

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

Swindon  
music  
Service



INSTRUMENTAL  
AND VOCAL  
TUITION

Supported using public funding by  
Department for Education  
ARTS COUNCIL  
ENGLAND

Swindon  
Young  
Musicians



MUSIC  
MARK

Hub Partner  
Member

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.

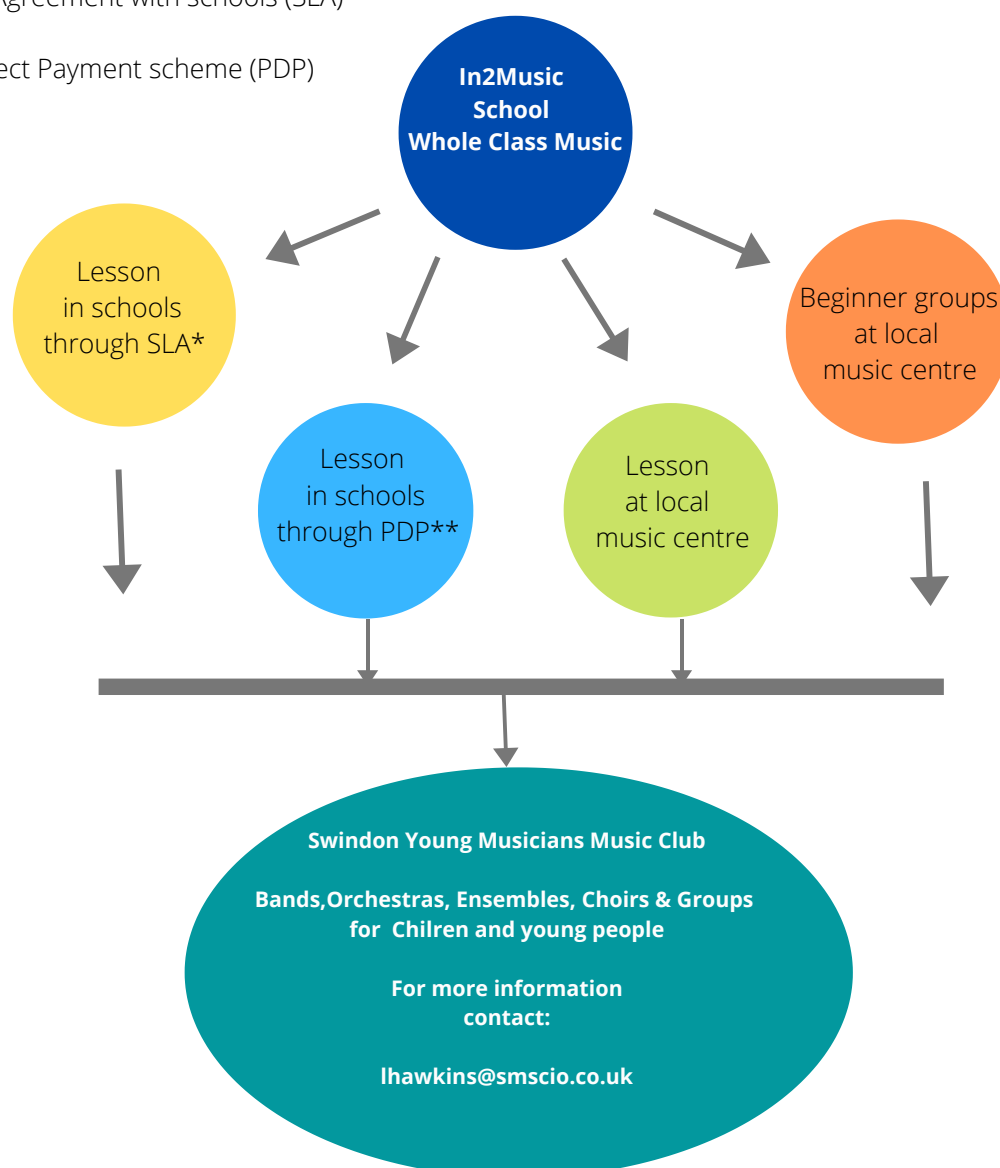
We offer children and young people the chance to learn woodwind, brass, strings, guitar, ukulele, singing, percussion, drums, keyboard and piano.

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](mailto:lhawkins@smscio.co.uk)

Paul Rowe: **T:** 07395887493 **E:** [paulrowe@smscio.co.uk](mailto: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](http://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 lesson are delivered
- Students will need an instrument in most cases. (an instrument hire scheme is available, subject to availability, when receiving lessons with Swindon Music Service.
- 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
<b>20-minute lesson £11.00</b> (£110 for a block of 10 lessons)	<b>20-minute lesson £10.50</b> £105 for a block of 10 lessons)	<b>20-minute lesson £10.50</b> £105 for a block of 10 lessons)	<b>20-minute lesson £8.34</b> & £5 weekly SYM subscription £13.34
<b>30-minute lesson £16.50</b> (£165.00 for a block of 10 lessons)	<b>30-minute lesson £15.75</b> £157.50 for a block of 10 lessons)	<b>30-minute lesson £15.75</b> £157.50 for a block of 10 lessons)	<b>30-minute lesson £12.50</b> & £5 weekly SYM £17.50

