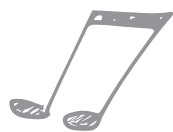


Lancashire
music
service

Instrumental and Vocal Tuition

Parental Direct Payment Scheme 2019 - 2020



APPLY ONLINE

www.lancashiremusichub.co.uk/enrol

Instrumental and Vocal Tuition

Lancashire Music Service has been providing musical opportunities for children and young people across Lancashire for over 50 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* with our experienced and inspiring teachers and with the first year of learning supported by award-winning online resources. We also offer an affordable instrument hire scheme.

**drums and piano individual lessons only*

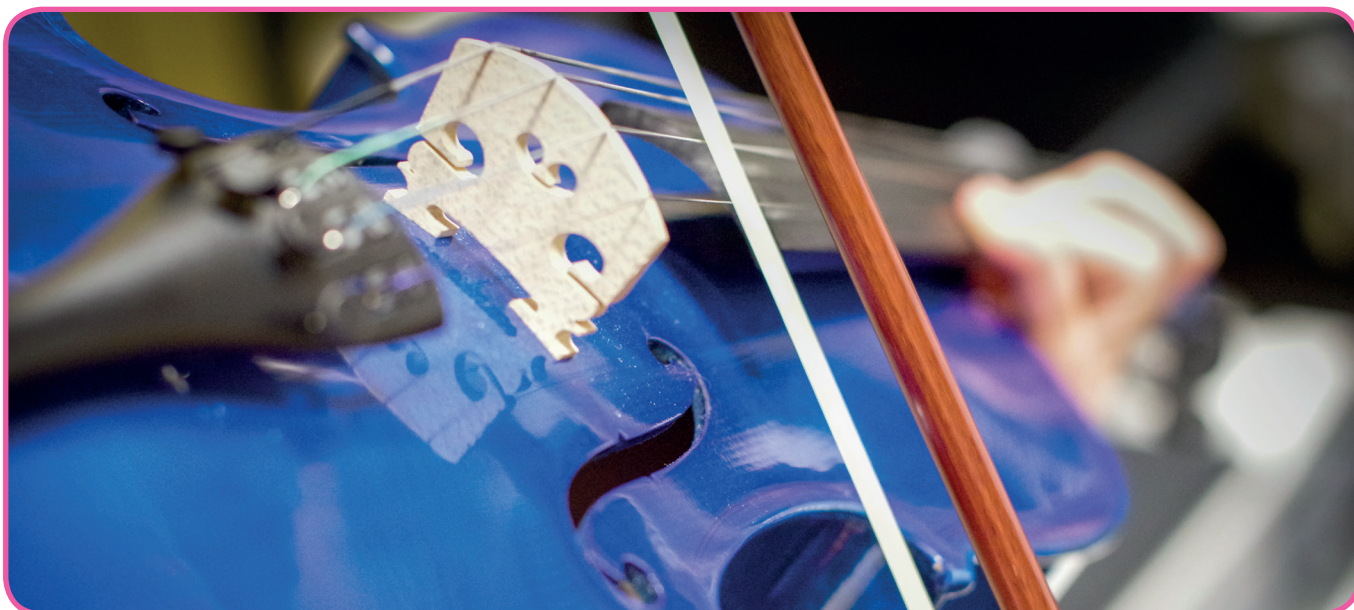
The Music Service also offers pathways for musical development and progression, both with workshops and performances in schools and also through our wide network of Music Centres and outstanding County Ensembles.

Parental Direct Payment Scheme (PDP)

The Parental Direct Payment scheme allows parents to pay the Music Service directly for instrumental and vocal tuition. The lessons are delivered in school.

- Lessons are usually delivered in small groups and are a minimum of 20 minutes
- Individual lessons are also available
- Students will need to provide their own instrument (rental available)
- Students have access to online resources to support their instrumental learning through Charanga Music World
- New students start lessons at the beginning of each half term (please see page 3 for application form deadlines)
- Lessons can only be cancelled at the end of a full term providing 6 weeks' notice has been received.

Enrol online at www.lancashiremusichub.co.uk/enrol or complete and return the form at the back of this brochure.



