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service

Guidance Booklet

2019|20

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Thank you for reading this booklet and for your interest
in the East Ayrshire Instrumental Music Service.

The aim of this booklet is to illustrate the vast benefits of learning to
play a musical instrument and to explain everything you need to
know to help you make an informed choice with your child.



about us

East Ayrshire Instrumental Music Service employs 21 highly qualified Instrumental Instructors and provides Instrumental tuition to pupils in both primary and secondary schools across the Authority.

We offer pupils the opportunity to learn brass, woodwind, strings, singing, percussion, piano and voice with our experienced and inspiring Instructors.

In addition to significant academic benefits playing a musical instrument is a wonderfully social experience and most of our pupils are involved in our Award winning school bands and ensembles.



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Playing an instrument can lead to a sense of achievement; an increase in self-esteem; increased confidence; persistence in overcoming frustrations when learning is difficult; self-discipline; and provide a means of self-expression. These may increase motivation for learning in general thus supporting enhanced attainment.

[The Power of Music
Professor Sue Hallam,
University of London]

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“

My daughter
had a great
weekend learning
new skills and also
made new friends.
Keep up the
great work!

”

learning to play an instrument

Learning to play a musical instrument is more than simply having an instrumental lesson once per week and learning to play a few tunes.

Instrumental teaching takes a holistic approach to engaging and educating our young people. Participating in bands, choirs and orchestras gives our young musicians' meaningful, purposeful experiences that most definitely shape who they become in the future.

Research indicates that learning to play a musical instrument has significant impact on pupils learning across the entire curriculum and as such, Instrumental Instruction has a significant role to play in raising attainment and helping to narrow the attainment gap.

What you can expect:

- *At East Ayrshire Instrumental Music Service we aim to provide exciting musical and social pathways for pupils and to inspire a lifelong love of music*
- *An annual progress report*
- *Your child will be provided with the free use of a loaned Authority instrument*
- *The opportunity to become involved in our Parents Support Groups.*



What your child will receive:

- A weekly 25 minute lesson [half of one subject period] in school, during the school day in a group setting
- Primary pupils normally have a set time each week for lessons
- In secondary school lessons will follow a rotational timetable ensuring pupils are not extracted from the same subject each week
- The opportunity to participate in our Award winning school bands, choirs and ensembles each week
- Performance opportunities at school and Authority concerts
- The opportunity to perform at Festivals such as the Scottish Concert Band Festival, National Concert Band Festival, Ayrshire Music Festival and Glasgow Music Festival
- The opportunity to be entered for external music examinations such as ABRSM and Trinity Guildhall [Grades 1 – 8]
- The free use of a loaned Authority instrument.

What is expected of pupils receiving lessons?

- As a member of East Ayrshire IMS, your child will be expected and encouraged to:
- Attend weekly lessons
- Practice their instrument regularly
- Take part in weekly ensemble rehearsals

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An excellent idea for the Kick Start weekend. It brings the kids on quickly and really encourages them. My son really enjoyed it!

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ensembles, bands and choirs

Weekly lessons are a singular part of learning to play a musical instrument. All pupils receiving lessons are encouraged and expected to take part in weekly band and ensemble rehearsals.

In addition to the enhancement of musical skills, this also provides an important social focus for our young musicians.



what are the benefits?

Through inclusion in Bands and Ensembles pupils learn:

- *To work as part of a team*
- *To understand their role within a team*
- *Self-respect*
- *Peer-respect*
- *Self confidence*
- *Self-discipline*
- *To problem solve*
- *To develop resilience*
- *To persevere*
- *To appreciate the value and benefits of perseverance*

- *To be responsible*
- *To achieve*
- *Imagination and creativity*
- *Commitment and loyalty*
- *To appreciate the efforts of others*
- *To co-operate and to take direction*
- *Happiness and enjoyment*
- *Friendship.*

These valuable attributes are also vital skills for learning, life and work, helping to ensure our children will have better life chances, securing positive destinations when leaving school and through into adulthood.

kick start

We are the pioneers of the Kick Start programme for absolute beginner primary instrumental pupils. Kick Start is an immersive and intensive whole band based approach to learning a new instrument.

