

HMPT
music



ENSURING A MUSICAL FUTURE **SATURDAY PROGRAMME**



HANDBOOK

VERSION AUTUMN 2013

INTRODUCTION

HMDT MUSIC WELCOMES YOU TO THE SATURDAY PROGRAMME!

The purpose of this Handbook is to provide you and your children with an easy to use guide whilst attending the I Can Sing! Hampstead Saturday Programme. This booklet should help to answer many of your questions throughout the year and provide you with a comprehensive overview of the programme to help make your time at the Saturday Programme as productive and enjoyable as possible.

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I. WHAT IS HMDT'S MUSIC'S SATURDAY PROGRAMME?

The Saturday Programme is HMDT Music's Saturday music school which aims to enrich the lives of young people through music making, and consists of four exciting different programmes: *CYMH*, *I Can Sing!*, *The Music Box* and *The Julian Joseph Jazz Academy*.

HMDT Music (Hackney Music Development Trust), twice winner of the prestigious Royal Philharmonic Society Award for Education, has been running its Centre For Young Musicians CYMH since 1995. In 2010, it added the Performing Arts School I Can Sing! to the Saturday offering and in 2011, its under 5's programme The Music Box. January 2013 saw the addition of The Julian Joseph Jazz Academy bring four Saturday offerings, serving around 350 students between the ages of 1 - 21, under one roof at the Programme's main location at Haggerston School in Hackney.

The most recent addition to the Saturday Programme is the new I Can Sing! Hampstead programme based at University College School, which brings HMDT Music's award winning work for the first time to North London.

The Saturday Programme is a vibrant and exciting Saturday offering and alongside the continually expanding regular classes and programmes, is a spectrum of individual projects often involving guest visits, work with leading artists, and a broad range of performing experiences both within the Programme and at concert halls and theatres. Its staff are all experienced music teachers and professional artists who foster a keen appreciation and understanding of different types of music.

The Saturday Programme runs on 30 Saturdays during each academic year at both our East London and North London locations, and also runs Holiday Courses during half term periods and during the Summer holidays.

For more information on the Saturday Programme, click the link [HERE](#) to read our current Prospectus.



2. I CAN SING! PERFORMING ARTS

I Can Sing! (ICS! Performing Arts) is HMDT's Music Theatre School, which offers students aged 4 - 16 an opportunity to experience the excitement of musical theatre training and performance. During ICS!, students train in a variety of stage disciplines to become musical performers. They meet new friends and, together with leading professional artists, gain the skills and confidence necessary to perform to a high level. Unlike similar schemes, ICS! reinforces the ensemble performing tradition and focuses upon repertoire ranging from classic Broadway to original HMDT commissions, emphasising an appreciation of the rich American Broadway tradition.

PLEASE NOTE: Groupings for age range, year groups and Key Stages are provided here as a guide **ONLY**. Students are grouped primarily based upon ability. Should you have any concerns or questions regarding the programme a student is in, please raise this with a member of HMDT Music staff.

a. ICS! MINIS (Ages 5 – 7, Years 1-2, Key Stage 1)

Vocal Training introduces students to the joy of performing and expressing their emotions through song, focusing on developing singing skills in a healthy way, breathing, posture, intonation, timbre and learning to sing as part of a large group of performers. Students work with a variety of musical genres with a focus on musical theatre and dramatic singing.

Musicianship develops musical literacy and understanding through students' very own musical instrument – their voice. They develop their understanding of pitch, rhythm, dynamics and tempo through interactive vocal and physical exercises as well as written and aural skills.

Sessions: 1 hour and 30 minutes

b. ICS! JUNIORS (Ages 7-9, Years 3-5, Key Stage 2)

Vocal Training introduces students to the joy of performing and expressing their emotions through song, focusing on developing singing skills in a healthy way, breathing, posture, intonation, timbre and learning to sing as part of a large group of performers. Students work with a variety of musical genres with a focus on musical theatre and dramatic singing.

Musicianship develops musical literacy and understanding through students' very own musical instrument – their voice. They develop their understanding of pitch, rhythm, dynamics and tempo through interactive vocal and physical exercises as well as written and aural skills. Students are given a contextual introduction to repertoire they are learning and beyond, to gain a broader understanding of the musical genres in which they are working.



Dance Training teaches students dance steps and routines based on a fusion of the dance styles that make up theatre dance performance, whilst encouraging them to be active and healthy. They also learn how to use movement to express emotion and action as part of musical performance. Dance technique sessions offer a chance to consolidate steps and styles out of the context of a routine.

Performance Workshops with guest artists help to build skills in music theatre so as to convey the emotional power of music and movement on stage. Students will learn a variety of performance skills, ranging from how to use characterisation in musical scenes to learning theatrical stunts, and are given plenty of scope for solo work.

