

# **Prospectus and Terms and Conditions**

*for*



## **Instrumental Tuition *and* Central Groups**

## Foreword

Throughout Scotland, the second half of the twentieth century has witnessed a substantial growth in instrumental music provision in schools.

Authorities, in seeking to further enrich the educational experience available to school pupils, now regard instrumental provision as offering a further dimension to the school curriculum.

As well as the benefits available to the individual pupil, there has been a growth in instrumental ensembles in school, regional and national youth orchestras and bands offering further musical opportunities.

Instrumental music education, both formal and informal, is recognised in preparing children for life. The ability to perform on a musical instrument fosters creativity and teaches critical assessment of the world around us and instils the basic values of self discipline.

**During Covid 19 restrictions and guidance, the benefits and advantages pupils gain from playing a musical instrument are particularly important at this time. Music making and learning to play a musical instrument is one of the most effective contributors in developing and sustaining pupils' welfare.**

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## Benefits

The following benefits of learning to play a musical instrument are recognised by all who are involved in the teaching process:

- Your child, when learning to play a musical instrument, develops a wide range of unique skills providing a means of fulfilment and enjoyment whilst nurturing a greater understanding of the arts.
- You, as parents, can enjoy and share the child's excitement in learning to play an instrument. Your child performing at a concert will provide you with a great sense of pride and satisfaction.
- Schools will provide opportunities for pupils to enrich their curriculum and the life of the school. This offers an additional focus for the arts and enhances the profile of the school.
- Instrumental music prepares pupils to make a meaningful contribution towards the artistic life of their community.

The Perth and Kinross Instrumental Service consists of thirty permanent and part-time staff offering instruction on Strings, Brass, Woodwind, Percussion, Piano, Guitar, Singing and Bagpipes.

The majority of staff are conservatoire graduates which means they are exceptionally well qualified and experienced in delivering instrumental teaching.

All new staff are carefully selected through the interview process which includes criminal record checks for the safety of the pupils.

The Perth & Kinross Instrumental Music Service endeavours to deliver top quality music provision provided by highly skilled staff using the best teaching techniques and methods of delivery available. During the Covid Pandemic, the Perth & Kinross Instrumental Music Service will continue to deliver top quality music provision using the best teaching techniques and methods of delivery available within the safety constraints and measures necessary in the present situation and circumstances. The Music Service will continue to review provision in the light of government advice to allow maximum personal interaction between the Instrumental Music Service staff and pupils in this evolving landscape.

As a result of present Scottish Government guidelines, Woodwind, Brass and Vocal lessons will be provided to pupils through face to face discussions from instructors while at school but playing/singing will be carried out by tutors and pupils through Flipgrid outwith school premises. Please note, Woodwind, Brass and Vocal provision is being reviewed until clearer guidelines on delivery are issued by Scottish Government.

## Objectives

The following objectives are based on a study of good practice evident in the distinct nature of the work of instrumental staff currently employed in Perth and Kinross Schools.

- To provide opportunities of access for all pupils to experience the expressive and creative qualities of music through learning to play a musical instrument as part of education for life.
- To encourage and enable pupils to realise their full potential through the mastery of technical skills, the development of musical perception and aesthetic sensitivity. To encourage self confidence and develop a sense of achievement and self expression.
- To offer musical experiences. To enhance and support the music curriculum. To help pupils acquire skills which will allow them to enjoy and become actively involved in a wide range of musical experiences contributing to the musical life of the school and the community.
- To develop skills. To encourage and assist pupils to develop their intellectual, affective, psychomotor, social and personal skills. To help pupils foster an understanding of music in the everyday life of their own and other cultures.

The above objectives are particularly enhanced by the Perth and Kinross Central Groups (see page 8) which give the pupils attending a Perth & Kinross local Authority School, an opportunity to meet, rehearse and socialise with other pupils from all over Perth and Kinross. These groups are considered to be an integral part of the Instrumental Service and have been carefully structured to run in conjunction with school tuition. **It is hoped that pupils receiving instrumental instruction will make every effort to attend these Central Groups in order that they can utilise this provision to the maximum.**

## Registration and selection procedures

Any pupils wishing to access tuition for the first time should register online. However, due to Covid restrictions, we are unable to start beginners until Scottish Government guidelines are reviewed. A link to apply will be available on both schools and Instrumental Music Service website upon receipt of further guidance from the Scottish Government.