Cost:

Group (max 4 students)	£6.50 p/lesson
20 minute individual	£10.50 p/lesson
30 minute individual	£12.50 p/lesson

For terms and conditions see page 5



2019-2020 Calendar

There are 34 teaching weeks in the year. This calendar shows week starting dates for PDP instrumental and vocal tuition. Lessons missed due to training days and bank holidays will be made up later in the term (time allowing). If a lesson is missed due to teacher absence you will receive a credit for that lesson. Any variation to the dates listed needs to be in agreement with LMS teacher and school.

AUTUMN TERM 2019			
Sept	Oct	Nov	Dec
2	7	4	2
Inset Thur 5	14	11	9
9	Half term 21 Oct-25 Oct	18	16
16		25	Xmas/New Year 23 Dec - 3 Jan
23	28		
30			
SCHEDULED 13 WEEKS			

SPRING TERM 2020		
Jan	Feb	Mar
6*	2	4
Inset Tue 7	10	11
13	Half Term 17 Feb - 21 Feb	18
20		25
27	24	30
SCHEDULED 11 WEEKS		

SUMMER TERM 2020			
Apr	May	Jun	Jul
Easter Break 6 Apr - 17 Apr	May Day 4	1	6
	5*	8	13
20	11*	15	Summer Hols 20 Jul - 31 Aug
27	Inset Wed 13	22	
	18	29	
	Half Term 25 May - 29 May		
* indicates part weeks SCHEDULED 10 WEEKS			

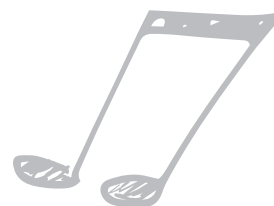
Application Deadlines	Term Start Dates	Number of weeks	Group £6.50 p/lesson	20 min individual £10.50 p/lesson	30 min individual £12.50 p/lesson
19.08.19	09.09.19	13	£84.50	£136.50	£162.50
07.10.19	*28.10.19	7	£45.50	£73.50	£87.50
09.12.19	06.01.20	11	£71.50	£115.50	£137.50
03.02.20	*25.02.20	5	£32.50	£52.50	£62.50
23.03.20	20.04.20	10	£65.00	£105.00	£125.00
11.05.20	*01.06.20	6	£39.00	£63.00	£75.00
* Mid-term intake					

Scheduled teaching week

Floating week for rescheduled sessions

LMS Holiday

LMS INSET



All applications received after the deadline dates shown will be processed for the following terms intake.

Why Learn Music?

- 1. 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.
- 2. Academic achievement** Studies show a direct link between academic, language and motor skill development and learning music.
- 3. Music relieves stress** Playing music or singing is known to relieve stress and enhance your self-awareness making you feel more positive.
- 4. You can build your confidence and self-esteem** Learning to sing or play a musical instrument develops your sense of aspiration and achievement.
- 5. 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.
- 6. 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.
- 7. Learning music teaches discipline and responsibility** It teaches you that the amount of effort you put into your practice will reflect in the way you sound.

FAQs

How do I apply for lessons?

Return your application form before the deadline shown on page 3 to start lessons at the beginning of the next half term. We will arrange the rest directly in negotiation with your child's Headteacher. Please complete the form at the back of this brochure and return to Lancashire Music Service, The Woodlands Centre, Southport Road, CHORLEY PR7 1QR or apply online at:

www.lancashiremusichub.co.uk/enrol

What instruments are most suitable for my child's age group?

To start lessons on brass and most woodwind instruments, your child will need to have their adult top front teeth. For other instruments children can start younger and smaller sized instruments are available. To protect the future of ensembles and orchestras specialist instruments (endangered instruments) are also available to loan however these instruments may not be suitable for all children. Please contact us for further information about instrument choice.

How can I find out about what music is going on in my child's school?

Many schools are proud of their musical opportunities for pupils and often have details on their school website. You can also contact your child's school directly and arrange to speak to the Headteacher or Music Coordinator.

Where can I find out more about Music Centres?

Please visit **www.lancashiremusichub.co.uk/parents**. You can arrange to visit a Music Centre by contacting the Head of Centre. For centre venues and contact details please see page 6.

