



Education Resources



# Instrumental Music Service

## Guidance booklet and application form 2014-15



# Introduction

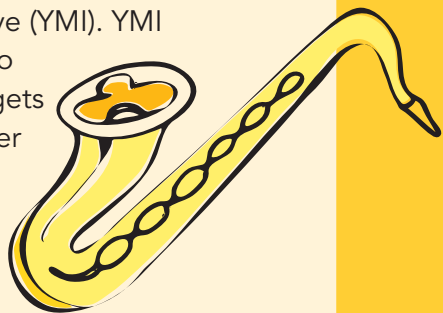
## Congratulations!

Your child/children has/have secured a place for instrumental music tuition through South Lanarkshire Council's Instrumental Music Service (IMS) provision during academic session 2014/15.

South Lanarkshire Council (SLC) provides instrumental music tuition to over 4,000 pupils in both Primary and Secondary schools. A significant number of these pupils are involved in SLC's 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 £180 based on a minimum of 30 lessons. S3 pupils are required to pay £120 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). YMI 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 lesson, 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?

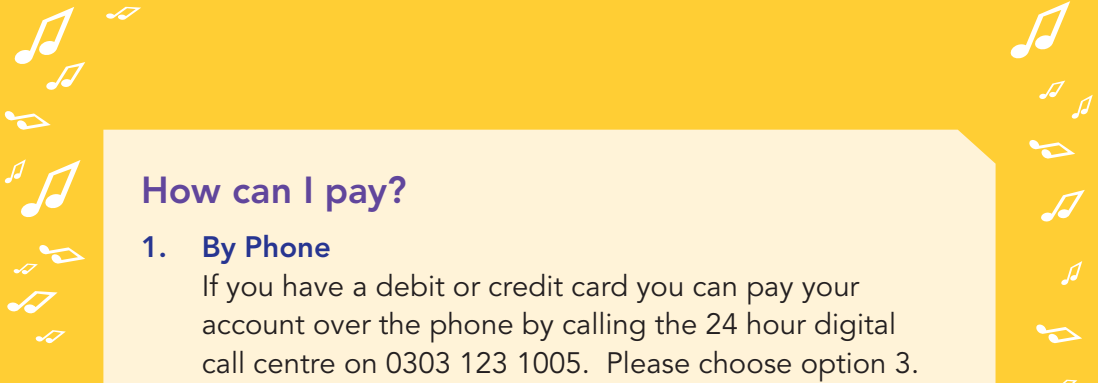
All pupils with the exception of the following will be required to pay the contribution.

- 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 take effect from August 2014, based on the current eligibility criteria relating to school meals.





## How can I pay?

### 1. By Phone

If you have a debit or credit card you can pay your account over the phone by calling the 24 hour digital call centre on 0303 123 1005. Please choose option 3. Credit cards payments will be subject to a surcharge.

### 2. By Post

Cheques should be made payable to South Lanarkshire Council and crossed.

Please write your name, address and account number on the back of your cheque and post to: Cashiers Service, South Lanarkshire Council, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 0XB.

### 3. Online

Select 'Pay it' at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

Please follow the instructions for payment and select 'Debtors' from the payment list. Credit card payments will be subject to a surcharge.

### 4. Bank Giro Credit

Complete the bank giro credit form and take it with your payment (cash or cheque) to any bank. Please allow 7 to 10 working days for processing. Note that some banks may make a charge for this service.



### 5. **By Bacs/Chaps and Internet Banking**

Please remit payment to Sort Code 83 22 26 and Bank Account 00147554 quoting the account number. If remitting more than one payment, a remittance advice should be sent to South Lanarkshire Council, Sundry Debt Recovery, Floor 2, David Dale House, 45 John Street, Blantyre G72 0JB. Alternatively, please fax to 01698 527401 or email to [sundrydebtrecovery@southlanarkshire.gov.uk](mailto:sundrydebtrecovery@southlanarkshire.gov.uk)

### 6. **Pay Point or Post Office**

Payments can be made at any Pay Point outlet or Post Office. Please present this document when making payment. Payment by cash only.