Applicants will be assessed for suitability towards learning an instrument (involving tests in pitch, rhythm and other musical attributes). Successful applicants will be notified and issued with a link to complete an online application, provided:

- parents do not have outstanding Perth & Kinross sales ledger debt and have not arranged a repayment plan
- parents are exempt from charges (see page 10 for charging exemptions)
- parents have made an application to Perth & Kinross Music Foundation (PKMF) for funding for 2020/21 music tuition fees.

Tuition will only commence on receipt of the completed form.

Where one to one online lessons will be delivered, parents will be expected to agree to safeguarding conditions laid out in application.

During the Covid pandemic the Perth & Kinross Instrumental Music Service will continue to deliver top quality music provision using the best teaching techniques and methods of delivery available within the safety constraints and measures necessary. When music tuition is delivered either in the school or home environment via digital platforms, pupils will be expected to:

- only use their GLOW email address for class communication
- be punctual for all lessons
- access the files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors, laptops, screen connections ready before the lesson begins
- submit all assignments on time in accordance to the agreed protocols
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about modesty and respect for others
- ensure the location they log in from is appropriate, ie give consideration to background, camera angle, privacy etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share recordings/images of the class outwith the class environment

Parents are encouraged to download the “PKC Safeguarding Principles and Practice in an Online Setting” document from the Instrumental Music Service website [www.pkcmusic.com/resources](http://www.pkcmusic.com/resources)

Parents of pupils who unfortunately are not able to access the Service immediately due to availability of places will receive communication, via email where possible, and the pupil’s name will be added to the instructor’s waiting list. Parents will be notified if a space becomes available in the future.

A basic instrument is supplied initially with a view to pupils obtaining their own instrument when compatibility has been realised.

## Staff deployment



Initially, priority of instruction time goes to the secondary schools where Education and Children's Services strive to offer each school an equal, balanced amount of instruction. Instrumental staff will teach a balanced number of pupils from years 1 – 6 to ensure constant pupil progress and to allow opportunity to access the service in 1<sup>st</sup> year and continue right through until 6<sup>th</sup> year. Any remaining instructors' time is then deployed in primary schools where, again, the emphasis is on a fair distribution and delivery of instruction amongst the feeding primary schools of each secondary.

Upon selection, the successful pupils commence their tuition usually in the form of small group lessons. Experience has shown that this generally proved to be the best policy for beginners. Receiving tuition with their friends helps to make the pupils feel more relaxed and gives them the opportunity of both solo and ensemble playing within their lessons from the very start.

Due to Covid 19 restrictions and guidance, instrumental music lessons will be delivered where appropriate through face to face lessons as well as live one to one sessions and digital learning (Flipgrid) etc.

As a result of present Scottish Government guidelines, Woodwind, Brass and Vocal lessons will be provided to pupils through face to face discussions from instructors while at school but playing/singing will be carried out by tutors and pupils through Flipgrid outwith school premises. Please note, Woodwind, Brass and Vocal provision is being reviewed until clearer guidelines on delivery are issued by Scottish Government.

**In the initial stages of tuition, it is widely accepted that group tuition is more beneficial than one to one teaching.**

Your child will then continue to receive well structured, pre-planned instrumental lessons with professional calculated attainment targets.

After a very short period, pupils will be ready to attend one of the Perth and Kinross Central Groups (see page 8). These ensembles, which have been carefully designed to run in conjunction with instrumental tuition in schools, can accommodate pupils at all levels from beginners to advanced and are an integral part of the service.

Pupils receiving tuition will also enjoy being an active member of their school orchestras, ensembles and chamber groups, participating in Christmas Carol Concerts, Music Festivals, Perth Festival of the Arts and prize-givings. Occasionally professional bodies will visit the schools to give workshops and masterclasses.

The structuring of instrumental teaching in Perth and Kinross schools means that if your child gets the opportunity to receive lessons at primary school, they will usually be able to continue lessons with the same teacher through to the end of secondary school, incorporating all SQA and Associated Board music examinations if required. Pupils wishing to progress on to Music Colleges, e.g. Royal Conservatoire of Scotland, will be assisted (non financial) with entrance exam and auditions. Parents will be responsible for Associated Board fees.

The overall standard of instrumental tuition is continuously monitored and assessed and is constantly being developed as a result of in-service training and inter-staff discussions.

## Central Groups



### Registration

Any pupil attending a Perth & Kinross Local Authority School, wishing to participate in any of the Central Group Activities should contact their instructor or the Music Service Department on [MusicService@pkc.gov.uk](mailto:MusicService@pkc.gov.uk) / 01738 477878.