Is there any help available with tuition fees?

If your child is eligible for Pupil Premium, you may be able to access this funding for music tuition. Please discuss this directly with your school. If the school are paying for tuition please enter the school address and contact name in the billing section of your application form. Music Centres also have places available for pupils qualifying for Pupil Premium – please contact your nearest music centre for more information.

More advanced students can also apply for help with tuition fees to organisations such as Awards for Young Musicians **www.a-y.m.org** or Future Talent **www.futuretalent.org**

Can my child hire an instrument?

Instruments can be hired each year (subject to availability). The full list of instruments and payment options are shown on the application form at the back of this brochure.

What if my child can't come to a lesson?

Please let your teacher know if your child is going to be absent in advance if you can. Lessons missed due to short term illness or cancellation by the pupil including forgotten instruments cannot be refunded (see page 5 for terms and conditions). If the teacher or school has to cancel a lesson, the lesson will either be rescheduled within the same term or credited from your next invoice.

How do I know how my child is getting on?

All pupils are given a practice diary which they should keep up to date each week. There will be an ongoing assessment completed as part of a lesson in the Spring term and a written report in the Summer term and these will be available online for parents/carers to view or download. Further information will be provided by your child's tutor.

Exams?

If your child would like to take an examination, please discuss this with their teacher as there are many options available.

How do I find out about other musical opportunities for my child?

We have a parents/carers email newsletter to keep you up to date with musical opportunities, advice and recommendations to support your child's musical development. We will also occasionally email directly with information about Lancashire Music Hub projects. In line with the 2018 General Data Protection Regulations (GDPR) law we need your express permission to contact about these additional opportunities. You can give your consent on the attached application form or online. You can always change your mind or amend your preferences at any time in the future.

You can also sign up to our newsletter at **www.lancashiremusichub.co.uk/site/#newsletter**
To find out more about GDPR, please read more at the official ICO website: **www.ico.org.uk**

How do I contact Lancashire Music Service?

Please contact Cate Neary on:

01257 517138 (9am – 5pm weekdays)
Catriona.Neary@lancashire.gov.uk

Cate looks after the Parental Direct Payment Scheme administration and can also help if you have any issues or concerns.

Terms and Conditions

The Lancashire Music Service (LMS) (a business unit within the Lancashire County Council) will provide tuition at the school named on the application form under the following terms and conditions.

All Lancashire Music Service Staff are: appropriately qualified and appointed in line with the Safer recruitment guidelines after interview, audition, medical, Right to work in the UK, Disclosure and Barring Service (DBS) enhanced checks. All staff are updated with new developments through a programme of in service training, including Child Protection, Lancashire Safeguarding Children Board (LSCB), e-learning for Sexual Exploitation, Disqualification by Association, Information Governance and Health and safety.

Service Delivery

1. Lessons can only start at the beginning of each half term after the application form has been completed and returned to the Lancashire Music Service Office.
2. Lessons will be given on the school's premises and all arrangements will have the approval of the Headteacher and Governors of the school.
3. Group lessons will be taught for a minimum of 20 minutes not exceeding four pupils per group. Individual lessons will be taught for 20 minutes or 30 minutes.
4. When pupil numbers become non-viable in a group lesson, LMS reserves the right to cancel tuition giving a ½ terms notice. Alternative options will be offered.
5. Lessons may be at times when the pupil would normally be involved in lessons which form part of the school curriculum but the pupil will only 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.
6. Where lessons take place outside school hours, parents will be responsible for the safe transportation of pupils and for their supervision before and after the lesson.
7. 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 activities and service delivery.
8. Lessons not provided by LMS will not be charged for. If your child misses a lesson or forgets their instrument, a charge will be made for that lesson.
9. It is envisaged that the number of lessons will be 34 over an Academic Year.
10. Pupils are responsible for the safe keeping of their musical instrument and Lancashire County Council does not accept responsibility for any loss or damage to such instruments.
11. One pupil assessment will be prepared during lesson time in the Spring Term followed by a written report in the Summer Term as part of the ongoing assessment process.
12. Any complaints should be sent in writing to:
Lancashire Music Service, The Woodlands Centre, Southport Road, CHORLEY, PR7 1QR or email
lancs.music@lancashire.gov.uk

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 /email is provided to withdraw from lessons.

