

SWINDON MUSIC SERVICE
A NOT-FOR-PROFIT CHARITABLE INCORPORATED
ORGANISATION



**INSTRUMENTAL
AND VOCAL
TUITION**



Supported using public funding by
Department for Education
ARTS COUNCIL ENGLAND



SWINDON MUSIC SERVICE
THE PLATFORM, FARINGDON ROAD SWINDON SN1 5BJ

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Instrumental and Vocal Tuition

Swindon Music Service has been providing musical services for children across Swindon for many years. Our approach to teaching is broad and inclusive and we aim to inspire a lifelong love of music.

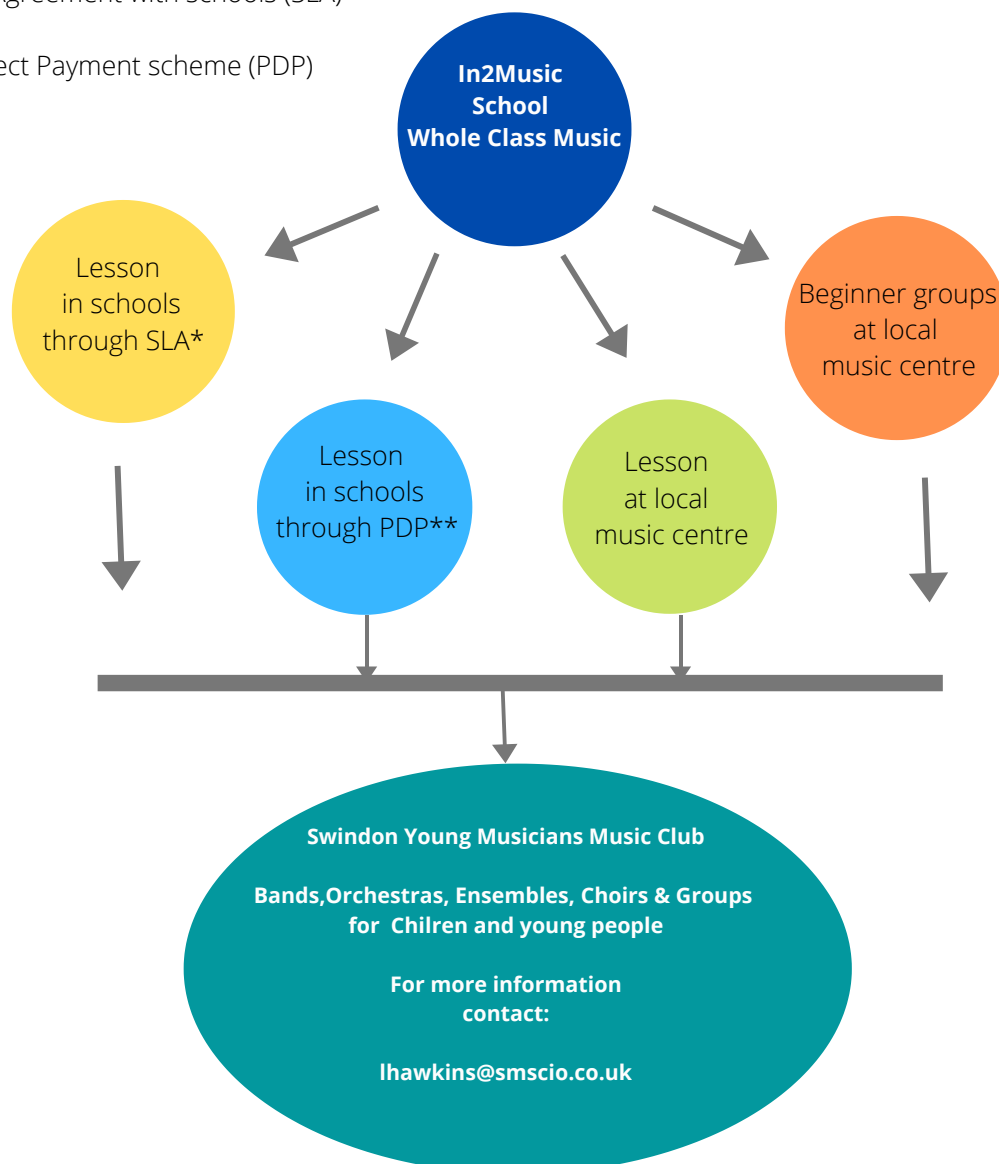
We offer children and young people the chance to learn woodwind, brass, strings, guitar, ukulele, singing, percussion, drums, keyboard and piano.