**Due to covid-19 restrictions, Central Groups will not be taking place until further notice. Information below highlights the anticipated provision when rehearsals resume.**

There is an ensemble for all instrumentalists to participate in from beginner's right up to advanced players.

Perth Youth Orchestra } Monday 6.00–8.15pm

Elementary & Junior String Orchestra } Wednesday 6.00-7.00pm  
Junior Brass Band & Guitar Ensemble }

Senior Strings & Percussion Ensemble } Thursday 6.00–7.30pm  
Choir & Piping }

Wind Ensemble & Concert Band } Friday 6.00–7.30pm  
Wind Orchestra & Brass Band }

The normal rehearsal period for Central Groups is September/October – end of March at the Music Centre, North Inch Community Campus, Perth.

Please visit our Instrumental Music Service website for further information: [www.pkcmusic.com](http://www.pkcmusic.com)

These ensembles are coached weekly throughout the winter months by highly experienced tutors and conductors and perform at local concerts, highlighted at the end of the year by Annual Central Groups Concerts.

Members of Perth Youth Orchestra, one of the oldest established youth orchestras in Scotland, enjoy touring parts of Europe, usually every three years.

**Please note, Central Groups are only open to pupils attending a Perth & Kinross Local Authority School.**

### Music Camps

Pupils receiving instruction within the school system also get the chance to attend the annual Junior, Intermediate and Senior music camps. These residential courses are a unique mixture of hard work, musical creativity and fun, and for many who attend, it is the highlight of their academic year.

**Please note, music camps are only open to pupils attending a Perth & Kinross Local Authority School.**

For further information, please visit our Instrumental Music Service website: [www.pkcmusic.com](http://www.pkcmusic.com)



## Instrumental Music Staff

### Co-ordinator of Instrumental Services

Allan R Young

### Brass Department

Scott Barker	- Trumpet*
Elaine Stewart	- Trumpet*
Gordon Seith	- Trombone*
William McMullan	- Trombone*
Rachel Whiteman	- Trumpet*

\* Shows principal instrument but qualified to teach all Brass Instruments

### Woodwind Department

#### (Bassoon, Clarinet, Flute, Oboe & Saxophone)

Philip Alexander	- Clarinet*
Andrew Mann	- Clarinet*
Leon Thorne	- Saxophone*
Laura Young	- Oboe*
Fran Barker	- Clarinet*

\* Shows principal instrument but qualified to teach all Woodwind Instruments

### Piano Department

Liam O'Hare  
Alison Hogg  
Pamela McLennan



### Bagpipes

Graham Mulholland

### Guitar Department

Owen Nicholson  
Gordon Baillie  
Adam Bulley



### Percussion Department

Lynsey Paterson  
Max Popp  
Iona Crosby

### Singing

Zoe Perman  
Pamela McLennan  
Joseph Whiteman

### String Department

Alison Hogg	-	Violin*
Lorna McGovern	-	Violin*
Iona Crosby	-	Double Bass*
Esther Jack	-	Violin*
Sharon Doyle	-	Violin*
Audrey Mattner	-	Violin*
Jane Colvin	-	Cello*
Morag Dalton	-	Violin*
Ilse McFarlane	-	Cello*

\* Shows principal instrument but qualified to teach all strings

## **Charges for 2020-2021**

### **Music Tuition**

The charge for School-based Tuition is set at £295.00 per annum (minimum 30 lessons in the academic year). Please note, this is not applicable to pupils receiving free tuition funded by the Youth Music Initiative (YMI).

The minimum of 30 lessons can still be achieved if lessons start by w/b 2 November 2020. Thereafter, payment will be charged on a pro-rata basis. Please note, this is not applicable to pupils receiving free tuition funded by the Youth Music Initiative (YMI).

If your child received less than 30 lessons in any session due to instructor absence, any reduction for less than 30 lessons will be on a pro rata basis and may only be claimed after the session is complete and before 31 July 2021. Any refund due can be used of offset against following year's tuition fees if it is preferred (please state when applying for refund). The majority of these lessons will be delivered in the first three terms, August 2020 – April 2021. There will still be tuition delivered as much as possible in the Summer term however, instructors may be in attendance at residential music courses and the annual Instrumental Music Service Engagement week that are held in the final term (this is dependent on Covid restrictions). Please note, this is not applicable to pupils receiving free tuition funded by the Youth Music Initiative (YMI).

