

Wigan Music Service



Joining a Band, Orchestra, or Ensemble



An invitation to join one of 24 specialist instrumental music groups provided by Wigan Music Service.



Greater Manchester
MUSIC HUB

Congratulations!

Playing or singing in a band, orchestra, choir or ensemble is a thoroughly enjoyable experience. For most children, it is the very reason they started to learn to play or sing in the first place.

I am delighted that your child has reached the necessary standard to join one of our groups. Wigan Music Service is renowned for its superb ensemble provision. A group exists for instrumentalists / singers of all standards, playing all instruments and they are directed by some of the finest music educators in the region.

Becoming a new member of a group can be a little daunting but we assure you that your child will receive a very warm welcome by our leaders, tutors and existing members. We all have something in common – the love of making music!



Don't worry about being 'good enough' either. Your child's teacher has only issued this invitation because they are confident that your child is of the appropriate standard.

It's likely that this invitation is to join one of our beginner groups. If so, your child can look forward to years of ensemble playing development as they work through our beginner and intermediate groups and strive for membership of one of our award winning senior groups.

Congratulations on reaching the standard to join an ensemble. I hope you enjoy the experience.

Best wishes,

Dave Little

Dave Little

Head of Music Service
Wigan Council

Details of the music group we would like to invite you to join:

Name of Group:

Music Centre Venue:

Mondays
Jazz Centre
Hawkley Hall High School
Carr Lane, Hawkley Hall,
Wigan, WN3 5NY

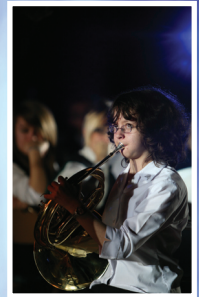
Tuesdays
Hindley Strings Centre
St Benedict's RC Primary School
Abbot St.
Hindley
Wigan, WN2 3DG

Tuesdays
Brass Band Centre
Music Service HQ
Park Rd, Hindley,
Wigan, WN2 3RY

Wednesdays
Woodwind Centre
Music Service HQ
Park Road, Hindley,
Wigan, WN2 3RY

Thursdays
Hope Music Centre
Hope Academy, Ashton Road,
Newton-le-Willows, WA12 0AQ

Other



Room:

Rehearsal start time:

Finish time:

Leader:

Signed:

Instrumental Teacher

Music Centre Fees

A subscription charge is made to the parents of children who are members of ensembles. This charge is currently set at £35 per term. That's just £2.90 per week! For choirs and theory classes this fee is only £25 per term. We are also able to offer a discount to families who have more than one child attending music centre ensembles. This 'family ticket' is priced at just £62 per term for two or more pupils. The termly music centre fee entitles your child to attend as many ensembles as they wish (subject to availability of places and ability).

Don't bring any money with you. When you come to your first rehearsal, the ensemble leader will take down your contact details from the enrolment form at the end of this invitation. We will send an invoice in arrears for your first term fees and then will invoice at the beginning of each new term.

Frequently Asked Questions

Do I need to contact anyone to let them know that my child is going to attend a group for the first time?

No. Just come along and bring the 'enrolment form' (at the end of this invitation) with you on the night.

Do I need to bring my instrument?

Yes, unless you are a percussionist, drummer or pianist when instruments will be provided. We also provide amplifiers for 'Rock' and 'Jazz' ensemble rhythm sections.

Do I need to bring a music stand and my own music?

No. Music stands and sheet music are provided.

Do I have to come in my school uniform?

We don't mind. Some players have time to go home after school to get changed, others come to music centre directly.

Can parents stay to watch the weekly rehearsals?

Yes. We are happy for parents to watch the rehearsals from the sidelines, especially in the first weeks when a new member is settling in. It is equally fine for parents to leave their children and return to collect them at the end of the session.

Are staffing levels adequate and have completed appropriate safeguarding courses to ensure the safety of my child?

Yes. We invest a great deal in staffing for our ensembles. In addition to the ensemble director there will be one or more supporting tutors with each group (except in very small ensembles). Members of the Music Service management team will also be on-site at most of our weekly sessions. All Music Service staff hold recent DBS certificates, have their own public liability insurance and have completed safeguarding of children courses. A qualified first aider will be among the staff. A comprehensive safeguarding policy is available to view upon request.

Will there be any concerts?

Yes. All of our music ensembles perform at least once per term at specially organised performance events. In addition, your child may be invited to attend our annual 'Summer Courses'. We will provide full details of all these events throughout the year.

Is there anyone I can contact if I have further questions about this invitation to join an ensemble?

Yes. The Music Service administration team can answer most questions you may have or alternatively you could speak to one of the service managers. These people can be contacted on 01942 776169 during the hours of 9.00am – 5.00pm Monday to Friday.

Why Hope Academy?

Our Thursday evening activities take place at Hope Academy. Although slightly outside the Wigan Borough (1 mile), Hope Academy has amazing facilities which are perfect for our music sessions. Situated very close to Haydock Island (M6 J23), it is very convenient for those travelling via A580 or M6.



Music Centre Activities – Keeping Your Child Safe

Ensuring that children are safe when attending our sessions is a joint responsibility between parents and the service and we respectfully ask that parents / carers observe the guidance in this document. Should parents / carers have any concerns about any aspect of child safeguarding in relation to Music Centre activities, they should contact Dave Little, Head of Music Service on 01942 776169.

Parental Responsibility at Music Centre activities

Music Service staff will take full responsibility for your child (loco parentis) between the start and finish times of the activity the child is attending. Whilst no member of our staff would ever leave a child unattended and vulnerable, it should be carefully noted that it is our policy that at the official end time of a session, it is the responsibility of parents to promptly collect their child from the rehearsal room and resume full responsibility.