County Hall Income and Debt Management team will issue an invoice and when invoices are raised they are due for immediate payment. Re-payment plans are available for each invoice issued – please see reverse of invoice for details.

If payment is not received within 30 days of the date on your invoice 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.

2. Lancashire Music Service is unable to provide refunds for any reason except for teacher 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.

3. **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: lancs.music@lancashire.gov.uk or by post to: Lancashire Music Service, The Woodlands Centre, Southport Road, CHORLEY, PR7 1QR**

DO NOT SEND YOUR CANCELLATION REQUEST TO SCHOOL OR COUNTY HALL.

4. If schools support an application through Pupil Premium LMS will charge the school for tuition at the end of each term

Instrument Loan 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 LMS and may be recalled for inspection at any time.
2. LMS will withdraw the instrument and case from the pupil if instrumental tuition ceases and may do so if in LMS'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. LMS will be responsible for 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 loan. Guidance on instrument care will be given by your teacher.
6. In the event of damage to, or loss of, the instrument or case LMS must be informed immediately. Under no circumstance 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 cost. LMS may, in its sole discretion, in individual cases waive these charges.
7. Parent/Carers are advised to arrange insurance cover for instruments on loan or arrange for them to be specifically noted on their household insurance policies.
8. Instruments should not be left in an unattended vehicle.
9. The instrument must not be used by any person other than the student to whom it is on loan.
10. Instrument Hire fee is a fixed termly charge (non-refundable) and invoiced at the start of each term. Hire Fees will renew automatically for each new term thereafter until written or email confirmation is provided of withdrawal. Endangered/specialist instruments exempt from charges.
11. Cancellation Policy – To return the loaned instrument, please contact the Instrument and Warehouse Distribution Manager on 07825 755501 to arrange a suitable return date.

All instruments must be collected from and returned to:
Lancashire Music Service, Unit 2 Crosse Hall Street,
Chorley PR6 0UJ

Music Centres

Opportunities to learn, play and perform together

Our network of centres across Lancashire provides **regular, after-school opportunities for young musicians of all levels of experience to play together in bands and ensembles**, offering an ideal progression route from Whole Class Ensemble Tuition alongside opportunities for more advanced students. We also offer **group and individual tuition** at all of our centres.

Lancaster (Thursday) - Lancaster Royal Grammar School, East Road, Lancaster LA1 3EF

Head of Lancaster Music Centre -
David Shooter 07887 830989

Poulton (Wednesday) - Hodgson School, Moorland Road, Poulton-le-Fylde FY6 7EU

Head of Poulton Music Centre - Rachel Hughes
07500 881431

Lytham (Thursday) - Lytham St Annes Technology and Performing Arts College, Worsley Road, Lytham St Annes FY8 4DG

St Bede's Lytham (Tuesday) - St Bede's Catholic High School, Talbot Road, Lytham FY8 4JL

Head of Lytham Music Centre -
Gary Fox 07887 830990

Kirkham (Monday) - Kirkham and Wesham Primary School Nelson St, Kirkham, Preston PR4 2JP

Head of Kirkham Music Centre -
Julie Rayton 07824 434282

Preston (Tuesday and Thursday) - Fulwood Academy, Black Bull Lane, Preston PR2 9YR