Performances give everyone the opportunity to showcase musical theatre repertoire, take to the stage in HMDT Music commissions, or work with writers and composers to create new work.

Sessions: 2 hours and 30 minutes

c. ICS! SENIORS (Ages 10-15 (Years 6-9, Key Stage 2/3))

Vocal Training introduces students to the joy of performing and expressing their emotions through song, focusing on developing singing skills in a healthy way, breathing, posture, intonation, timbre and learning to sing as part of a large group of performers. Students work with a variety of musical genres with a focus on musical theatre and dramatic singing.

Musicianship develops musical literacy and understanding through students' very own musical instrument – their voice. They develop their understanding of pitch, rhythm, dynamics and tempo through interactive vocal and physical exercises as well as written and aural skills. Students are given a contextual introduction to repertoire they are learning and beyond, to gain a broader understanding of the musical genres in which they are working. They also develop listening skills and where appropriate sight-singing and learn how these have a practical application in their performances.

Dance Training teaches students dance steps and routines based on a fusion of the dance styles that make up theatre dance performance, whilst encouraging them to be active and healthy. They also learn how to use movement to express emotion and action as part of musical performance. Dance technique sessions offer an chance to consolidate steps and styles out of the context of a routine.

Performance Workshops with guest artists help to build skills in music theatre so as to convey the emotional power of music and movement on stage. Students will learn a variety of performance skills, ranging from how to use characterisation in musical scenes to learning theatrical stunts, and are given plenty of scope for solo work.



Performances give everyone the opportunity to showcase musical theatre repertoire, take to the stage in HMDT commissions, or work with writers and composers to create new work.

Sessions: 2 hours and 30 minutes

ICS! Juniors and Seniors Dress Code

Beginning at the ICS! Juniors level, students will be engaged in a rigorous programme of singing, movement and stagecraft. Due to the physical demands this presents for students, our health and safety policy requires the following dress code for all students:

- “Movement clothes” to each session – this means loose clothing like tracksuits, but no jeans, “jeggings”, or short skirts, as these can greatly restrict movement.
- Flat shoes – this includes trainers and dance shoes, but NO heels.
- Long hair should be tied back BEFORE beginning sessions.
- No jewellery, especially necklaces, as these present the greatest hazard.

Tutors will enforce this dress code, so please adhere to it during all sessions.



3. TERM DATES AND VENUE

Autumn Term 2013

Fee Deadline: 5pm, Saturday 7 September 2013

21, 28 September

5, 12, 19 October 9, 16, 23, 30 November; (No ICS! on 26 October or 2 November)

7 December

Withdrawal Deadline 5pm, Saturday, 30 November 2013

Spring Term 2014

Fee Deadline: 5pm, Saturday 7 December 2013

11, 18, 25 January 1, 8 February (No ICS! on 15 or 22 February)

1, 8, 15, 22, 29 March

Withdrawal Deadline 5pm, Saturday, 22 March 2014

Summer Term 2014

Fee Deadline: 5pm, Saturday 29 March 2014

26 April 3, 10, 17 May (No ICS! on 25 May)

1, 7, 14, 21, 28 June, 5 July

Withdrawal Deadline 5pm, Saturday, 28 June 2014

VENUE

The Home of I Can Sing! Hampstead is



UNIVERSITY COLLEGE SCHOOL

Frognaal

London NW3 6XH

020 7433 2121

Saturday Programme Mobile

07917 758 731



4. ADMISSIONS TO THE SATURDAY PROGRAMME

a. ELIGIBILITY

All students from the age of 5 are eligible to join HMDT Music's I Can Sing! Hampstead Saturday Programme. The following age groupings provide a general guideline, although the individual circumstances of each student (school year, prior musical knowledge, etc.) has an impact upon their eligibility for a particular programme:

Ages 5 - 6	I Can Sing! Minis
Ages 7 - 9	I Can Sing! Juniors
Ages 10 - 16	I Can Sing! Seniors

Students may attend regardless of where they live or attend school, however, priority will be given to Bursary students who live and/or attend school in the London Borough of Camden.

b. ADMISSIONS PROCESS

Application forms are available online from HMDT Music YEAR ROUND. You must submit a completed application form online, to be considered for entry to the Saturday Programme on any programme. If you require a paper application, please contact us.

Once you have applied you are automatically transferred onto a waiting list. You will not receive notification until we have a place available at which time you will be sent an offer of acceptance.

Please note that a place on the waiting list is NOT a guarantee of a place at the Saturday Programme. You must complete an offer acceptance form and pay the fee for your first term to guarantee your place.

c. TIMETABLES

A typical programme ranges from 1-1½ hours for a younger student to as much as up to 3 hours for more advanced students. Students must be available to attend at any time (between 9.00am and 2.00pm, however, most students do not attend for the whole day). The timetable is a complex one and individual requests for specific times unfortunately cannot be taken into account. In addition, students' timetables may vary significantly from year to year.