Instead of beginning with only weekly lessons Kick Start brings absolute beginners from primary schools across an Education Group together for an entire weekend of musical learning and fun.

Learning together as a band from the outset makes Kick Start a highly social introduction to learning an instrument. Pupils have the opportunity to meet and make new friends from different schools and working together in small groups with IMS staff means progress across the weekend is extremely rapid – often achieving the equivalent of a terms worth of progress in a single weekend.

Kick Start is a truly uplifting educational and social experience. The rapid early progress undoubtedly gives our young musicians the inspiration to persevere and succeed.

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I like the 3-day Kick Start induction idea.

It's a fantastic introduction to playing music for all the young children – it really got my daughter excited!

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Participating in musical groups promotes friendships with like-minded people; self-confidence; social skills; social networking; a sense of belonging; team work; self-discipline; a sense of accomplishment; co-operation; responsibility; commitment; mutual support; bonding to meet group goals; increased concentration and provides an outlet for relaxation.

[The Power of Music
Professor Sue Hallam
University of London]

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festivals

In addition to school-based activity and concerts many of our school wind bands compete at Festivals such as the Scottish Concert Band Festival, National Concert Band Festival, Ayrshire Music Festival and Glasgow Music Festival.

Participation at Festivals such as these has proven to be a wonderful aspirational incentive for our young musicians.



authority concerts and ensembles

In addition we also feature two high profile Authority concerts in the Grand Hall Kilmarnock each year.

Gala Concert

Our Gala Concert brings bands, choirs and ensembles from across the Authority together for a Gala spectacular each October. This is a wonderful opportunity for our young musicians to hear and perform alongside pupils from other schools.

Spring Spectacular

In March each year we return to the Grand Hall with our Spring Spectacular Concert. Rehearsals for our Spring Spectacular take place on Friday evenings 4:00-7:00pm over a six week block from January – March. Although the primary focus is making music together there is a very strong social element as pupils from different schools across the Authority have the opportunity to meet and make new friends and play together as an Authority ensemble.



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Learning music builds skills. Playing an instrument instils confidence and boosts academic attainment. This is good for all of us. Young people who have the application and discipline to progress in music reap huge personal rewards and this benefits our society and our economy.

[ABRSM, A Platform for Musical Excellence, 2015]

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care of the loaned instrument

An instrument on loan is the property of East Ayrshire Council and must be treated with care at all times. It must be returned in good condition when requested.

The Instrumental Music Service is responsible for any repairs due to normal wear and tear.

Damages caused through neglect or otherwise will normally have to be charged for. You should therefore provide insurance for yourself. Household insurance policies may provide cover for musical instruments although the extent varies and an extra premium may be required. Please ensure that the policy covers the instrument when it is out of the household. All damages or loss of instrument must be reported to your child's instructor as soon as possible.

return of authority instruments

Instruments must be returned to the instructor once a pupil has purchased their own instrument, moved to a school outwith East Ayrshire or if lessons have ceased.



frequently asked questions:

Q: Are lessons free?

A: No. There is a fee for instrumental lessons which is a contribution towards the total cost of this service.

Q: What is the cost?

A: The contribution towards lessons is currently £180 per academic year.

Q: Who will be required to pay this contribution?

A: Pupils studying music for SQA qualifications in S4 - S6 are exempt. Exemption for parents/guardians in receipt of Free School Meals/Clothing Grant. Information relating to Free School Meals/Clothing Grant will be used to confirm entitlement to exemption.

Q: Do I need to buy an instrument?

A: No. East Ayrshire Instrumental Music Service will provide a loan instrument free of charge.

Q: How can I pay?

A: You can make payment:

- At any of East Ayrshire Council's Community Hubs
- At a Post Office or PayPoint
- By telephone
- Online via the East Ayrshire Council website
- Home banking to the East Ayrshire Council account
- By post [cheque]

Q: How often am I required to pay?