Head of Preston Music Centre -
TBC 07887 831564



Ormskirk (Wednesday) - Ormskirk School, Wigan Road, Ormskirk L39 2AT

Head of Ormskirk Music Centre -
TBC 07850 025785

Chorley (Monday) - Southlands School, Clover Road, Chorley PR7 2NJ

Head of Chorley Music Centre -
Gayle Coleman 07887 830991

Burnley (Tuesday) - Shuttleworth College, Burnley Road, Padiham BB12 8ST

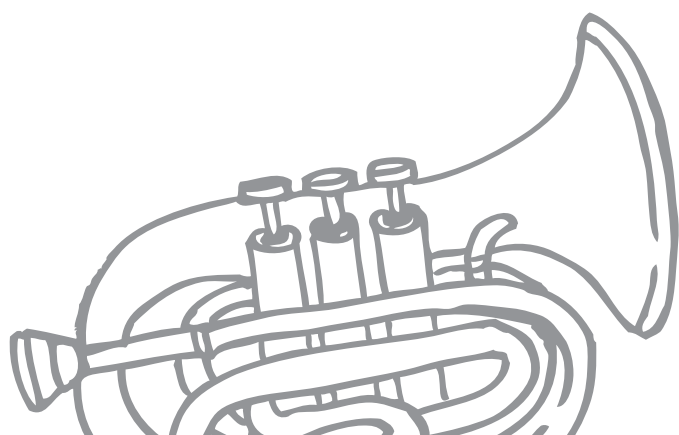
Head of Burnley Music Centre -
Abbey Blackledge 07825 755499

Pendle (Thursday) - Pendle Vale College, Oxford Road, Nelson BB9 8JG

Head of Pendle Music Centre -
TBC 07887 830994

For up to date details and times of activities at each centre please visit **www.lancashiremusichub.co.uk** or contact the Head of Centre.

For more details about Music Centres please contact Pauline Franic (administration) **01257 517113**
pauline.franic@lancashire.gov.uk



Costs

Annual Ensembles fee
(access to all ensembles) £60.00

Tuition Charges

Small Group (Max 4 pupils per group)	£6.50 p/lesson
20 minute individual	£10.50 p/lesson
30 minute individual	£12.50 p/lesson
40 minute individual	£16.50 p/lesson

Lancashire's County Ensembles

Bringing together talented young musicians from across Lancashire

Our county ensembles enable **committed young musicians to take their music making to an advanced level**, working alongside professional musical directors and tutors. They meet regularly to rehearse, take part in residential courses and tours, and perform across the county and further afield.

The County Ensembles have developed partnerships with national organisations such as BBC Philharmonic Orchestra, Music for Youth, and the National Youth Jazz Orchestra and rehearse and perform with visiting professional artists. They also work regularly with Lancashire schools and Music Centres, inspiring younger musicians.

Lancashire Youth Symphony Orchestra

Lancashire Schools Symphony Orchestra

Lancashire Youth Brass Band

Lancashire Youth Jazz Orchestra

Lancashire Schools Jazz Orchestra

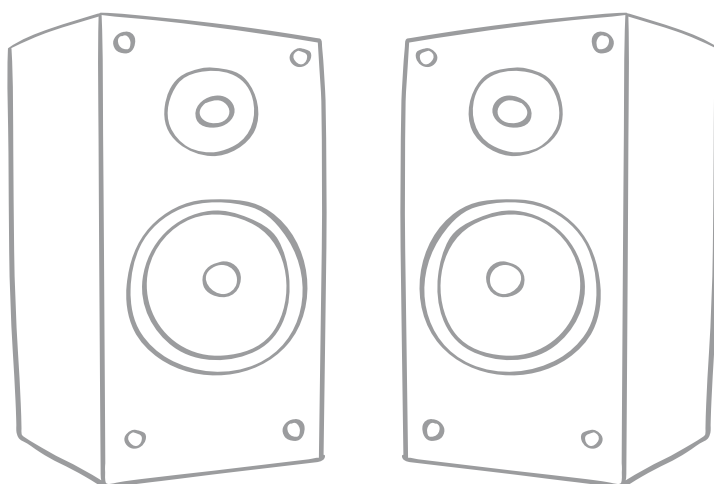
Lancashire Youth Concert Band

For more details about County Ensembles please contact Ann Connal (administration) **01257 517108**
ann.connal@lancashire.gov.uk

Costs

Annual Membership £115.00

Membership also includes access to ensembles at local Music Centre



PARENTAL DIRECT PAYMENT SCHEME APPLICATION FORM

Lancashire Music Service,
The Woodlands Centre,
Southport Road,
CHORLEY, PR7 1QR.

