INSTRUMENTAL MUSIC SERVICE

PARENT GUIDE
Welcome

There are many benefits of learning to play a musical instrument with East Lothian Council’s Instrumental Music Service (IMS). This guide is designed to help you find everything you need to know about our services, experiences on offer and the benefits your child can enjoy.

Despite the challenges of COVID-19, we are delighted to assure you that we will continue to strive to deliver the best possible musical experiences for our pupils. We will take every step possible during this time to provide the highest quality lessons and ensure digital ensemble opportunities for our pupils.

I wish to thank you personally for your patience over the last few months as we embraced our Virtual Learning Environment and thank you for your continued support moving forward. We welcome feedback so if you have any questions, concerns or comments regarding our service please email: IMS@eastlothian.gov.uk

Jonathan Gawn
Team Manager, Instrumental Music Service
Learning with us

East Lothian Council’s Instrumental Music Service currently employs 19 highly qualified Instrumental Instructors and provides Instrumental tuition to pupils in both primary and secondary schools across the local authority.

Pupils are offered the opportunity to learn brass, woodwind, strings, percussion, piano, guitar and pipes with our experienced and inspiring Instructors. All our Instructors are fully PVG checked and carry out regular safeguarding training.

String, wind and brass tuition may start at Primary 4 and percussion at Secondary 1. All other tuition is offered from Primary 5 onwards. Due to the specialisms of the Instrumental Instructors not all instruments are available in all schools.

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

Music in all its forms plays a huge role in Scotland’s culture and life. In our schools, music education - including learning to play a musical instrument - provides enormous benefits for young people.

East Lothian Council’s Instrumental Music Service aims to provide equal opportunities of access for all pupils to experience the expressive and creative qualities of music through learning to play an instrument. Our aim is to help as many pupils as possible realise their full musical potential through the playing of an instrument.

In addition to the obvious musical benefits the link between learning to play a musical instrument and enhancing the general learning ability of pupils has been widely recognised for some time.
Pupil benefits
Through lessons and ensemble participation pupils benefit from:

- Increased confidence
- Increased imagination and creativity
- Increased commitment and loyalty
- New friendships
- Improved problem solving
- Improved self esteem
- Improved perseverance
- Improved communication
- Improved self-discipline and organisational skills
- Opportunities for personal expression
- Learning to be responsible
- Learning to work as part of a team
- Learning to appreciate the efforts of others
- Learning to co-operate and to take direction
- Learning to play an instrument is also fun, can relieve stress and improve all aspects of health and wellbeing

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.

Applications
We welcome applications from all East Lothian pupils. Schools will inform parents when the Instrumental Instructors will be carrying out selection and which instruments are available within the school.

The selection process may involve a few simple tests and the Instrumental Instructor will have dialogue with the relevant staff members in the school who know the child well. Pupils will be selected based on musical ability and their potential.

Depending on availability of instruments and space on the timetable not all pupils interested in tuition may be given a place. If your child does not gain a place their name will be kept on a waiting list and may be offered tuition if places become available at a later date.
Lessons

We offer a minimum of 30 lessons scheduled across the academic year, based upon the individual Instructor’s timetable. Lessons last 25 minutes and are given during the school day, usually on a rotation basis so pupils do not miss the same topic/subject every week.

Lessons are taught mainly in groups to allow a greater number of pupils to participate. Within the groups, pupils will receive tuition tailored to their own individual needs.

If the pupil misses a lesson due to absence out with their control (sickness absence, exams, holidays, school trips etc.) then the Instructor may be able to reschedule the lesson however, this cannot be guaranteed.

For long term absence due to illness or injury, a deferment may be agreed at the discretion of the Instrumental Music Service Manager.

While lessons continue throughout the academic session, every effort will be made to ensure S4, 5 and 6 leavers will receive 30 lessons before they undertake study leave. Discussion on this should be undertaken with the individual Instrumental Instructor.

Fees

The service is part-funded by East Lothian Council with a parental contribution towards the charge for tuition. Fee levels are set out in the table below and there are discounts for families where siblings are also undertaking tuition.

<table>
<thead>
<tr>
<th>Instrumental Music Service Tuition</th>
<th>Full fee</th>
<th>Concessionary Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eldest Child undertaking tuition</td>
<td>£288.40</td>
<td>£201.88</td>
</tr>
<tr>
<td>Siblings also undertaking tuition</td>
<td>£247.20</td>
<td>£173.04</td>
</tr>
</tbody>
</table>

There is no charge for pupils in receipt of Free School Meals and/or Clothing Grant, Looked After Children within East Lothian Council’s Social Care system, and pupils using their tutored instrument towards a full SQA qualification in years S4-S6. A concessionary rate of 70% of the total cost applies to pupils in households with a total taxable income of less than £26,884.
**Instruments**

In most cases your child will be issued with an instrument belonging to East Lothian Council for the first two academic years of lessons and subject to availability. Please note that if your child does not start lessons at the beginning of an academic year they may not be able to use the loan instrument beyond the end of the second academic year they receive tuition for.