A: An invoice will be issued for £60 for each term.

Term	Invoice issued
1	Early December
2	Early March
3	Early June

Q: What happens if I miss a payment?

A: A reminder will be issued. As per terms and conditions lessons will be withdrawn should payment not be made thereafter.

Q: How often are lessons?

A: Lessons are given once per week.

Q: How many lessons will my child receive?

A: Your child will be guaranteed a minimum of 30 lessons per 39 week academic year.

Q: Who will teach my child?

A: A highly qualified specialist instrumental music instructor employed by East Ayrshire Council.

Q: Where and when are lessons given?

A: They are given in school during the school day.

Q: Are they the same time each week?

A: In primary schools yes, in secondary schools no. Secondary school tuition follows a rotational timetable ensuring pupils are not extracted from the same subject each week.



Q: Will my child have the opportunity to play in bands and ensembles?

A: Yes. Pupils receiving instrumental tuition are encouraged and expected to take part in weekly school bands and ensembles.

Q: I wish to apply for lessons for my son/daughter. How do I apply?

A: If you wish your son/daughter to be considered for Instrumental Music lessons please read the terms and conditions on pages 13 and 14 then complete and tear off the Instrumental Instruction Form, [Il.1], on the back page of this booklet.

The Il.1 form should then be handed back to your son/daughter's class teacher which in turn will be collected by the instrumental instructor.

Instrumental teaching staff will work with your son/daughter to determine which Instrument they may be most naturally and musically suited to and will make a recommendation on that basis.

Q: Do I have to sign an agreement?

A: Yes. Once a recommendation to a particular instrument has been made and you wish to proceed your son/daughter will be given an IMS registration form which must be completed and returned before lessons can begin.

Q: What will I do if my child wishes to withdraw from tuition?

A: Notice to withdraw from the agreement must be given in writing to your child's instrumental instructor.

Q: Will a refund be given?

A: No refunds will be made when a pupil ceases tuition part way through a term.

Q: What happens if my child does not get offered a place this time?

A: The IMS aims to offer as many young people as finite resource will allow the opportunity to learn to play a musical instrument. In the event that we cannot offer instruction due to overwhelming demand we will place your son/daughter on a waiting list until space becomes available.

Q: Who can I contact for further information?

A: Alan Friel, Instrumental Music Service Manager
Creative Minds Team
Civic Centre South
John Dickie Street
Kilmarnock
KA1 1HW
Tel: 01563 555634
Email: alan.friel@east-ayrshire.gov.uk

For full terms and conditions of the East Ayrshire Instrumental Music Service please refer to pages 13 and 14 of this information booklet.



terms and conditions: what you need to know

[Effective August 2019]