If paying by Direct Debit (November 2020 to July 2021) the application should be completed by 25 September 2020 to spread the cost over 9 months. Any applications received after this date will have payments spread over fewer months. An invoice will be emailed to you detailing payment dates and amounts. Please do not cancel previous direct debit instruction as this may lead to you being unable to pay by direct debit in the future.

### **Exemptions**

Current exemptions from school based tuition charges include:-

- Eligibility for Free School Meals
- Eligibility for Free School Meals but do not apply (supported with relevant evidence of associated benefits)
- Pupils engaged in SQA music courses (year of presentation only)
- Youth Music Initiative (YMI) funded music places
- Pupils who are in their 2<sup>nd</sup> year of Assisted Place Tuition
- Confirmation of Perth and Kinross Music Foundation (PKMF) funding (one instrument only)

### **Central Groups**

The charge for Central Group activities is set at **£97.25** per annum.

### **Exemptions**

Current exemptions from central group charges include:-

- Eligibility for Free School Meals
- Eligibility for Free School Meals but do not apply (supported with relevant evidence of associated benefits)
- Pupils who are in their 2<sup>nd</sup> year of Assisted Place Tuition
- Confirmation of Perth and Kinross Music Foundation (PKMF) funding

## PAYMENTS

Payments for school based music tuition and central groups can be made by:

- Debit/credit card payment online whilst completing application form.
- Direct Debit (*Note – direct debits will be paid from November 2020 to July 2021 subject to application forms being submitted by 25 September 2020. Applications received after this date will reduce the number of months available to pay fees. Direct Debits for new pupils will begin once the assessment process is completed and an application form is submitted. This may reduce the number of months available to pay fees.*)
- Invoice (*payable within 28 days from the date of the invoice.*)

### **Proof of benefits will be required.**

- Pupils currently engaged in SQA music courses will be exempt from school-based tuition charge in year of presentation only.
- Payments can be made:
  - **Online whilst completing application form.**
  - By completing a Direct Debit Form (*Note – direct debits will be paid from November 2020 to July 2021 subject to application forms being submitted by 25 September 2020. Applications received after this date will reduce the number of months available to pay fees. Direct Debits for new pupils will begin once the assessment process is completed and an application form is submitted. This may reduce the number of months available to pay fees.*)
- Invoice payable within 28 days from the date of the invoice.

## **Music Camps**

TBC – subject to Covid restrictions, application forms for Music Camps will be issued to Central Groups pupils in the first instance in January 2021. Places will be opened out to all pupils should there be spaces available nearer the camp dates. Costs will be confirmed early in the new session.

**Note** – To enable your child to attend Music Camp full payment must be received prior to attending camp.

## **Exemptions**

The only exemption from music camp fees includes:-

- Pupils who are in their 2<sup>nd</sup> year of Assisted Place Tuition

However, pupils whose parents/guardians are in receipt of Employment Support Allowance, Income Based Job Seekers Allowance or Universal Credit (where your monthly earned income is not more than £610) may be eligible for a 50% reduction from Young Musicians' Parents' Association subject to the continued funding from this support organisation.

## Instrumental Tuition and Central Groups

### Terms and Conditions of Acceptance

Your child is being offered instrumental tuition under the Perth & Kinross Council scheme which is subject to acceptance of the following conditions by the parent/guardian concerned:

1. Due to Covid 19 restrictions and guidance, instrumental music lessons will be delivered where appropriate through face to face lessons as well as live one to one sessions and digital learning (Flipgrid) etc.
2. No tuition can be agreed if the parent/guardian has outstanding Perth & Kinross Council sales debt and are not on a repayment plan unless they are exempt from charges or have made an application to Perth & Kinross Music Foundation (PKMF) for funding for 2020/21 music tuition fees.
3. Any changes in circumstances during the session (including SQA cessation) must be notified and a charge may be levied/reduced where appropriate.
4. An online application **must** be submitted for each pupil who wishes to access the Instrumental Music Service. Services **will not** be provided to pupils if no application has been received.
5. Any pupil commencing instrumental tuition in any session (school year) will be expected to continue throughout that session (school year), and Perth & Kinross Council will levy a charge on that basis. For pupils entering tuition during the second, third or fourth term of any session (school year), a pro rata charge is made for the remaining part of that session (school year). Please note, the minimum of 30 lessons can still be achieved if lessons start by w/b 2 November 2020. Lessons missed by a pupil taking part in a school activity are counted towards the 30 lessons.
6. The tuition charge will be as determined by the Council. Perth & Kinross Council reserves the right to alter these charges as necessary, but any alterations made will not normally become operative until the start of the following session.
7. The tuition fee for a session (school year), or any instalment thereof, is not refundable save in exceptional circumstances of which the Education Authority shall be the sole judge when the Education Authority may in their sole discretion refund a tuition fee, or any instalment thereof, in whole or in part. **If a pupil withdraws from music tuition, the parent will be liable for charges until the end of term.**
8. Instruments on loan to pupils for instrumental tuition are provided on the understanding that reasonable care is exercised over their safekeeping. Parents are advised that in the event of evidence that reasonable care has not been exercised, they may be required to contribute towards the repair/replacement cost of the damaged or lost instruments. Pupils/Parents should alert the relevant instructor of any repair required on an authority instrument. The instructor will then arrange for the instrument to be repaired through the Perth and Kinross Instrument Repair Service. **Under no circumstances should any repair on a Perth and Kinross instrument be carried out privately.** Parents are encouraged to take out insurance on Perth and Kinross instruments. In most cases, normal house contents insurance is adequate to cover any damages. Please note, parents may be asked to purchase additional items such as tuition books, reeds, rosin and spare strings etc. **Your child's Instructor will advise accordingly.**
9. The parent or guardian concerned, if so recommended by the tutor, may be asked to consider providing the pupil with his or her own instrument. The Council accepts no liability for any costs incurred in acquiring an instrument. In most cases, parents will be able to purchase a new instrument through the Perth and Kinross Instrument Purchase Scheme, which allows the pupil to buy an instrument without paying VAT. Full details regarding this scheme are available from all school administrators and instrumental music staff.
0. Details of charges and exemptions for the 2020/21 session are included on page 10 of this booklet.

11. It should be noted that instalments are not 'term fees' and the parent/guardian will be liable for the fee balance outstanding if the pupil discontinues tuition during the session (school year). Reminders are not issued when a payment is due. When a fee is not paid by the payment date, tuition will be discontinued.
12. If a pupil wishes to withdraw from music tuition written notice must be given to the music instructor. The parent/guardian will be liable for any charges until the end of the term in which notice is received. Failure to give written notice may result in charges to the end of the school year.
13. If a pupil wishes to withdraw from Central Groups, written notice must be given to the Orchestra Conductor. The parent/guardian will be liable for any charges until the end of the term in which notice is received. Failure to give written notice may result in charges to the end of the Central Groups session.

## Information for parents

Lessons in primary school will normally take place at the same time each week. Lessons missed by a pupil taking part in a school activity are chargeable (count towards the minimum 30 lessons). Please note this is not applicable to pupils receiving free tuition funded by the Youth Music Initiative (YMI).

In secondary school, your child will be withdrawn from their subject classes on a rota basis. The Authority will endeavour to ensure that your child does not regularly miss any one subject.

Where possible, we will try to provide your child with a minimum of 30 lessons (either group or individual) per session and to ensure that each lesson is timetabled for between 15 and 40 minutes (dependent on child's age, group activities within school time etc) during which time, your child may be taught in a small group of no more than 8 pupils. The majority of these lessons will be delivered in the first three terms, August 2020 – April 2021. There will still be tuition delivered as much as possible in the Summer term however, Instructors will be in attendance at the residential music courses and the annual Instrumental Music Service Engagement week that are held in the final term. Please note this is not applicable to pupils receiving free tuition funded by the Youth Music Initiative (YMI).

A minimum of 20 central group sessions will be timetabled as central group provisions.

Should your child's lessons be affected by prolonged instructor absence, cover will be provided by the Authority. You will be entitled to a reduction in charges for the following reason only:

**If your child received less than 30 lessons in any session due to instructor absence, any reduction for less than 30 lessons will be on a pro rata basis and may only be claimed after the session is complete and before 31 July 2021. Any refund due can be used to offset against following year's tuition fees (please state when claiming).**

Exemptions from payment are as detailed on the relevant application form. Further to some enquiries from parents regarding modular courses, it is confirmed that such courses are accredited by SQA and therefore any pupil taking an SQA accredited modular course is exempt from charges for the duration of the course in year of presentation only.

In normal circumstances, pupils will be allowed the opportunity to access instruction on one instrument only. However, in certain circumstances, access to learning a second instrument may occasionally be available, subject to Instructor availability. Please note, tuition on additional instruments will incur the standard charges.

If you or someone you know would like a copy of this prospectus in another language or format, this can be arranged by contacting the Instrumental Music Service on 01738 477878.
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