The music service also offers pathways for musical development and progression, both with workshops and performances in schools and also through our music centre and the borough's **Swindon Young Musicians Membership club (see page 11 for more details).**

Progression from In2Music (school whole class instrumental tuition)

*Service Level Agreement with schools (SLA)

** Parental Direct Payment scheme (PDP)



Lessons

Our team of specialist tutors deliver individual lessons which are provided in consultation using the information below.

String	Woodwind	Brass (Y 3+)	Other
Violin (Y1+)	Flute (Y3+)	Trumpet / Cornet	Percussion (inc. Drum Kit (Y1+))
Viola (Y1+)	Oboe (Y3+)	French Horn/Tenor Horn	Keyboards / Piano (Y1+)
Cello (Y1+)	Clarinet (Y3+)	Baritone	Singing (Voice (R+))
Double Bass (Y3+)	Bassoon (Y3+)	Euphonium / Tuba	
Guitar (Y2+)	Saxophone (Y3+)	Trombone	
Ukulele (Y1+)	Recorder (R+)		

Applying for lessons

Lessons can be applied for via our online registration system on our website. Should you need any assistance in applying for lessons, please contact:

Lynn Hawkins or Paul Rowe

Lynn Hawkins: **T:** 07395887191 **E:** lhawkins@smscio.co.uk

Paul Rowe: **T:** 07395887493 **E:** paulrowe@smscio.co.uk

Terms & Conditions

For full terms and conditions are at page: **13**

You can also see the terms and conditions on our **website:** www.smscio.org

Parental Direct Payment scheme (PDP)

The Parental Direct Payment scheme (PDP) allows parents to pay the Music Service directly for instrumental and vocal tuition. The lessons are delivered in school, at the music centre or online.

- Individual lessons are delivered
- Students will need to provide their own instrument (rental available)
- Students will have access to online resources to support their instrumental learning
- New students start lessons at the beginning of each Swindon half-term
- Lessons can only be cancelled at the end of a full term providing 6-weeks' notice has been received.

Enrol online at: <https://smscio.org/central-music-school/e-application-form-for-lessons/>

How to pay

The Parental Direct Payment scheme (PDP) allows parents to pay the Music Service by any of the methods outlined below. All tuition must be paid for in advance of the lessons starting: **Pay-before-you-pay.**

Online



Bank Transfer



Lesson at School	Lesson at Music Centre	Lesson Online	Lesson plus Membership to SYM Groups
<p>20-minute lesson £11.00 (£110 for a block of 10 lessons)</p> <p>30-minute lesson £16.50 (£165.00 for a block of 10 lessons)</p>	<p>20-minute lesson £10.50 £105 for a block of 10 lessons)</p> <p>30-minute lesson £15.75 £157.50 for a block of 10 lessons)</p>	<p>20-minute lesson £10.50 £105 for a block of 10 lessons)</p> <p>30-minute lesson £15.75 £157.50 for a block of 10 lessons)</p>	<p>20-minute lesson £8.34 & £5 weekly SYM subscription £13.34</p> <p>30-minute lesson £12.50 & £5 weekly SYM £17.50</p>

2020-2021 Calendar

There are 30 teaching weeks in the year. This calendar shows week starting dates for Parental Direct Payment (PDP) pupils instrumental and vocal tuition. Lessons missed due to training and bank holidays will be made up later in the term (time allowing).

If a lesson is missed due to tutor absence you will receive a credit for the lesson. Any variation to the dates listed needs to be in agreement with Swindon Music Service tutor and the school.

Autumn Term 2020				Spring Term 2021			Summer Term 2021			
Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1	5	2	7	5*	1	1	Easter 2-18	B/Hol 3	1*	1*
7	12	9	14	11	8	8	19	4*	7	5
Inset Fri 11	19	16	21	18	Half Term 15-19	15	26	10	14	12
14	26	23	Xmas New Year 2 Dec - 4 Jan	25	22	22		17	21	19
21		30						24	28	Summer 26 Jul 30 Aug
28	Scheduled 11 weeks			Scheduled 9 weeks			B/Hol 31	Scheduled 10 weeks		

*indicates part weeks

Scheduled teaching weeks
 SMS Holidays
 SMS Inset
 Floating weeks for rescheduled sessions

All applications received after the deadline dates shown will be processed for the following term's intake

Why Learn Music?