5. FEES AND PAYMENTS

Parents and carers are asked to contribute to the costs of the Saturday Programme by paying a termly Registration Fee. These fees are essential to ensure the long term stability of the Saturday Programme and represents excellent value for money in comparison to some of the charges made by other similar schemes.

FEES

There is a mandatory, non-refundable fee for all students attending the Saturday Programme. The fee amounts vary according to the programme in which each student is enrolled. Discounts apply for additional students attending from the same household. **You will be required to pay the full fee for the highest price student fee you are required to pay, and then pay the sibling fee for all other students.** The following chart details the current fee levels:

FEE INFORMATION 2013-14

STANDARD FEES

I CAN SING! HAMPSTEAD

I Can Sing! Minis:	£200.00 per term
Sibling fee:	£180.00 per term
I Can Sing! Juniors:	£200.00 per term
Sibling fee:	£180.00 per term
I Can Sing! Seniors:	£200.00 per term
Sibling fee:	£180.00 per term

FINANCIAL AID

HMDT is committed to ensuring that no student is placed in a position in which they cannot attend the Saturday Programme because they cannot afford to do so. With this in mind, a Financial Aid Scheme including Bursaries, Subsidised Fees and Scholarships has been established to provide support for those students who genuinely cannot afford to pay their Registration Fees.

Bursary Fees

- Your child is eligible for a fee Bursary (£50.00 per term) if your household receives:

Income support; Employment Support Allowance OR Income-based Jobseeker's Allowance.

You **MUST APPLY** for a bursary fee **EACH ACADEMIC YEAR at the beginning of September**. The Financial Aid deadline for the current academic year is:
Friday 6th September 2013.

Bursaries fees **will not be awarded after the first two weeks of the Autumn Term, unless you are a new student joining after the Autumn Term commences.**



If you think your child is eligible to receive a bursary and you would like more information, please contact HMDT Music. (If for some reason you are not awarded a bursary, please note that you will be exempt from the £25 Late Payment Fee in the first term).

Scholarships are awarded to students who don't meet the criteria for a Bursary, but who may still face financial hardship of some kind. Please note that applicants will need to return a completed **Scholarship Application Form** along with your completed application form and will need to demonstrate financial need. Full or partial scholarships may be granted and are based upon the ability and potential of the student. Scholarship requests for existing students will be assessed by Saturday Programme staff and new students may be asked to audition.

Please Note: All financial aid is subject to means testing, and we ask for your cooperation in providing us with the necessary evidence to evaluate your application. We understand that this can be a difficult process in some cases, but we will be sensitive to your needs and all the information will be kept confidential. All we ask in return is your patience and cooperation.

SCHOLARSHIPS may be awarded to students who demonstrate particular talent/potential AND whose households face financial hardship, but do not meet the criteria for a bursary or subsidy. Requests will be assessed by staff as requested. Awards will vary, but generally fall into the following categories – Full, 25%, 50%, 75% Scholarship. Please contact HMDT Music for more information.

WHEN DO I NEED TO PAY BY?

Fees AND instrument loans must be paid **BEFORE 5pm** on the indicated due dates.

The deadlines for the current academic year are:

- **Deadline for Autumn Term 2013**
Saturday 7th September 2013 (term starts 21st September)
- **Deadline for Spring Term 2014**
Saturday 7th December 2013 (term starts 11th Jan)
- **Deadline for Summer Term 2014**
Saturday 29th March 2014 (term starts 26th April)

Fees paid AFTER the deadlines indicated above will incur a £25.00 Late Fee PER STUDENT. We regret having to charge additional Late Fees, but this charge represents only a fraction of the real costs involved in additional administration of late payments. PLEASE avoid Late Fees by paying your fees on time. **IF YOU ARE APPLYING FOR A PLACE AT I CAN SING! AFTER THE FEE DEADLINE HAS PASSED YOU WILL NOT BE CHARGED A LATE FEE.** Please note that late fees do not apply to new applicants who are taking up their place after the fee deadline.



If, after 2 weeks into the term, you have still not paid or contacted us to explain why, your child's place on the Saturday Programme will be in jeopardy. **PLEASE DON'T WAIT.** Contact us if you are experiencing difficulties and we will be happy to work with you to find a solution. We want to help parents/carers who take responsibility for their payments and are having trouble paying on time, however chasing fees is incredibly time consuming on our limited resources.

All fees are non-refundable. As stated in the terms and conditions of your acceptance of offer form, you MUST provide HMDT Music with written notice of withdrawal from the programme by THE LAST WEEK OF THE PRECEDING TERM, otherwise you will be liable for the full term's fees for the forthcoming term.

HOW CAN I PAY FEES?