APPLY ONLINE : www.lancashiremusichub.co.uk/enrol

Academic Year 2019/2020

TUITION INFORMATION			
School Name:		Instrument:	
I would like to apply for the following : (Please tick) lessons starting midterm will be invoiced for the remaining weeks of the current term.			
<input type="checkbox"/> a) Group lesson £6.50 per lesson (Autumn 2019 13 weeks £84.50) (Spring 2020 11 weeks £71.50) (Summer 2020 10 weeks £65.00)			
<input type="checkbox"/> b) 20 min individual £10.50 per lesson (Autumn 2019 13 weeks £136.50) (Spring 2020 11 weeks £115.50) (Summer 2020 10 weeks £105.00)			
<input type="checkbox"/> c) 30 min individual £12.50 per lesson Autumn 2019 13 weeks £162.50) (Spring 2020 11 weeks £137.50) (Summer 2020 10 weeks £125.00)			
<input type="checkbox"/> d) Instrument Hire - cornet, trumpet, tenor horn, baritone/euphonium, clarinet, flute, alto/tenor saxophone, bass/electric guitar, keyboard, violin, drum kit I would like to hire a _____ £15.00 per term (non-refundable)			
<input type="checkbox"/> e) Instrument Loan available for specialist instruments (endangered instruments) French Horn, Trombone, Tuba, Oboe, Bassoon, Viola, Cello, Double Bass, Orchestral Percussion I would like to loan a _____ (an exemption charge will be applied for this specialist instrument – please contact LMS prior to selecting this option)			
DETAILS OF STUDENT			
Surname		Forename(s)	
Date of Birth DD MM YYYY	Year Group (from Sept 2019)	Male <input type="checkbox"/> Female <input type="checkbox"/> Please tick	
Do you consider this student to have: a disability YES <input type="checkbox"/> NO <input type="checkbox"/> special educational needs YES <input type="checkbox"/> NO <input type="checkbox"/> or is this student reported as a Looked After Child YES <input type="checkbox"/> NO <input type="checkbox"/> (This information is required for government data analysis)			
I give my consent for images and video of my child to be used for marketing and publicity purposes (print and online) by Lancashire Music Service/Lancashire Music Hub YES <input type="checkbox"/> NO <input type="checkbox"/> please tick			
PARENT/CARER DETAILS		BILLING DETAILS <small>(if supported by school – please enter school address and named contact for confirmation)</small>	
Title:	First name:	Surname:	
Pupils Address		Billing Address (if different)	
.....		
.....	 Postcode	
..... Postcode		<i>Bill Payer (if different)</i> Signature	
Home Telephone No.		Mobile Number	
Email.....			
All Communication from the Music Service 'regarding lessons' will be via e-mail or text please ensure this information is correct			
Do you qualify for Pupil Premium (eg free school meals) YES <input type="checkbox"/> NO <input type="checkbox"/> Please tick			
I give my consent to the data being processed and collected to facilitate this service. I would like the above named student to receive tuition in the instrument indicated and I understand that by signing this contract I will be liable for termly payments until written notice or email confirmation is provided of withdrawal. I accept the music service terms and conditions.			
Signature		Date	
Your privacy is important to us. For more information view our Privacy Statement at www.lancashire.gov.uk/data-protection and click 'Service and project specific privacy notices' then 'Lancashire Music Service'.			

LANCASHIRE MUSIC SERVICE PROMOTIONS, OFFERS & NEWSLETTERS	
Communication options under the new General Data Protection Rules (GDPR). (see page 4 for more information).	
Please tick the boxes below to confirm your preferences:	
Text: YES <input type="checkbox"/> NO <input type="checkbox"/>	Email: YES <input type="checkbox"/> NO <input type="checkbox"/>
Post: YES <input type="checkbox"/> NO <input type="checkbox"/>	
I consent to how my data is processed	
Signature	Date

The name of the Data Controller is Lancashire County Council. The nominated contact for the Data Protection is The Data Protection Officer, P.O. Box 100, County Hall, PRESTON PR1 0LD.

This Data will be processed for the purpose of administration of the Parental Direct Payment Scheme.

FOR OFFICE USE ONLY		
AF REF	CONFIRMED START/INIT	LOCATION NO
TEACHER		CUSTOMER REF