1. You will be charged for 30 lessons over a three term academic year. This fee makes a contribution towards the total cost of the service which not only includes Instrumental Instruction but participation in school bands, choirs and ensembles and the loan of an instrument. The additional costs are subsidised by East Ayrshire Council.
2. The cost of the lessons will be spread equally over three terms; 10 lessons will be billed each term. The number of lessons actually taught each term may vary from lessons billed and it is hoped that you will receive more than 30 lessons. (Term 1 maximum lessons 18, Term 2 maximum 11 and Term 3 maximum 10). In the event of a shortfall caused by staff absence where a pupil receives less than the contracted 30 instrumental/vocal lessons over the three term academic year, the shortfall will be credited at the end of the year. Credits are not applied on a term by term basis and the pupil must be attending at the end of the year to receive the credit.
3. **Tuition Fees from August 2019**
 4. £180 is payable to access the Instrumental Music Service for a first sibling. Lessons will be either individual or group at the discretion of the Instructor.
 5. £90 for a second sibling if the first sibling pays £180.
 6. Free for a third sibling if the first sibling pays £180 and the second sibling pays £90.
 7. Exemption for parents/guardians in receipt of Free School Meals/Clothing Grant. Information relating to Free School Meals/Clothing Grant will be used to confirm entitlement to exemption.
 8. Pupils can learn up to two instruments free if taking SQA Music in S4, S5 or S6.
 9. A pupil not studying SQA in S4, S5 or S6 who receives free lessons or a reduced sibling rate on one instrument has to pay full price for a second instrument.
10. The Music Service aims to give as many different individuals as possible the opportunity to learn to play an instrument. Pupils choosing to learn a second instrument will be charged full price for both instruments even though a sibling is entitled to a 50% reduction.
11. If a family has three pupils, one of which is doing SQA Music; Child 1 receives their lessons free, Child 2 pays £180 and Child 3 receives the 50% discount of £90.
12. Lessons will begin as soon as possible following receipt of a completed application form by the relevant Instrumental Instructor. If pupils start after October 21 in term 1, February 10 in term 2 or May 18 in term 3, you will not be invoiced for that term unless your son/daughter attended a Kick Start weekend.
13. Pupils beginning lessons at a Kick Start weekend receive more than one term's worth of equivalent lessons over the course of the weekend and you will be invoiced for the full termly fee of £60.
14. Where 5 or more consecutive lessons are missed due to sickness/injury we will credit a maximum of 5 sessions. The membership may be temporarily suspended at the Music Service's discretion. A medical certificate may be required.
15. Lessons taken in school will usually lead to pupils being withdrawn from their normal school classes.

16. Standard group lessons last for 25 minutes and consist of 2 or more pupils. Group size and length of tuition may change without notice. Individual lessons may be offered at the discretion of the Instructor. Pupils normally start off in groups and may move to individual lessons at secondary school.
17. Music Service staff are not responsible for escorting children to and from lessons.
18. The Music Service only accepts responsibility for pupils during the actual lesson time.
19. The Music Service does not accept liability for loss of or damage to pupils own instruments or other personal possessions.
20. If pupils are using an East Ayrshire instrument it is advised that it is put on your house content insurance. General repairs through normal wear will be covered by the Music Service. However, we will look for a refund for damaged property up to the cost of a full replacement of the instrument. The value of the instrument for insurance and refund purposes can be obtained from the instrumental teacher. Parents will be responsible for meeting the cost of repairs to damaged instruments. In the event that the repair cost is deemed to be uneconomic, parents may be asked to bear the cost of a replacement instrument.
21. To ensure the musical development of a pupil, the purchase of music and accessories is likely to be required, and parents and guardians will be expected to bear the reasonable costs associated therewith.
22. Membership of school bands, choirs and ensembles is not a contractual right of all pupils accessing the Instrumental Music Service. Instead, participation in school bands, choirs and ensembles is at the discretion of teaching staff.
23. If a pupil wishes to withdraw from music tuition prior written notice must be given by the parent/guardian to the Instrumental Instructor. No refunds will be made when a pupil ceases tuition part way through a term.
24. Tuition may be withdrawn in the event of disruptive or anti-social behaviour, poor attendance or failure to practise. No credits will be given and fees will be charged for that term in full.
25. If payment is not received East Ayrshire Council regrets that lessons will have to cease.
26. Non-payment of fees will be addressed on a term by term basis. No pupil is allowed to continue lessons if payment from a previous term is outstanding.
27. No sibling can commence tuition where fees are outstanding for another sibling.
28. The Music Service reserves the right to change terms and conditions at any time and without notice.



Form II.1

If you would like to register interest for Instrumental Music Lessons please complete, tear off and return this page to your son/daughter's class teacher or school office.

- I wish my son/daughter to be considered for a place in the Instrumental Music programme.
- I have read and agree to the Instrumental Music Service terms and conditions.

Pupil Name: _____ Class: _____

School: _____

Signature of Parent/Guardian: _____

Email address _____

Date: _____

NB: The information that you provide on this form will be processed securely by the Council in accordance with Data Protection law. We will process the information for the purposes of administering the Instrumental Music Tuition Service. Further information regarding data protection can be located in the Council's Privacy Statement on the Council's website: www.east-ayrshire.gov.uk



For further information contact:

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