- **Credit card or Paypal:** This is the easiest way to pay for your fees! Visit www.hmdt.org.uk Click I Can Sing! then Click 'Pay your fees online using Paypal' then select your programme. There is a 3% processing fee per payment. We will not accept Paypal payments **NOT** sent through the payment forms. Please **DO NOT** send Paypal payments directly from your Paypal account. You **DO NOT** need a paypal account to pay with a credit card.
You may be asked to provide your child's name with payment.
- **Cheques:** Make out to 'HMDT' and send to HMDT Music, 2nd Floor, 22 Aldermans Hill, London, N13 4PN. Or you may deliver your cheque to the Saturday Programme during term time. **Please write the name of the student and group on the back.**
- **BACS/Internet Banks:** We may invoice you for some goods or services. If so you may need to pay us via BACS using the BACS information on the invoice.

PLEASE NOTE: When paying by cheque, please ensure that adequate funds are available. Returned cheques will incur a charge of £10.00 payable to HMDT, which includes fees to the bank and a small administrative charge.

- **Cash:** Although we discourage payment by cash, we understand that many people prefer this form of payment. Cash can be paid to HMDT's Music Manager or Assistant at the Saturday Programme when in session.
- **Late payments:** Can be given in cash or cheque to the HMDT Music Manager at the Saturday Programme when in session, or can be paid using the online payment form (where the late fee is automatically added).

Please note we cannot accept childcare vouchers as a method of payment, also as mentioned above we will not accept direct Paypal payments sent from outside the payment forms.



FAQs

I have more than one child at the Saturday Programme. How much do I pay?

It is simple to calculate what is due. **Pay the full standard fee for the highest price student fee you are required to pay, and then pay the sibling fee for all other students.**

If you are on a bursary, then you pay £50 for each student.

The fees are really expensive – how much do other Saturday music centres cost?

HMDT's Saturday Programme is one of the least expensive, best value Centres in London.

Here are some comparisons:

- Junior Guildhall is £2,470 per year. The bursary they offer is about £1,470 at best
- Latymer Saturday Music Centre is £558 per year for individual lessons + £165 for ensemble
- Some Stagecoach franchises can cost £300+ per term.

Why do we have to pay before the start of term?

Many of the costs to run the Saturday Programme are incurred before the year begins, and we are contracted to pay our coaches and venue fees during the preceding Summer. We rely upon prompt payments to pay these costs, and we appreciate your cooperation.

What happens if I miss the payment deadline, but still pay before term starts?

If you miss the deadline but pay before the start of term, you will incur an additional **£25** late fee PER STUDENT.

What happens if I don't pay until the term starts?

If you pay after the term starts you will incur a **£25** late fee PER STUDENT. If, after 2 weeks into the term you have still not paid or contacted us to explain why, your child's place on the Saturday Programme will be in jeopardy.

I have more than one child at I Can Sing! Why do I have to pay more than one late fee?

Because it still costs HMDT to chase up 2 students, even if they are siblings.

If you are struggling to pay on time, do call us before payment deadlines. We want to help parents/carers who take responsibility for their payments and are having trouble paying on time.

Do I still have to pay the late fees if I have a bursary?

Yes. The late fees apply to everyone. In exceptional circumstances a late fee will be waived if you contact us in advance to let us know you think you will have trouble paying on time.

Please note – you will not incur a late fee while we are assessing your Subsidy or Bursary application. IF YOU ARE APPLYING FOR A PLACE AT I CAN SING! AFTER THE FEE DEADLINE HAS PASSED YOU WILL NOT BE CHARGED A LATE FEE.



6. HEALTH AND SAFETY

In order to ensure the safety and comfort of everyone at the Saturday Programmes, the following points should be noted:

- Parents/Guardians should be aware that space is at a premium at UCS, so there is no waiting area for parents or siblings;
- UCS has requested that parents/guardians/siblings do not wait for students on the grounds, so please be mindful of this request. If you must wait for your child, please contact HMDT Music in advance and we will do our best to accommodate your request;
- Parents/Guardians on the grounds MUST take responsibility for supervising any other children in their care (including students' siblings who have different timetables) and NOT allow them to wander around the campus or behave in a disruptive or inappropriate manner;
- HMDT operates a Child Protection Policy in connection with all of its activities, and a specific policy for the Saturday Programme. A copy of this policy is available from the HMDT Music website;
- Although, at present, there are no special access arrangements for the disabled, it is hoped that no-one wishing to attend the Centre will be prevented from doing so for this reason. Please contact HMDT Music (**020 8882 8825**) to discuss your particular needs.

A trained first-aider will be available on the premises and made known to all attendees.