- **Music is fun!** Above all, you should learn to play or sing because it's enjoyable and you will possess a skill that many people wish they had.
- **Academic achievement.** Studies show a direct link between academic, language and motor skill development and learning music.
- **Music relieves stress** Playing music or singing is known to relieve stress and enhance your self-awareness making you feel positive.
- **You can build your confidence and self-esteem** Learning to sing or play a musical instrument develops your sense of aspiration and achievement.
- **It's a social activity** You have more opportunities to meet people that share the same interests through taking part in groups and you develop listening and team working skills.
- **It will develop your creativity** Music stimulates the creative side of your brain making you open to new ideas and helping you express your emotions.
- **Learning music teaches discipline and responsibility** It teaches you the amount of effort you put into your practice will reflect in the way you sound.

The role of the student

Learning to sing or to play a musical instrument can be an extremely rewarding experience that requires commitment and consistent practice. The student should be prepared to:

- Practice at least five days a week as recommended by their teacher.
- Attend lessons with the appropriate equipment and music.
- Participate in school and ensemble activities appropriate for their level where available.
- Maintain their instrument as instructed by their teacher if appropriate.



The role of the parent / guardian

The role of a parent / guardian of a child learning a musical instrument is extremely important in helping them reach their potential. This can be achieved by:

- Encouraging them to practise at least five days a week and monitoring their attendance at lessons, supporting any feedback from the teacher.
- Allowing them the appropriate space to practise away from distractions such as pets, televisions etc. The ability to concentrate and listen is very important.
- Providing the necessary resources such as music, strings, rosin, reeds, valve oil etc. where appropriate. It is important to provide a music stand or a similar arrangement which allows the child to sit / stand properly. Bad postural habits can affect the child's technique or, if learning a woodwind or brass instrument, their breathing technique.
- Ensuring that you have collected their instrument (if appropriate) before the lessons commence and being aware that it is the child's responsibility to maintain their instrument.
- Having an active involvement in their development and sharing their enthusiasm.



Bursaries

Income Support

Where a family is in receipt of income support there is a discount ranging from 60% - 100%.

This provision is limited to lessons and associated instrument hire on one instrument.

Swindon Music Service will need termly verification of whether the parent/guardian is in receipt of income support.

Bursaries

A limited fund is available to provide support to families who would not otherwise be able to access provision.

If you have any queries regarding payment or remissions, please contact:

Lynn Hawkins **T:** 07395887191 **E:** lhawkins@smscio.co.uk

Cancellation of Lessons

As per our Cancellation Policy, should you wish to withdraw your child from lessons, written notice is required at least six weeks before the end of the term you wish tuition to cease. Notification must be received in writing to: **Swindon Music Service, The Platform, Faringdon Road Swindon SN1 5BJ** or by email: lhawkins@smscio.co.uk.

You can also cancel your lesson online by completing the online form at:
<https://smscio.org/central-music-school/cancellation-of-lessons/>

Contacting your Tutor

Parent communication with tutors is channelled through the Admin office. We encourage parents not to contact tutors directly.

Quality assurance

Our tutors are all quality assured by Swindon Music Service Management team. Should you have any queries regarding a tutor please contact:

Paul Rowe
Schools Operational Delivery Manager
T: 07395887191
E: paulrowe@smscio.co.uk

or,

LynnHawkins
SYM Artistic Manager and Singing Champion
T: 07395887493
E: lhawkins@smscio.co.uk

Additional tuition

Students receiving lessons through Swindon Music Service are advised not to receive additional tuition from another tutor/teacher on the same instrument. There are no benefits to having an additional tutor/teacher and it is important that you are aware of the issues that can arise if you choose to do this. Each tutor/teacher has an individual approach to teaching and therefore learning with two specialists can be very confusing for the child and may hinder progress.



ABRSM, Rockschool & Trinity College examinations

Associated Board of the Royal Schools of Music (ABRSM) and Trinity College London offer music examinations. These examinations provide a progressive system of assessments ranging generally from Grade 1 to 8 and are recognised as international benchmarks of achievement valued by teachers and music institutions all over the world.

