



Instrumental Music Service

Guidance booklet
and application form



Introduction

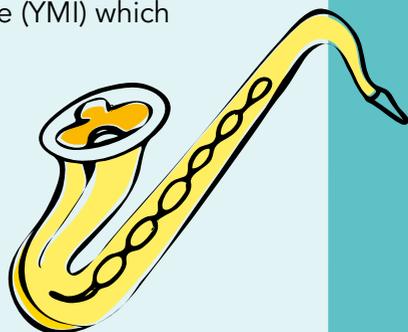
Congratulations!

Your child has secured a place for instrumental music tuition through South Lanarkshire Council's Instrumental Music Service (IMS) provision during this academic session.

South Lanarkshire Council provides instrumental music tuition to over 4,000 pupils in both primary and secondary schools. A significant number of these pupils are involved in award winning school and authority musical ensembles and bands.

There is a charge for instrumental music lessons, which is a contribution towards this service. The contribution has been set at an annual figure of £210 based on a minimum of 30 lessons. Please note there are 38 weeks in each school year. S3 pupils are required to pay £140 towards their instrumental music instruction (August-March). Any S3 pupil opting to undertake a SQA music award in S4 will not be required to make payment for Block 3 tuition (March- June).

Part of the instrumental music provision is funded through Creative Scotland's Youth Music Initiative (YMI) which promotes equal opportunity of access to music for all pupils and in particular targets pre-primary 6 pupils. Music Tuition under YMI National Guidelines will be offered free to eligible pupils for one academic year.



Questions and answers

What is the charge for?

The charge is a contribution towards your child's instrumental music lessons, which will be delivered in a variety of group formations throughout the whole academic year. (The IMS will endeavour to ensure that a maximum of four pupils per group will apply).

Who will be required to pay this contribution?

All pupils with the exception of the following will be required to pay the contribution.

- Successful applicants entering P5 in August will receive one academic year of free instruction under current Youth Music Initiative guidelines.
- Students undertaking any SQA music award (S4-S6) within school are exempt from paying the annual contribution.

Are there any concessions for this service?

A concessionary scheme in relation to charging for instrumental music provision will continue to apply from August, based on the current eligibility criteria relating to school meals.



How often am I required to pay and how?

Three times a year an invoice will be issued for £70.00 for each block.

Information on methods of payment can be found on the rear of your invoice.

Block	Payment requested
1 (September - December)	September
2 (December - March)	January
3 (March - June)	April

What happens if I miss a payment?

A reminder for payment will be issued. Lessons will cease should payment not be made thereafter.

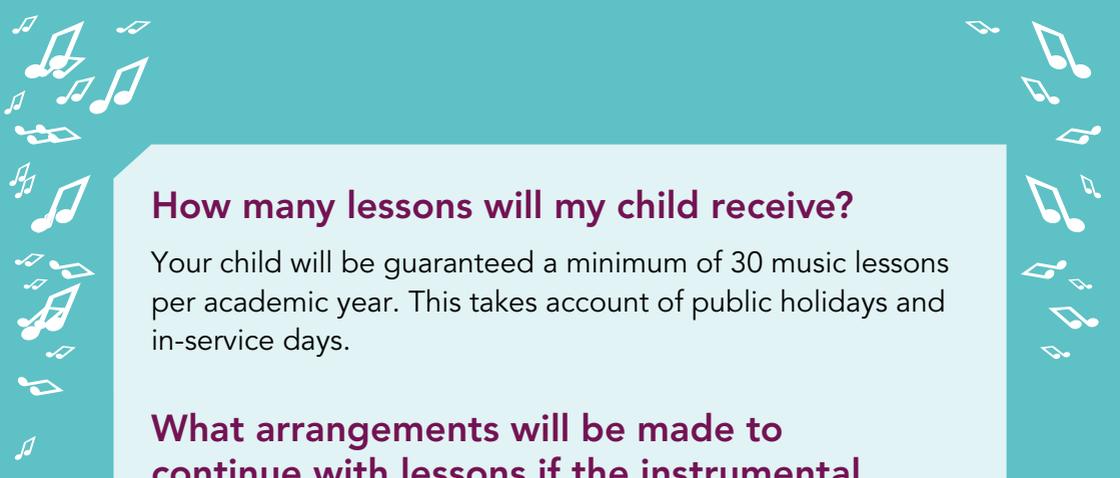
Will I get a refund if I cease lessons?

No. A refund will not be given within a block of lessons. As you will have prepaid for the block, lessons will be provided until the end of this period.

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

Your child's name will be held on a waiting list and you will be notified if a place becomes available.





How many lessons will my child receive?

Your child will be guaranteed a minimum of 30 music lessons per academic year. This takes account of public holidays and in-service days.

What arrangements will be made to continue with lessons if the instrumental instructor is absent?