7. CODE OF CONDUCT

- **Look after property ● Be kind and helpful ● Listen**
- **Show respect ● Don't discriminate ● Be honest ●**

SIGNING IN AND OUT

- For health and safety reasons, everyone attending the Saturday Programme **must sign in and out** at the desk near the entrance to the Music Department. **All Parents/Guardians are responsible to ensure the safe collection and/or transportation of their students to and from the Saturday Programme venue.**

UNAUTHORISED ACCESS

- No one may enter any teaching rooms without permission and without a coach, tutor or member of staff present. This includes all students, parents, carers, siblings and other visitors.
- All outside facilities should be used in an appropriate and safe manner. Students will not be permitted outside except during break times.

PREMISES PROPERTY

- No one should touch or move any items in any classrooms unless expressly asked to do so by a member of the tutorial staff. Do not turn computers on.
- Please treat the property and belongings of University College School with respect at all times and leave all rooms as you find them.

BREAK TIME

- During break times students are not permitted to wander throughout the school and must wait in the designated area(s) until the start of their next activity.
- All food and drink must be consumed outside and may not be taken into any of the classrooms. Please do not drop litter except in waste bins; if you spill something please wipe it up, or ask a member of staff for assistance.

OTHER CHILDREN/SIBLINGS

- Parents/carers on the UCS school grounds **MUST** take responsibility for supervising any other children in their care (including students' siblings who have different timetables) and **NOT** allow them to wander around the campus or behave in a disruptive or inappropriate manner.



ATTENDANCE

- **Regular attendance is critical to a musical education.** It is not only important to the individual student to maintain consistent learning, but it is also important to understand that in an ensemble situation, each student contributes to the group as a whole, and missing a lesson lets the group down. At the Saturday Programme we try to instil a healthy level of responsibility in each student, so regular attendance is crucial. Students are expected to commit themselves to attending the Saturday Programme **every week** during term time **throughout the year**, and to follow up their work with additional home practice if appropriate. Student attendance and punctuality is monitored and recorded. Students who miss three weeks of lessons during a term will be at risk of losing their place at the Saturday Programme. There are no make-up lessons available.

IMPORTANT NOTE TO PARENTS: **University College School** is within its rights to ban parents from entering the school grounds, which for some students may jeopardise their ability to attend. Please uphold the code of conduct and remember that the Saturday Programme is lucky to be able to use this venue.

THE THREE STRIKES POLICY

In response to any student disregarding the Code of Conduct or any behavioural difficulty, we have put in place this Behaviour Support Plan in order to minimise the risk to the student and others at the Saturday Programme.

Strike One

Should any student break the Code of Conduct or commit minor offences (e.g. dropping litter) the following action will take place:

- 1) Student is spoken to by a member of staff and misbehaviour discussed.

Strike Two

Should the Code of Conduct be consistently broken, or if the nature of the incident puts others at risk (any form of violence or damaging of property), the following procedure will take place:

- 2) Phone call home to parent/carer to discuss misbehaviour/incident; AND,
- 3) Student Behaviour Report written and sent home to parent/carer; AND/OR,
- 4) Parent/carer asked to attend a meeting with the Music Manager

Strike Three

Continual disregard of the Code of Conduct will result in:

- 5) Dismissal from the Saturday Programme.



8. STAFF

HMDT MUSIC STAFF



Adam Eisenberg	General Director
Tertia Sefton-Green	Creative Director
Rebecca Willows	Music Manager
Helen Kelly	Projects Assistant - Intern

TBA	Saturday Programme Assistant - Hampstead
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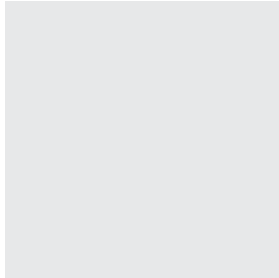


Ed Bussey	Music Director
Rosie Storr	Stage Director



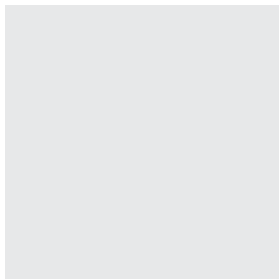
WHO'S WHO AT I CAN SING! HAMPSTEAD

Ed Bussey



Music Director
COMING SOON

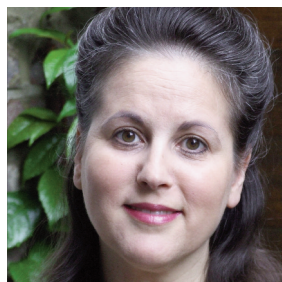
Rosie Storr



Stage Director
COMING SOON



Tertia Sefton-Green



The Music Box, ICS! (HMDT Creative Director)

Following an English Degree from Selwyn College, Cambridge Tertia studied singing at Guildhall School of Music and Drama and Royal Northern College of Music and went on to work with amongst others, Glyndebourne Opera and Opera North. In 1997 she received a Winston Churchill Fellowship to research Opera Education in the United States, and on her return wrote education materials for the major opera houses and worked on the Rose Bruford Opera Degree Course. Tertia was Executive Producer for the Covent Garden Festival's *Creation Day 2000*, and the following year, set up and ran the prolific Education Department at the Handel House Museum. Specialising in using the arts to develop cross-curricular learning, Tertia's work as Creative Director for HMDT includes Artistic Director and librettist for *Hear Our Voice*, about the Holocaust, which toured to Nürnberg and Prague in 2006 and developing and managing large-scale projects *The Brown Bomber*, *Shadowball*, *I Can Sing! The Hackney Chronicles*, *The World Was All Before Them*, *Confucius Says* (RPS Award for Education 2008) and *Operation Hackney: On London Fields* (RPS Award for Education 2004). She has led The Music Box under 5s programme since 2007.