To read more about ABRSM, ABRSM Music Medals, Rockschool and Trinity College London examinations please visit the links below:

Associated Board of the Royal Schools of Music

www.abrsm.org

Trinity College London

www.trinitycollege.com

Rockschool

www.trinityrock.com

Students may be invited to enter for an examination by their teacher when they have reached the appropriate level of skill and technique on their instrument.



Opportunities

Playing in ensembles, bands and orchestras is an integral part of a student's musical development, as they are a fun and social way to greatly develop their playing. Not only does it enhance young people's musical and social skills but additionally teaches them transferable skills such as teamwork, discipline and achievement.

Swindon Young Musicians (SYM) Ensembles



Swindon Young Musicians offer a variety of ensembles to Swindon Music Service and private students including orchestras, wind bands and choirs. Rehearsals take place in the The Platform, Faringdon Road, Swindon SN1 5BJ

Swindon Young Musicians orchestras, bands and ensembles provide a friendly, fun and exciting musical experience. You will play and learn many different styles of music. Students will have the opportunity to make new friends from schools across Swindon and the surrounding area.

To join Swindon Young Musicians, you pay a subscription fee, which enables you to visit and attend as many group activities that the timetable allows you. As a subscription club, you pay to become a member and therefore the cost is **not** based on attendance. As a result, you can also agree to allow us to claim gift aid. More more information about apply gift aid to your membership subscription please visit our website or talk to a member of staff.

Weekly rehearsals are focused and enjoyable. They provide wonderful performance opportunities covering extensive repertoire.

■ Saturday rehearsals

Winds bands; String groups; Guitar & Ukulele groups; recorder group; woodwind group; saxophone group; clarinet group; jazz improvisation group; Steel Pan band; general music (theory) sessions; choirs; Rock Pod (Rock & pop bands)

■ Tuesday rehearsals

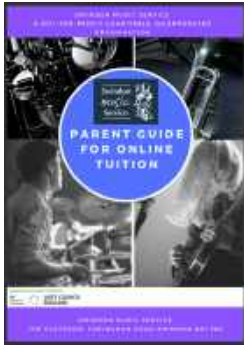
Rock Pod (Rock & pop bands); Rock school

■ Wednesday rehearsals

String group.

For more information, eApplication forms, times and rehearsal dates please visit our website: <https://smscio.org/ensembles/swindon-young-musicians/>

Other related Brochures & Documents



Parent Guide for online Tuition This brochure outlines guidance for parents when your child undertake online tuition. The guidance includes safeguarding and tuition processes. **You can download the brochure from our website:**

<https://smscio.org/wp-content/uploads/2020/04/Parent-Guide-for-Omlne-Tuition-1-compressed.pdf>



Musical Instrument Hire This brochure explains how you can hire musical instruments to assist with your child's music-making opportunities. **You can download the brochure form our website:**

<https://smscio.org/wp-content/uploads/2020/04/Instrument-Hire-Booklet-pdf.pdf>



How to look after your Instrument This document outlines tips as to how you can look after your instrument. **You can download the document from our website:**

<https://smscio.org/wp-content/uploads/2020/04/InstrumentalHire-compressed.pdf>



Financial Assistance - Bursary Conditions This document outlines the criteria by which your application for funds will be assessed. **You can download the document from our website:**

<https://smscio.org/central-music-school/financial-assistant-during-the-lockdown-period/>



Financial Assistance - Application Form Can be completed and submitted to Swindon Music Service. You will receive confirmation as quickly as possible if you are eligible for the funds. **You can download the Application form from our website:**

<https://smscio.org/central-music-school/financial-assistant-during-the-lockdown-period/>

Terms & Conditions

Swindon Music Service (SMS) (a not-for-profit Charitable Incorporated Organisation) will provide tuition either at schools, the music centre or online, each named on the application form under the following terms and conditions.

All Swindon Music Service staff are: appropriately qualified and appointed in line with safer recruitment guidelines after interview, audition, medical, right to work in the UK and Disclosure and Barring Service (DBS) enhanced checks. All staff are updated with new developments through a programme of in service training, including Child Protection, Safeguarding e-learning.