### 7. **Payment Enquiries**

If you experience any difficulty paying this account or require further information, please contact the Income Section on 01698 454553 or email [sundrydebtrecovery@southlanarkshire.gov.uk](mailto:sundrydebtrecovery@southlanarkshire.gov.uk)



## How often am I required to pay?

An invoice will be issued for £60.00 for each block.

Block	Invoice issued
1	Mid September
2	Mid December
3	Mid March

## What happens if I miss a payment?

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

## 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 (3 blocks of 10 lessons). 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 3rd term if your child has received fewer than the 30 lessons planned.

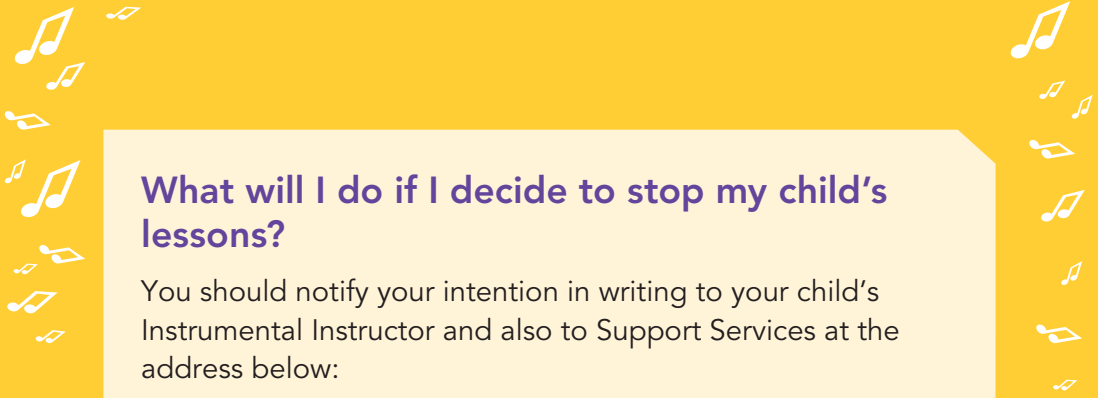
## Does the contribution cover the use of South Lanarkshire Council instruments and books?

No, the contribution goes towards tuition on the chosen instrument. Specialist Instrumental Instructors are able to provide advice with regard to the 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.





## What will I do if I decide to stop my child's lessons?

You should notify your intention in writing to your child's Instrumental Instructor and also to Support Services at the address below:

Education Resources  
Support Services  
Floor 5  
Council Offices  
Almada Street  
Hamilton ML3 0AE

**Email:** [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk)

## 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.

## 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 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 any concerns regarding the quality of service provision?

You should contact a member of the IMS Management Team for further advice and support.

Instrumental Music Service Coordinators  
Education Resources  
Floor 5  
Council Offices  
Almada Street  
Hamilton ML3 0AE

**Phone:** 01698 452491

**Fax:** 01698 454465

**Email:** [edsuppserv.help@southlanarkshire.gov.uk](mailto:edsuppserv.help@southlanarkshire.gov.uk)

**SLC web site:** [www.southlanarkshire.gov.uk](http://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. Please return completed form to: Support Services, Education Resources, Floor 5, Council Offices, Almada Street, Hamilton ML3 0AE**

Instrument		Music instructor	
Child's name		Date of birth	
Home address			
Postcode			
Phone			
School attended (Aug 2014)			
Year/Stage P6-S3 (Aug 2014)			
I wish to be considered for concession (please tick) <input type="checkbox"/>			

## 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.

Signature of parent/guardian:	
Date:	





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

Phone: 01698 454102

Email: [edsuppserv.helpline@southlanarkshire.gov.uk](mailto:edsuppserv.helpline@southlanarkshire.gov.uk)

[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