Rebecca Willows



CYMH (Vocal, Harp – HMDT Music Manager)

Rebecca holds a BMus (hons) from Cardiff University from where she graduated in 2006 after winning the Sir Geraint Evans prize for singing. She also holds a PGDip in Arts Management and an MA in Cultural Policy and Management from City University, London. Prior to joining HMDT Music, Rebecca was the Community and Education Officer for the Royal Philharmonic Orchestra where she ran the very active primary schools programme, SEN programme and the Advanced Musicianship strand which included the RPO resound Summer School. She has also worked as Teaching Assistant, Project Leader and Creative Composition Coach at Christ Church Primary School. Rebecca grew up in the youth orchestra set up, being a member of the local Bristol Schools Philharmonic Orchestra on the oboe and as a member of IAPS and NSSO Symphony Orchestras as first Harp. Whilst at school, she toured Europe with Clifton College Chamber Choir and The Madrigal Group as well as doing a season with the Opera Project as one of their 'spirits' in the Magic Flute. Rebecca continues to work as a musician, accompanying chamber choirs such as English Chamber Choir, and as a private singing and harp tutor. Rebecca has been teaching since 2002 and despite working full-time has always found the time to have a busy and fulfilling teaching practice.

9. TERMS AND CONDITIONS

a. Applications

- i. Applications are accepted at the discretion of HMDT Music and are not transferable.
- ii. HMDT Music cannot guarantee student progression. Students will only progress to the next level on the programme if they meet the requirements of that level.
- iii. You agree to fully complete the Application/Acceptance Form, and that your answers to the questions shall be true to the best of your knowledge. You understand that any false statements may result in your exclusion from the Saturday Programme.
- iv. You understand that places are allocated on a lottery basis, and that the date of submission of your application does not entitle you to preference over another application. HMDT Music may change this admission procedure from time to time.
- v. By signing the Application and/or Acceptance Form(s) and/or based upon your attendance at the Saturday Programme, you agree on behalf of yourself and the student to be bound by these Terms and Conditions for the duration of the student's attendance at the HMDT Saturday Programme.
- vi. On acceptance of your application, HMDT Music will issue an offer and offer Acceptance Form. You must complete, sign, date and return this within seven days of receiving it. Failure to do so may result in cancellation of the offer.
- vii. HMDT Music may correct any typographical or other errors or omissions in any HMDT Music material relating to the application process without incurring any liability to you.

b. Payment of Fees

- i. You shall pay HMDT Music the Fees and any additional sums which are due.
- ii. The full Fees will be considered due as specified by HMDT Music, and must be received by HMDT Music BEFORE specified deadlines to avoid an additional late charge of £25.00. You may pay your fees by: Cheque, Credit Card (using PayPal), BACS, or cash.
- iii. HMDT Music shall not be responsible for any cash payment unless it is handed personally to the Music Manager, Saturday Programme Assistant, one of the Directors, or other person so designated by HMDT Music.
- iv. All cheques must be payable to "HMDT" or "HMDT Music" (unless otherwise requested by HMDT Music). If your cheque is not cleared by the bank, you will become liable for an administration payment of £10.00 in addition to any fees due. Should non-payment of fees result in the missing of the fees deadline, you will also be liable for the payment of a £25.00 late fee in addition to any other charges due.
- v. You understand that student places are allocated from term to term, and that you MUST provide HMDT Music with written notice of withdrawal from the programme by THE LAST WEEK OF THE PRECEDING TERM, otherwise you will be liable for the full term's fees for the forthcoming term.
- vi. You understand that all fees are non-refundable.

c. Term Dates and Timetables

- i. The Term Dates for each academic year shall be provided during the preceding Summer.
- ii. It is your/the students responsibility to ensure attendance at the Saturday Programme on the correct dates and at the appointed times. You understand that there are no make-up lessons and no refunds for missed or shortened lessons.
- iii. You understand that the Saturday Programme delivers a “wholistic” approach to musical learning and that HMDT Music may schedule off-timetable days and other activities designed to enhance students’ musical education as part of the schedule which may impact upon student lessons. There will be no make-up lessons or refunds for missed or shortened lessons as a result of such activities.