Absence cover, where possible, will be put in place to continue your child's lessons. However, where this is not possible, a refund will be made on a pro-rata basis at the end of the third term if your child has received fewer than the 30 lessons planned.

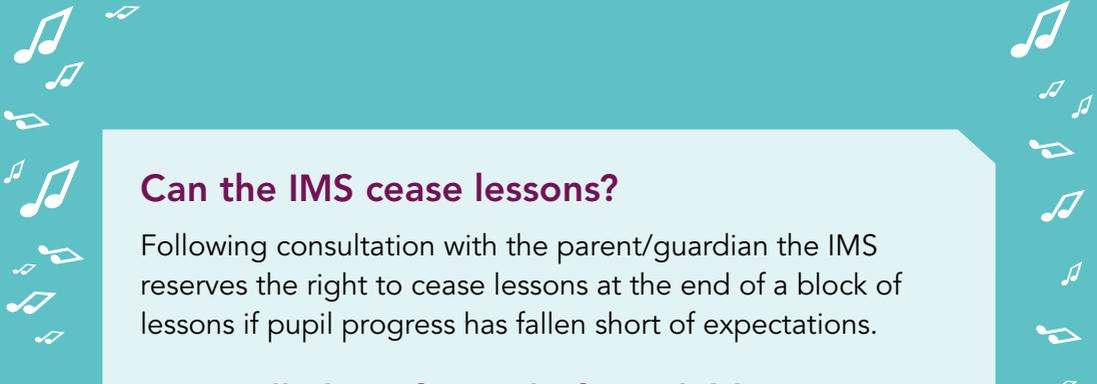
Does the contribution cover the use of South Lanarkshire Council instruments and books?

No. The contribution goes towards tuition on the chosen instrument. Specialist Instrumental Instructors are able to provide advice with regard to suitability and hire of musical instruments and support materials.

Will my child have the opportunity to play in bands or ensembles?

Children receiving instrumental music lessons will be encouraged to take part in school ensembles and central orchestras/bands when they reach an appropriate standard.





Can the IMS cease lessons?

Following consultation with the parent/guardian the IMS reserves the right to cease lessons at the end of a block of lessons if pupil progress has fallen short of expectations.

How will I be informed of my child's progress?

Parents/guardians will be issued with a report from the instrumental instructor during the academic year.

What should I do if I have concerns or wish to cancel my child's music lessons?

If you wish to cancel your child's music lessons please discuss with your instructor who will then confirm with the school office to ensure payment requests are ceased.

If you have any other enquiries please contact:

South Lanarkshire Council
Education Resources
Instrumental Music Service
Council Offices
Almada Street
Hamilton ML3 0AE

Phone: 0303 123 1023

Email: edsuppserv.help@southlanarkshire.gov.uk

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1015

Email: equalities@southlanarkshire.gov.uk

www.southlanarkshire.gov.uk



Application form

You can complete this Instrumental Music Service application form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to your music instructor.

Instrument		Music instructor	
Child's name		Date of birth	
Home address			
Postcode			
Phone			
School being attended			
Year/Stage P6-S3 in August of current year			
I wish to be considered for concession (please tick) <input type="checkbox"/>			
NB child must be in receipt of Free School Meals to qualify for concession			

Your declaration

In agreeing to the terms set out within this guidance booklet I accept that:

- ✓ Payment must be made according to invoices issued.
- ✓ Tuition will not commence until payment has been made.
- ✓ Instrumental music lessons will cease should payment not continue.

Name of parent/guardian (Block capitals)*:	
Signature of parent/guardian:	
Date:	

*Please be aware that this will be the name that appears on all instrumental music tuition invoices





Privacy Notice – Instrumental Music Tuition

In line with the General Data Protection Regulation (GDPR) we have produced this privacy notice to inform you how we deal with personal information as part of our statutory function as an education authority.

The Council has a legal obligation to deliver effective education services to children and young people in South Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn.

Using your personal information

Within the application form for instrumental music tuition we ask parents/ carers to provide their child's name, date of birth, address and telephone number. We will also ask you to tell us if you wish to be considered for a concession (based on the eligibility criteria relating to school meals).

Information sharing

We will share your information with:

- Other South Lanarkshire schools – if a child moves or transfers to another South Lanarkshire school we will pass on instrumental music tuition records to the new school.

We require this information to ensure that children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. We will also ask you to update this information annually and to tell us when there are changes to your details.

Your rights and how to complain

You have the right to access your personal information as well as the rights of rectification, erasure, restriction and the right to object.

For information on these rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from our website:

www.southlanarkshire.gov.uk/info/200235/meta/1730/general_privacy

Our full privacy notice will also provide information on how to make a complaint or to request a paper copy of the privacy notice from the Data Protection Officer.

