

First Access / Ensemble / Start the Music!

Schools Booking Form Academic Year 2025/26

School			
Contact Person			
School Address			
Phone number		Email	

First Access/Whole Class £48.84 per hour or pro rata	Lesson Type - or add if not listed	Tick option	Total minutes required each week	Preferred Teacher
Sessions are usually 30 minutes but can be longer	Recorder			
	Strings			
	Woodwind			
	Brass			

If you are booking First Access, please inform us of the following (delete as appropriate)

1. I have a set of instruments that belong to the school ready for classes to start.
2. I have a set of instruments on loan from Learning Resources Hub and will be renewing the loan for the next academic year.
3. I will be hiring a set of instruments from Learning Resources Hub.

The Co-operative does not process the booking of instrument hire - please contact GSW Music Hub
<https://gswmusichubswindwiltshire.org.uk/home/wiltshire/>

Start the Music! £48.84 per hour or pro rata	Number of lessons per year (usually 11 as lessons are delivered every 3 weeks)	Total minutes per lesson
Nursery		
Reception		
Year 1		
Year 2		

School Ensemble or Curriculum	Please add details of the activities required	Total minutes required each week	Preferred Teacher
£48.84 per hour or pro rata			

Name_____

Position at school _____

Signature_____

Date_____

First Access / Ensemble/ Start the Music! - Schools Booking Form Academic Year 2025/26

Salisbury Area Music Co-operative (SAMC) is a team of highly skilled and experienced music teachers, offering professional music tuition of the highest standards in over 50 primary and secondary schools across Salisbury and South Wiltshire.

SAMC teacher-members are self-employed and, by working together, they share their expertise, pool resources and follow a professional development programme. SAMC ensures that teacher-members keep up to date with DBS checks and Safeguarding training.

Details of our lessons available direct to schools are outlined below along with a booking form.

First Access

Lessons give whole or half classes of children the valuable opportunity to learn to play a musical instrument for 6 months or a year, usually in 30 minute lessons. GSW Music Hub financially supports First Access in schools see <https://gswmusicubswindwilt.org.uk/home/wiltshire/wcet-wiltshire-subsidies/>

These lessons are available for Strings, Brass, Woodwind or Recorders. For our String, Brass or Woodwind groups, instruments can be hired (fees apply), via the instrumental teacher, from WMC, subject to availability. Further information on fees can be found at <https://gswmusicubswindwilt.org.uk/home/wiltshire/wiltshire-schools/> For the recorder groups, schools will need to provide their own instruments.

Start the Music!

EYFS and Key Stage 1 classes can access 'Start the Music!', which is a specialist music scheme tailored to the needs of the younger members of your school. These lessons are delivered once every 3 weeks and enable the class teacher to learn alongside the children, developing their own skills and continuing the lessons in between the SAMC teacher's visits.

Curriculum Music Teaching

We can offer whole class music lessons for both Primary and Secondary to cover PPA time or to be delivered alongside the class teacher. Carefully planned class music sessions using the recent curriculum guidelines are prepared specifically for your school and are delivered in connection with class or whole school topics at the appropriate level.

Large Groups, School Ensemble and Choir

Whether you need a conductor/director or support for your school orchestra, jazz band or choir, or a teacher for a large group of children continuing to play their instrument after their First Access programme, SAMC will try to find a teacher for your ensemble. Please contact the office for further information.

Instrumental Lessons

Schools can block book instrumental music teachers' time and charge parents directly for the pupil lessons. Lesson groupings will be scheduled by the visiting teacher and circulated to the school at the beginning of each term -

Please use the School Instrumental Lessons Booking Form for these lessons.

Remissions

There are remissions available from GSW Music Hub to support the cost of lessons for children who would otherwise not take up/continue lessons on a musical instrument. For more details visit <https://gswmusichubswindwiltshire.org.uk/home/wiltshire/> This funding can only be accessed by schools on behalf of their pupils.

Data Protection

The data we collect is used for the running of SAMC. Information is used by SAMC Administrators and teacher-members for the purposes of running SAMC only. Information may be used for reporting and statistical purposes as required for funding, this information will be anonymous.

SAMC Terms and Conditions

Terms and Conditions (for lessons in the academic year 2025/26). Before completing the application form, please read the following terms and conditions and retain for reference.

Lessons

- 1.1 All applications for tuition must be completed and signed by the head teacher/admin officer and returned to SAMC. If tuition cannot be arranged, school details will be retained on a waiting list for 6 months.
- 1.2 The Co-operative aims to provide 33 lessons per academic year. The number of lessons per term may vary according to the number of teaching sessions available.

Payment

- 2.1 Invoices are issued termly based on a 3 term academic year.
- 2.2 Payment must be made within 14 days of the invoice date to ensure continuity of tuition. Failure to pay will automatically suspend any further tuition. Reinstatement will be at the discretion of the teacher and the Co-operative.

Absence

3.1 If pupils/classes are absent the following apply:

- 14 days' notice to the Co-operative in writing/email is required to give notice of absence.
- If there is insufficient or no notice the lesson is forfeited and no credit will be given.
- If adequate notice is given the teacher will aim to re-schedule within the term. If this is not possible a credit will be given on the following term's invoice.
- Please note that where absence from lessons is due to school related events, eg teacher-training day, exams, school trips, work experience etc, it is the school's responsibility to ensure 14 days' notice is given to the Co-operative in writing/email.

3.2 Advanced notice of absence should be sent to the Co-operative office and not to the individual teacher.

3.3 If a teacher is absent from a lesson they will aim to re-schedule within the term. If this is not possible, a credit will be given.

3.4 If the teacher absence occurs in the summer term and the pupil is not continuing lessons in the next academic year to allow for a credit to be issued, the teacher will refund the missed lesson/s to the parent directly, SAMC is not liable to cover this reimbursement.

Cancellations

4.1 Lessons can only stop at the end of term. (There are 3 terms per academic year; Autumn, Spring and Summer). The end of term is defined as the end of the school academic term, i.e. the last date of the school calendar for that term. Notice must be given at least 4 weeks before the end of term.

4.2 If notice is given after 4 weeks before the end of term, but before the term actually finishes, a 4 week cancellation fee will be payable.

4.3 If notice is given after the term has finished the following term's fees become payable in full.

4.4 Notice of cancellation should be sent to the Co-operative office and not to the individual teacher.

Cooling Off Period

5.1 You have a legal right to cancel this application under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. This means that during the cooling off period, set out in 5.2, if you change your mind or decide for any other reason that you do not want to proceed with the lessons, you can notify the office of your decision to cancel the application and receive a refund for any lessons paid for but not received prior to that cancellation.

5.2 Your cooling off period starts from the date of this application and ends 14 days later. To cancel the application, you should let the office know that you have decided to cancel.

Complaints

6.1 In the event of a complaint, SAMC will endeavour to resolve any disputes in a timely and reasonable manner. Complaints should be directed, in the first instance, to the SAMC Business Manager in writing by email or post at the address above.

6.2 Complaints will be handled in accordance with the SAMC Complaints Procedure.

Liability

7.1 The Co-operative does not accept liability for loss or damage to any personal possessions or personal injury, however caused.

Terms and Conditions

8.1 The Co-operative reserves the right to alter the above Terms and Conditions without prior notice. Any decision made by the Co-operative concerning these Terms and Conditions shall be final. Please note that these Terms and Conditions are legally binding. By returning the booking form the school is accepting the terms and conditions of the SAMC.