d. Contact and Communication

- i. HMDT Music is a small charity which depends upon a variety of social media and electronic communication to remain in contact with parents/guardians and students. As part of your attendance at the Saturday Programme, you agree to sign up to the HMDT Music Facebook page and other Social Media, so that HMDT Music can update you with important information about your programme and relevant programme deadlines.
- ii. You agree to ensure that HMDT Music has your personal email address to facilitate easy communication, and that such communication may contain important details about your relevant programme, and to make HMDT Music aware of any changes to your email address or other contact details. You may inform us to send communications to your work email address as well at your own discretion, but not at the exclusion of a personal email address.
- iii. You agree to notify HMDT Music should you not have access to the internet, so that HMDT Music may make provision to ensure that you are provided with paper copies of our communications relevant to your programme.

e. The Code of Conduct, Rules, Regulations and Your Liability

- i. You and your child have read and understand the CODE OF CONDUCT and agree to follow and uphold it.
- ii. You agree to be wholly liable for any and all actions and/or omissions of the student and shall be liable for any liability, financial or otherwise, or injury or damage to property caused by the student whilst at the venue, and shall fully indemnify HMDT Music, their agents, contractors and/or employees for any loss, damage, costs or expenses resulting from such liability, injury or damage.
- iii. Students behavior shall be subject to the Code of Conduct and the supporting Three Strikes Policy. Any failure by the student to adhere to the Rules may result in his/her participation at the Sarurday Programme being terminated without refund and in such event the student may be sent home.
- iv. HMDT Music reserves the right to withdraw the student from any activity at any time on the grounds of safety or unsuitability.

f. Media Release Permission Forms

- i. You agree to the terms of the Media Release Form and will be required to sign the form as a condition of the students attendance at the Saturday Programme.
- ii. You acknowledge that HMDT Music may use for publicity purposes and without prior notification any photograph taken of the student at the Location, and any statement (whether written or oral) made by you or the student in accordance with the Media Release Form.

g. Teaching Practice and Student Progression

- i. You will not be permitted to attend the student's lessons or other activities unless specifically authorised by invitation by HMDT Music or a member of the coaching staff. You and siblings of the student, or other students currently not engaged in the activity will be required to wait in designated areas of the Location as specified by HMDT Music staff and any posted notices.
- ii. Students will not be permitted to leave the venue during the programme. Access to the building is at the discretion of University College School, and you agree to abide by any rules required by the Location in this respect. All students and parents MUST sign in and out of the Location as specified in the Code of Conduct.
- iii. You will be required to look after any children or students in school year 2 or below in your care. Should you designate a friend or other family member to look after these children, you MUST notify a member of the HMDT Music staff at the staff desk.
- iv. All Parents/Guardians are responsible to ensure the safe collection and/or transportation of their students to and from the Saturday Programme venue.
- v. All students will be required to be responsible for their own music during the duration of the programme. HMDT Music is under no obligation to provide photocopied music or any other material for student lessons and will not be held responsible or liable for loss.

h. Liability

- i. HMDT Music shall not be held liable in respect of any personal injury or loss as a result of you or the student failing to carry out instructions or procedures required by HMDT Music in the course of the activities at the Saturday Programme.
- ii. Where HMDT Music provides, in connection with the provision of the Services, any goods or equipment or services supplied by a third party, HMDT Music does not give any warranty, guarantee or other terms as to their quality, fitness for purpose, performance or otherwise.
- iii. HMDT Music shall have no liability to you or the student for any loss, damage, costs, expenses or other claims for compensation arising from any instructions supplied by you which are incomplete, incorrect, inaccurate or illegible, or arising from the student's late arrival or non-arrival, or any other fault of you or the student.
- iv. HMDT Music shall not be liable to you or be deemed to be in breach of the contract by reason of any delay in performing, or any failure to perform, any of HMDT Music's obligations in relation to the activities, if the delay or failure was due to any cause beyond HMDT Music's reasonable control.
- v. HMDT Music reserves the right to alter programmes, activities, schedules, age brackets, premises and personnel as it thinks fit and without notice.