In the case of all primary school age children it is a requirement that parents collect their children directly from the rehearsal room. It is not acceptable for primary age children to walk outside of buildings onto car parks without parental supervision or to walk home / take unaccompanied public transport unless parents have notified the Music Service in writing that this is their wish.

In the event that a primary age child is participating in more than one activity during an evening session, it is the responsibility of parents/carers to resume responsibility between the activities and chaperone children between rooms. It is not acceptable for primary age children to move around the building unaccompanied.

In the case of secondary age children (who often travel to school on their own), it is appropriate for more independence to be assumed and music service staff will not question a child leaving the venue unaccompanied to proceed to car parks, public transport or to walk home. It is for parents to satisfy themselves that they are happy with the transport arrangements in place for their child based on their knowledge of that child's maturity and experience. Again, we reiterate that our staff responsibility exists only between the published start and finish times of the activity.

It is for parents to notify their group leader if they have specific requests with regards to child collection arrangements, particularly secondary age pupils who will otherwise be free to leave the venue as described above.

Break times

If ensemble leaders choose to have a break mid-way through a rehearsal, specific details will be provided on areas to which pupils are allowed to roam. Often this will be limited to the rehearsal room and the nearest toilet facilities but may also include refreshment facilities (a member of staff will steward this area if this is to be allowed). Students must thoroughly obey these instructions.

'Stranger – Danger' risks

We know that parents have to make varied arrangements for delivery and collection of children to/from our activities. Our staff will quickly develop knowledge of the adults who undertake responsibility for individual children and will always be vigilant in observing any less familiar people making collections.

It must however be considered that there is a risk of strangers presenting themselves to collect a child from an activity. If staff suspect or become aware of an unexpected person making collection they will contact the parent / carer on our records before allowing the child to leave. Parents should also ensure that they have spoken with their child regarding 'stranger danger' issues and that the child is clear and happy about the person who is collecting them from a session. Again to reiterate, Music Service responsibility for the safeguarding of a child begins and ends according to the published session times. It is for parents to ensure that collection arrangements are satisfactory and safe.

Notifying the Music Service of potential risks

If a parent/carer is aware of a potential risk concerning an unauthorised person presenting themselves to collect a child at any of our sessions / events (e.g. an estranged parent / partner) this should be made known to the session leader and a member of the Music Service management team in order that special vigilance may be given to the child concerned.

Enrolment Form

You do not need to return this form to us prior to your first attendance. You should bring it with you when you join us for the first time and hand it in to your group leader or a music service manager.

Parental consent

I give consent for my child _____ to become a member of a Wigan Music Service band, orchestra, choir or ensemble. I understand that whilst the rehearsal is in session, the ensemble tutors will take responsibility for my child's safety but that I am responsible for the safe dropping off and prompt collection of my child at the conclusion of the rehearsal. I understand that my child should remain in designated areas for music activities and only enter/exit premises via agreed routes. I understand that a subscription charge of £35 per term will be required and that I will receive an invoice for this amount in arrears each term. I acknowledge that I have read and understood the parental responsibility section of this leaflet, particularly with regard to the collection of children at the conclusion of sessions.

Signed:

Date:

Medical information

Please provide details of any medical conditions which the group tutors should be aware of and which may help us to better look after your child during our music centre sessions:

Your home telephone number:

Mobile phone number:

Any additional emergency contact number:

Billing information

This is the name and address to which we will address the invoice for the termly membership fees.

Name:

Relationship to child:

Address:

Postcode:

Email:

School:

Date of birth:



Your Privacy

We take the privacy of your personal information very seriously. We need to collect some information from you to provide this service to you, send you invoices for membership and to enable us to look after your child when they are in our care. You can view our 'Privacy Notice' at: www.wigan.gov.uk/musicserviceprivacy

Additional opportunities for your child

As your child progresses through our programme of activities, we would like to inform you about special opportunities and projects which will benefit their musical education and experience. This could include invitation to courses, concert tours and 'one off' events', information about concerts which your child may benefit from attending, invitation to regional activities presented by the GM Music Hub and events being held by other organisations which we think are relevant to your child's music education.

I give consent for Wigan Council Music Service to use my personal information to communicate opportunities available to my child as described above

Consent can be withdrawn at any time by contacting Wigan Music Service on 01942 776169 or emailing musicservice@wigan.gov.uk

I do not give consent for Wigan Council Music Service to use my personal information to communicate with me about relevant musical opportunities for my child.

Photographs

Occasionally, Wigan Music Service would like to take photographs or make video footage of it's activities. Images may be used as part of promotion work in print or in digital form on Wigan Council or GM Music Hub websites. We may also use images in displays at our music centres. We may use video footage of your child participating in our activities as part of promotional or documentary films which may be posted online in the public domain including on video streaming sites (such as YouTube).

Consent for use of images can be withdrawn at any time by contacting Wigan Music Service on 01942 776169 or emailing musicservice@wigan.gov.uk

I give consent for images of my child to be used as described above.

I do not give consent for images of my child to be used as described above.

Signed:

Print:

Date:



We can make this information available in other formats and languages on request.

Contact us at:

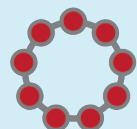
Wigan Music Service, Wigan Council, Park Road, Hindley, Wigan WN2 3RY

Phone: 01942 776169

Email: musicservice@wigan.gov.uk

www.wigan.gov.uk/musicservice

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