An instrument on loan is the property of East Lothian 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.

After the initial two years your child may be required to provide his/her own instrument. We would advise that the Instructor’s advice is sought before purchase/private rental and that you use one of our recommended suppliers. Instruments can be bought through the school without paying VAT, and often at discounted prices. This must be organised through the Instructor.

A list of recommended suppliers can be obtained through your instructor.

_Parents/carers purchasing their own instruments should also ensure these are insured in case of theft/damage as East Lothian Council cannot accept liability._

**Additional costs**

You may also be asked to provide music and instrument related equipment such as replacement strings, reeds and valve oil.
In order to commence tuition all pupils must be registered in each academic year. For pupils who wish to continue receiving tuition, a registration form will be available prior to the summer break. Forms will be issued via e-mail and should be returned to ims@eastlothian.gov.uk within seven days.

For new pupils, once a pupil is successfully selected, the Instructor will send a letter home with the pupil to notify you that your child has been successfully selected for lessons. The IMS Support Team will then be in touch via e-mail with further information regarding the registration process.

Concessionary rate tuition
The registration form contains sections to complete if applying for free or reduced tuition. A full breakdown of the amount to pay, along with a schedule of payments due will be sent once registration is complete.

Payment
You can choose to pay for your child’s IMS tuition in 10 monthly or 3 termly instalments, or in full at the start of the academic year.

Payments should be made online via SchoolPay
www.eastlothian.gov.uk/schoolpay
Automatic payments on the day of the month of your choice and amount are now possible - the system will prompt you to this when you first access the IMS 2020/21 fund.

Schools are now cashless and cash and cheque payments are no longer accepted for music tuition. If this is a barrier to you accessing music lessons, please contact the IMS mailbox for assistance IMS@eastlothian.gov.uk

All lessons should be paid for in the academic year in which they take place and we cannot hold a place in the following academic year for a pupil where there is an outstanding balance on the account. Please do not hesitate to contact us at ims@eastlothian.gov.uk if you experience any difficulties in paying fees during the year. This will allow the team to identify any further reduction of fees you may be entitled to should your circumstances change.
Commitment
As a member of the IMS, your child will be expected and encouraged to:

- Attend weekly lessons
- Practice their instrument regularly
- Take part in weekly ensemble rehearsals

Performing is a very important part of any musician’s training and provides opportunities to develop a child’s self-esteem and confidence.

East Lothian Council offer many opportunities for pupils to perform both at school level and also at Authority level (e.g. East Lothian Schools Orchestra, Wind Ensemble, Jazz Ensemble, Guitar Ensemble, Piano Festival etc.).

Every year we organise the East Lothian Showcase Concert which showcases the very high standard of performance our young East Lothian musicians achieve. Those taking part frequently comment on how enjoyable the experience is.

Supporting your child at home
You can play an important role in supporting and encouraging your child on their musical journey:

- Offer support and encouragement and encourage home practice
- Encourage participation in playing as part of an orchestra or ensemble
- Attend performances where possible
- Encourage them to look after their instrument

Keeping you informed
Parents/carers will be issued with reports from the instrumental instructor in line with the school’s current reporting procedures. Also the instrumental staff will be available at a parent consultation session. Your child will have a practice diary or you can log on to your child’s virtual learning environment to see the work set by the tutor and your child’s engagement.
Exams

There is no requirement to take exams unless this forms part of an SQA qualification, and many pupils take part for the enjoyment and social interaction playing an instrument can bring. However, there are opportunities to take exams through external providers such as the Associated Board of the Royal Schools of Music or Trinity College London.

The exams can be a recognition of achievement which can be recorded on university, college and employment application forms. There are fees for these exams, payable by the parent.

Extra tuition

Educationally it is not advisable that a pupil receives tuition on the same instrument from more than one tutor. Instrumental tuition requires an individualised approach to matters of technique and repertoire. As a result lessons on the same instrument by more than one tutor can hinder progress.

Moving school

If a pupil transfers to another school within East Lothian then every effort will be made to continue lessons.

Stopping lessons

Please contact us via e-mail at ims@eastlothian.gov.uk or write to us to inform us of this decision. A pro-rata refund may be given if an upfront payment (one off or termly has been made). To help us monitor and improve our service, it would be helpful if the reason for terminating the lessons is provided.
Contact us
For enquiries, feedback and further information please contact:

Instrumental Music Service
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East Lothian Council
John Muir House
Haddington EH41 3HA
Email: ims@eastlothian.gov.uk
Tel: 01620 827491