- vi. HMDT Music will not be bound by any statement unless it is in writing and authorised by a Director of HMDT Music.

i. Medical and Behavioural

- i. Any medical or behavioural problems of the student known to you must be notified to HMDT Music in writing on the Application/Acceptance Form(s), and in any event prior to the commencement of the students attendance at the Saturday Programme. You agree to provide HMDT Music with accurate Emergency Contact details when registering for the programme and to notify HMDT Music of any changes to students medical or behavioural status.
- ii. In the event that the student becomes ill or incapacitated, you agree to first aid treatment being given to the student if required.
- iii. In accordance with HMDT Music's Three Strikes Policy, HMDT Music reserves the right to refuse attendance by a student on the grounds that any such medical or behavioural problems are not conducive to the student's or other students' participation in the Saturday Programme.

j. Jewellery, Valuables and Lost Property

- i. HMDT Music will not be liable for any item of jewellery or valuable property brought to the venue by the student.
- ii. Students must not wear jewellery whilst taking part in physical activities (particularly I Can Sing! dance lessons). If a student is instructed to remove jewellery at any time, HMDT Music will not be responsible for its safekeeping.
- iii. HMDT Music will operate a lost property station at the staff desk and make best efforts to retain lost property for this fourteen day period for you to collect.
- iv. HMDT Music will not be responsible for any property left at the venue (by the student or otherwise), and may dispose of any such property if not claimed and collected by you within fourteen days of the end of the Term.

10. APPENDICES

a. CHILD PROTECTION POLICY

HMDT (Hackney Music Development Trust) Music recognises that it has a responsibility for the safety of children in its care. It also recognises that good child protection policies and procedures are of benefit to everyone involved with its activities, including staff and contracted artists, as well as parents and others on site during the term.

All staff that have unsupervised contact with children are required to:

- recognise and accept their responsibilities;
- develop awareness of the issues which cause children harm;
- report concerns to senior HMDT Staff.

HMDT Music will endeavour to safeguard children by:

- a) adopting child protection procedures and a code of practice for all staff;
- b) reporting concerns to the authorities;
- c) ensuring all staff have been police checked through the Criminal Records Bureau;
- d) ensuring that all staff have read and are willing to implement this policy.

A culture of mutual respect between children and HMDT Music staff and artists is encouraged, with adults modelling good practice in this context.

Summary of the Code of Practice

1. It is important not to have **unnecessary** physical contact with children, and contact should be avoided except when engaged in the teaching of vocal/instrumental technique or other activities which require contact for artistic purposes. Technique will normally be taught by explanation and by the tutor modelling good practice. Where explanation and modelling requires additional demonstration, or when a technical remedy has proved fruitless, a tutor's professional judgement may be that physical contact is required. Typical examples may be related to the position of a bowing arm, or the correction of wrist or finger positions on the student's instrument. In such circumstances the following procedures must apply:

- a) that the permission of the child has been requested and given;
 - b) that the demonstration of technique is **NECESSARY** in order for the student to achieve the required result.
2. It is important for all parents/guardians to understand that physical contact may be required in the proper training of certain musical or theatrical activities, and that in all cases, artists and staff are required to follow the *General Guidelines of Good Practice* contained in this *Guide to Policy and Procedures*.

3. Lessons missed during HMDT Music activities may not be rearranged at any other time without the written permission of the parent/guardian, and without the knowledge of HMDT Music. The same policy must be enacted for tutor's who (often voluntarily and in an unpaid capacity) wish to offer pupils extra lessons. This applies in particular to rearranged lessons in pupils' or tutor's homes, but is also relevant if lessons are arranged outside the normal supervised structure.
4. Pupils may not be given lifts in staff cars without written permission from the parent/carer. This means that impromptu lifts (e.g. to avoid the rain, or dropping a child off on the way home ARE NOT acceptable). Permission will be requested where, for instance, children need to get to a concert/rehearsal venue early with a member of staff to help set up.
5. The use of parental video and cameras will no longer be allowed at HMDT Music events without prior consent being obtained. Where HMDT Music for pedagogical or publicity/marketing reasons wishes to record lessons, rehearsals or other events on film/video/dvd, written permission will be required from the parents/carers of each child involved.
6. One to one lessons will normally be taught in rooms that have windows in the doors.
7. It is expected that staff will not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
8. It is important not to deter children from making a disclosure of abuse for fear of not being believed, and to listen to what they have to say. Staff should not attempt to investigate a disclosure that gives rise to a child protection issue, but should report the matter to the HMDT Music office. Staff should never promise a child complete confidentiality in a child protection issue, but should advise pupils that the matter will be referred on to the designated officers for child protection.
9. Staff should remember that those who abuse children can be of any age, gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
10. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct – which will always exclude bullying, shouting, racism, sexism or sectarianism.

For a complete copy of our Child Protection Policy, please visit our website at www.hmdt.org.uk and click on the Downloads section.

11. CONTACT INFORMATION

HOWTO CONTACT US

BY PHONE 020 8882 8825

BY FAX 020 8882 6253

BY EMAIL info@hmdt.org.uk

SATURDAY PROGRAMME MOBILE: 07917 758 731

PLEASE NOTE: Please telephone or Email us as we are unable to take unscheduled callers at our administrative offices. **Surgeries are held each week on Saturdays at the Saturday Programme at University College School School at which we should be able to answer any enquiries.** Please telephone us to set up a meeting time for Saturday Surgeries, telephone meeting or to arrange an appointment to visit us at our offices during business hours.



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