due to teacher absence then a refund will be made
- Written notice to terminate lessons must be sent to the Schools' Music Service data and timetabling manager one full term in advance before the date of termination requested. Lessons can only be terminated at the end of school terms
- I agree to the terms and conditions stated on the initial parent letter and this agreement
- I confirm that I undertake responsibility for the instrument and acknowledge that I will be expected to pay for any damage caused (excluding fair wear and tear)

Signed:

	Parent/Carer	Date:	
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Please complete, sign and return to: -

Schools' Music Service
Hexagon Music Centre
Coltman Avenue
Beverley
HU17 9LP

Email: Schools.music@eastriding.gov.uk

Telephone: 01482 392680

Services to Parents – Terms and Conditions

1 Schools Music Service

1.1 Service Lead:

Emma Calvert
Head of Schools' Music Service
Hexagon Music Centre
Coltman Avenue
Beverley
HU17 9LP
Phone: 01482 392680
Email: schools.music@eastriding.gov.uk

2 Introduction

- 2.1 The Schools' Music Service (SMS) enriches and enhances the lives of children and the community of the East Riding by actively supporting and developing education through music. The SMS manages the provision of both the small group and whole class peripatetic instrumental music tuition within schools. The SMS provides opportunities for children and young people to play with enjoyment in workshops and ensembles. The SMS provides the opportunity for all children to experience live music performances.

3 Services in detail

- 3.1 The service contract for the provision of instrumental tuition will be for a minimum of 30 weeks per year. Pupils will receive at least the minimum of 30 teaching visits per year. Where pupils receive fewer than 30 visits due to teacher absence then a refund will be made.
- 3.2 The Schools' Music Service will endeavour to ensure that pupils have access to appropriate musical instruments. Where instruments are available to hire from the School's Music Service, this facility will be available to pupils of both local authority maintained schools and academies within the East Riding of Yorkshire.
- 3.3 When a suitable instrument is not available to hire from the School's Music Service then pupils will receive appropriate advice and guidance on choosing a suitable instrument to hire or buy.
- 3.4 The School's Music Service Office is normally staffed to deal with enquiries between the hours of:

Monday to Thursday 08.30 - 17.00
Friday 08.30 - 16.30

Email: schools.music@eastriding.gov.uk
Tel: 01482 392680

- 3.5 The following services are included in the standard charge:
- Well qualified and trained teaching staff who keep accurate and detailed records of students' progress.
 - Annual reports to parents completed by all SMS teachers.
 - Access to the schools' music service ensemble programme for all suitable pupils.
 - Advice given to pupils, parents and schools on the selection and purchase of instruments.
 - Direction of pupils towards relevant ensembles when they are considered to be ready and places are available.
- 3.6 Written notice to terminate lessons must be sent to the Schools' Music Service data and timetabling manager one term in advance. Lessons can only be terminated at the end of school terms.

4 Performance and Quality Standards

- 4.1 The music service will ensure that all teaching staff are appropriately qualified and trained.
- 4.2 All music service teachers are subject to Performance Management which is undertaken by members of the music service senior management team.
- 4.3 The music service teachers will ensure that pupils make good progress in their music making and achieve through learning to play with enjoyment.

5 Complaints and disputes

- 5.1 Complaints about quality should be directed in the first instance to the schools music service teacher involved. If the issue is not satisfactorily resolved then complaints should be raised in writing with the Area Relationship Manager via schools.music@castriding.gov.uk or 01482 392680, who will investigate the issues raised. If the Area Relationship Manager is unable to resolve the dispute the matter will be escalated to the Head of the Schools' Music Service.
- 5.2 If your complaint remains unresolved, or if you would like to make a comment or compliment, you can contact us in one of these ways:
- [Report a comment, compliment or complaint online \(opens in new window\)](#)
 - Please get in touch with us using the contact enquiry form on the right hand side of the page
 - Text us on 07786 208207
 - Fill in a 'Tell Us How It Is' form at any customer service centre, leisure centre or Library
 - Via a Councillor
 - Via a member of staff

6 Special requirements relating to Safeguarding

- 6.1 The service is provided by trained, experienced staff with expertise in schools. All music service teaching staff delivering music lessons will hold current DBS clearances.
- 6.2 All Schools' Music Service staff complete the East Riding Safeguarding Children Partnership e-training as required.
- 6.3 *If you have any concerns about the well-being of your son or daughter during lessons then please contact our safeguarding Lead, Emma Calvert, on 01482 392681*

7 General Financial Information and Accounting

- 7.1 The following charges shall apply for the academic year 1 September 2023 – 31 August 2024:
- 7.2 The hourly rate for instrumental and vocal tuition provided by the schools' music service is **£35.50** per hour.

8 Obligations of the Customer

- 8.1 The teacher will ensure that a timetable is visible in school and it is the child's responsibility to check this and arrive for their lesson.
- 8.2 Best progress is achieved when pupils are able to practice regularly at home. Parents commit to supporting this.

9 Invoicing terms

- 9.1 Amounts due will be charged to parents by invoice.
- 9.2 The parent shall pay the following such sums as are determined by the Council following the written request by the parent for such services already specified in the Agreement, within twenty-eight days of the issue by the Council of an invoice in that respect:

- Full year services requested by parents will be invoiced termly in three equal parts (10 sessions per term).

10. Data Protection

How we use your information (Data Protection)

We collect, use and store personal information (in line with the Data Protection Act):

- for the reason you have given it and where you have granted us permission
- to deliver and improve our services
- to prevent and/or detect crime and to carry out enforcement action (where required)
- to check your details are correct across our services
- identify other services that may benefit you

You can find out more about [how the council uses your information](#).