## 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				SpringTerm 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:

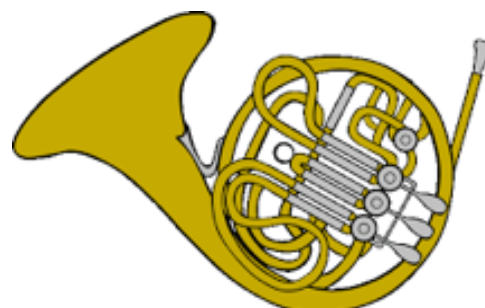
- Practice at least five days a week as recommended by their teacher.
- Attend lessons with the appropriate equipment and music.
- Participate in school and ensemble activities appropriate for their level where available.
- Maintain their instrument as instructed by their teacher if appropriate.



## 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](mailto: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](mailto: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](mailto:paulrowe@smscio.co.uk)

or,

Lynn Hawkins  
SYM Artistic Manager and Singing Champion  
T: 07395887493  
E: [lhawkins@smscio.co.uk](mailto: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, Rockschoool & 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, Rockschoool and Trinity College London examinations please visit the links below:

### **Associated Board of the Royal Schools of Music**

[www.abrsm.org](http://www.abrsm.org)

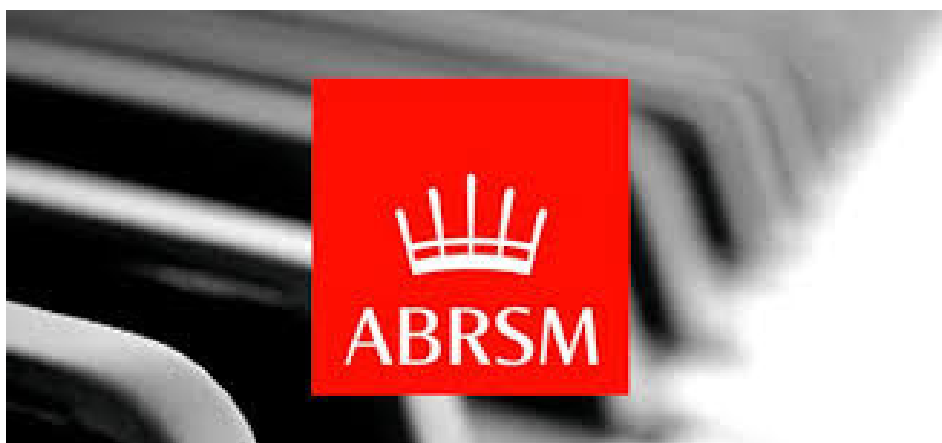
### **Trinity College London**

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

### **Rockschoool**

[www.trinityrock.com](http://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/>



## Terms & Conditions

### Terms and conditions for instrumental/vocal tuition in schools and music centres

**By applying for lessons and/or to attend Swindon Young Musician (SYM) with Swindon Music Service (SMS) you agree to the following terms and conditions as shown below.**

**For the purpose of this agreement a 'term' refers to a three term academic year: autumn, spring and summer.**

#### Instrumental/vocal tuition in schools

- 30 lessons will be delivered per year
- Individual lessons are offered for 20 or 30 minutes duration
- Paired lessons are offered in groups of two students for 30 minutes duration
- SMS will decide the appropriate grouping of students, depending on the number of students requiring lessons, their standard of playing and compatibility of instrument
- SMS reserves the right to change teaching personnel, lesson times and groupings where necessary and will notify parents and schools of any changes to those lesson arrangements. We always work closely with the school to agree suitable lesson times
- Teaching will normally take place during the school day, but some tuition may take place before or after normal school hours, as well as during break and lunch times.

#### Cost of lessons

- Charges for lessons are set for the whole academic year.
- Costs of lessons are reviewed annually.

#### Missed lessons/refunds

It is the responsibility of the student to arrive on time for lessons. SMS will not refund missed lessons where:

- The student has failed to arrive for a lesson.
- The student is not available for any reason e.g. illness, school trip, appointment elsewhere, school closure for bad weather.
- SMS will make every effort to reschedule lessons where possible, but cannot guarantee to do so.

#### SMS will refund/re-schedule missed lessons where:

- The SMS tutor is unavailable.
- The school has an OFSTED inspection and does not wish teaching to take place.
- If a student is away from school for more than three consecutive weeks in a term due to a long-term illness, SMS will make every effort to refund up to one term of tuition fees. A doctor's certificate will need to be supplied.
- Refunds will only be made at the end of the academic year, once the opportunity has been given to make up for missed lessons by the tutor.

#### Communication

- Our primary method of communication is by email

#### Cancellation of tuition

- We encourage your child to learn a musical instrument for at least a year but, if for any reason you wish to cancel your child's lessons, notice must be provided direct to SMS via an email. Cancellation notifications should be sent to: [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk)
- We will be unable to accept cancellations via your child's tutor or school
- All cancellation requests will be acknowledged within five working dates of receipt.