Service Delivery

1. Lessons can only start at the beginning of each half term after the application form has been completed and returned to Swindon Music Service.
2. lessons will be given either:
 - a) on the school's premises and all arrangements will have the approval of the Headteacher and Governors of the school, or
 - b) at the music centre once the lesson has been scheduled and agreed, or
 - c) Online once the time and day has been agreed.
3. For school tuition, Lessons may be at times when pupils would normally be involved in lessons which form part of the school curriculum but the pupil will be removed from such lessons with the consent of the Headteacher. The parent or carer indicates his/her agreement to this by signing this application form.
4. Where lessons take place outside school hours or at the music centre, parents will be responsible for the safe transportation of pupils and for their supervision before and after the lesson.
5. Lessons, so far as possible, will be given at the same time and on the same day each week during term time but some variation may be necessary to accommodate school / SYM activities and service delivery.
6. Lessons not provided by SMS will not be charged for. However, if you child misses a lesson or forgets their instrument, a charge will be made for that lesson.
7. It is envisaged that the number of lessons will be 30 over the academic year.
8. Pupils are responsible for the safe keeping of their musical instrument and Swindon Music Service does not accept responsibility for the loss or damage to such instruments.
9. Any complaints should be addressed to:
Swindon Music Service, The Platform, Faringdon Road, Swindon SN1 5BJ.

Billing information

1. Fees for tuition are payable at the start of each term (non refundable) and will automatically renew for each term thereafter until written notification / online cancellation form is provided to withdraw from lessons.
2. The finance department will issue an invoice and when invoices are raised they are due for immediate payment.

3. If payment is not received within 30 days of the date of the invoice, or before the first lesson (whichever is the first) we will withdraw your child from music lessons for the next term. You will still be liable for payments for the duration of the current school term.
4. Swindon Music Service is unable to provide refunds for any reason except for tutor absence credits. These will be applied against your next terms invoice. Where refunds cannot be issued against a new term invoice you will receive notification requesting bank details to apply the refund.

5. Cancellation Policy - If you wish to withdraw your child from music lessons, written notice is required as lessons can only be cancelled at the end of a full term providing 6 weeks' notice has been received. You can email this to: lahwkins@smscio.co.uk or by completing the online cancellation form found on our website.

DO NOT SEND YOUR CANCELLATION TO YOUR CHILD'S SCHOOL OR TUTOR

6. If the school support an application through Pupils Premium, SMS will charge the school for the tuition at the end of each term.

Instrument Hire Scheme - (Subject to availability)

1. The instrument, including the bow or mouthpiece where applicable, and its case will at all times remain the property of SMS and may be recalled for inspection at any time.
2. SMS will withdraw the instrument and case from the pupil if the instrumental tuition ceases and may do so if in the SMS's opinion the instrument is not looked after adequately.
3. The instrument will be issued in good playing order. The cost of replacing strings, rosin, reeds, grease or oil as necessary is the responsibility of the parent/carers.
4. SMS will be responsible for the general maintenance of the instrument as a result of fair wear and tear.
5. The parent/carers must accept responsibility for the proper care and safeguarding of the instrument on hire. Guidance on instrument care will be given by your tutor or accessed on the website.
6. In the event of damage to, or loss of, the instrument or case SMS must be informed immediately. Under no circumstances should a parent or carer attempt to repair the instrument. Parent/carers will be responsible for the cost of repairs up to and including full replacement. SMS may, in its sole discretion, in individual cases waive these charges.
7. Parent/Carers are advised to arrange insurance cover for instruments on hire or arrange for them to be specifically noted on their household insurance policy.
8. Instruments should not be left in unattended vehicles.
9. The instrument should not be used by any person other than the student to whom it is on loan.
10. Instrument Hire fee is a fixed annual charge (non-refundable) and is invoiced at the start of the hire and thereafter on an annual basis, until written confirmation is provided of withdrawal.
11. Cancellation Policy - To return the hired/loaned instrument, please contact Paul Rowe on prwoe@smscio.co.uk

All instruments must be returned to: Swindon Music Service, The Platform, Faringdon Road, Swindon SN1 5BJ



WHY MUSIC?

I'm sure you are aware that education has changed a lot since you were at school.

So has music! There are lots of ways in which we can all have our say in our children's music education. We believe that is more important now than ever before as we all believe in the importance of music

What if...

...a large number of scientific studies have found that there was one activity that could improve our cognitive function, help our memory systems to work, help us to learn language, help us to moderate our emotional states, help us solve complex problems and help our brains to be healthier into later life?

...that activity, while beneficial if undertaken at any time during our lives, was actually found by scientists to be most beneficial if it was undertaken before the age of seven?

That activity is music?

Dr Anita Collins

Academic, researcher and music education advocate