#### Payment terms

- Fees must be paid termly in advance
- Invoices will be issued via email and tuition will not commence until payment has been made.

#### Assistance with fees

- Your child's school may offer reduced fees for students who are registered at their school as eligible for free school meals, or where the family income is less than £25,000. Individual schools may also subsidise tuition for those studying for a GCSE, BTEC, A level or any other recognised qualification in music. If this is the case, we will be informed on the level of subsidy and we will include this in our discussions with you over payment.
- SMS also offers financial bursaries of 60% off the full price for children from less well-off families.
- Children in care (Looked after children) If the child is in local authority care all provision/hire is free.
- If this applies to your child, please inform the music service directly.

#### Additional costs

- Students will need tutor books for their lessons. Parents/carers are responsible for purchasing books promptly at the request of the tutor. Other costs such as entry for examinations (which are not compulsory), will also be charged to the parent/carer.

#### Instruments

- It is the responsibility of the parent/carer to provide an instrument for the lesson. Some instruments are available to hire from SMS or from the school.

#### Musical instruments should be insured

- SMS does not accept liability for damage to an instrument left in a school, or damaged in a lesson.

## Terms & Conditions

### How to enrol your child for instrumental lessons at school

Register your interest online at <https://smscio.org/central-music-school/e-application-form-for-lessons/> or completing the pdf form and sending it to:

Swindon Music Service

Instrumental lessons request

The Platform

Faringdon Road

Swindon

SN1 5BJ

Or email to: [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk)

Pupils will be allocated to a lesson as soon as possible. The availability of a tutor cannot be guaranteed, especially where a tutor is not currently available on the requested instrument at the school. A waiting list will be created and every effort will be made to ensure tuition commences as soon as possible. This will normally be at the beginning of a term. If tuition begins in the middle of a ten week cycle, tuition will be charged pro rata according to the number of lessons remaining in the cycle. The SMS will then contact you to discuss final arrangements and payment.

Confirmation of instrumental lessons will be given as soon as SMS has arranged the timetables. A copy will still be sent to you and displayed in the school.

**Swindon Young Musicians** - provides 30 music centre sessions over the three term academic year. Due to the uneven length of school terms the number of sessions offered in each term may vary.

### Membership Subscriptions

- Membership subscriptions are reviewed annually.
- Membership subscriptions are payable for a term: autumn, spring and summer. Invoices are sent out during August, December and March and payment is due upon receipt of the invoice.
- 60% discount will be made if families are in receipt of income support, free schools meals or maximum tax credit. Evidence of exemption will be required.
- Sibling reductions apply (see website from time-to-time).
- 100% discount will be made for Children in care (Looked after children) may attend free of charge.

### Payment terms

- Membership subscriptions must be paid termly in advance.
- Invoices will be issued via email and membership will not commence until payment has been made.
- Additional charges may be incurred for extra activities throughout the year.
- To assist with planning, we ask parents to notify us as soon as possible if their child wishes to stop attending groups & ensembles. All notifications must be made via email to [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk).
- There will be no refunds for sessions missed as this is a membership subscription club. Therefore any sessions cancelled due to inclement weather, like snow, or any other unforeseen circumstances does not attract any rebate or credit notes.
- Positioning of pupils within the ensembles will be at the discretion of the tutor/director and their decisions will be final.
- All SMS ensembles and groups rely on the commitment of all users and staff. There is therefore an expectation to attend all sessions and arrive on time each week.

### Supervision

- SMS only accepts responsibility for pupils during actual session time. At all other times responsibility for the pupils lies with parents/carers.

### Instruments/accessories

- Parents/carers agree to provide instruments, music and accessories as required.

### Liability

- SMS does not accept liability for loss or damage to pupils' instruments or personal possessions. Parents/carers should arrange appropriate insurance for these items.

### Behaviour

- Pupils are expected to behave in a responsible and courteous manner at all times, to attend tuition sessions regularly and to practise between sessions. Please refer to the Safeguarding notice for reference.
- Disruptive or anti-social behaviour by either the student or by the parent/carer may result in membership of the centre being withdrawn. No credits will be given in such circumstances.

### How to enrol your child form membership of Swindon Young Musicians Club

- Attendance at SYM ensembles will only be possible after completion of the SMS online enrolment and payment process.
- Register your interest online at <https://smscio.org/ensembles/swindon-young-musicians/forms-and-information/sym-application-form/>

### Changes to terms and conditions

- SMS will review these terms and conditions on an annual basis.
- Charges will be reviewed on an annual basis by the board of trustees.
- Should any changes occur they will not be implemented until the start of the next academic year. Parents/carers will be notified of these changes as soon as possible.

### Contacting Swindon Music Service

Any comments should be sent in writing to Swindon Music Service, The Platform, Faringdon Road, Swindon SN1 5BJ or email: [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk)



## 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



