



**Waltham Forest
Music Service**

Music School Handbook for Parents 2023-24

For up-to-date information check www.wfmusiclub.org

Waltham Forest Music Service

The School Lodge, Woodbury Road, Walthamstow, E17 9SB

Music School at Walthamstow School for Girls

Church Hill, Walthamstow, E17 9RZ

Satellite Music School at Chingford C of E Primary School

Cambridge Road, Chingford, E4 7BP

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About Us

Waltham Forest Music Service (WFMS) is the lead partner in the Waltham Forest Music Education Hub (WFMEH). The vision of WFMEH is that music becomes a universally accessible activity to all children and young people in Waltham Forest and that this also benefits their community. We are passionate about developing the whole child and ensuring children and young people know how they can engage with us and our partners to explore, experience and develop in and through music. WFMEH works with a range of musicians, educators and partner organisations to ensure high quality musical opportunities are accessible, inclusive and enjoyable.

We provide services to support music education in Waltham Forest

- **Music lessons**
We teach instrumental and singing lessons to over 4,000 pupils in more than 70% of Waltham Forest's schools and at our Music School.
- **Music groups**
We run over 20 music groups and ensembles for young musicians of all ages and abilities, covering a range of classical and contemporary music genres at our Music School.
- **Performances and events**
We organise performances in a variety of venues in Waltham Forest and further afield, giving pupils the opportunity and motivation to showcase their work.
- **Instrument hire**
We hire instruments to pupils across the borough who are learning through Waltham Forest Music Service.
- **Exams**
We run termly theory and practical exams with the ABRSM as well as annual exams with Rock School and Trinity Rock and Pop.
- **Partnerships**
We work in partnership with a wide range of local, London and national organisations to offer exciting and unique music opportunities working with professional musicians and performing in outstanding venues.
- **Support and advocacy for music education**
We provide training, resources and networking opportunities for teachers and we champion quality music education for all young people.

Contact Details

www.wfmusicHub.org

Waltham Forest Music Service

The School Lodge, Woodbury Road, Walthamstow, E17 9SB

020 8496 1584 / 020 8496 4186

Music.service@walthamforest.gov.uk

Music School Tuition and Groups

Walthamstow School for Girls, Church Hill, Walthamstow, E17 9RZ

Baby, Toddler and Next Steps Mini Musician classes for 0-6 years are held at:

The Community Hub, Orford Road, Walthamstow, E17 9LN

Satellite Music School

Chingford C of E Primary School, Cambridge Road, Chingford, E4 7BP

Follow us on social media

To keep up-to-date on our music workshops, events, classes, news and inspiration follow us on [Facebook](#), [Twitter](#) and [Instagram](#).

Term Dates

| Term dates | First half term | Second half term |
|-------------|--|---|
| Autumn 2023 | Saturday 23 rd September to Saturday 21 st October | Monday 30 th October to Thursday 7 th December <i>Make up teaching; 9-14 December</i> |
| Spring 2024 | Monday 8 th January to Saturday 10 th February | Monday 19 th February to Saturday 23 rd March <i>Make up teaching; 25-28 March</i> |
| Summer 2024 | Monday 22 nd April to Saturday 25 th May <i>Bank Holiday Monday 6th May—no Music School</i> | Monday 3 rd June to Monday 8 th July <i>Make-up teaching; 9-15 July</i> |

Tuition at Music School

Individual music lessons at our Music School

We teach individual instrumental and vocal lessons after school and on Saturdays at our Music School held at Walthamstow School for Girls. Our Satellite Music School is held at Chingford CoE Primary School on a Wednesday after school where instrumental lessons will be offered on; Guitar, Drums and Vocals. We will update our website and social media as additional instrumental lessons become available.

Lessons are 20 minutes or 30 minutes long and each term is 10 weeks. We are trialling paired lessons for beginners, please ask us about availability.

How to book individual lessons

1. [Sign up for lessons here](#)

Tell us which instrument you'd like to learn, how long you'd like the lesson for and your availability.

2. We'll contact you to arrange the lesson time, day and start date and confirm the fee.

3. [Pay for the lessons here](#)

We offer subsidised fees for families on a low income. Proof of low income is required. Please send copies of housing benefit or reduced Council Tax letter to the [Music Service office](#). The Council Tax single occupancy 25% discount doesn't apply.

What instruments do we teach?

We teach a range of classical and contemporary instruments including:

- Strings: violin, viola, cello, double bass

- Woodwind: clarinet, flute, oboe, saxophone, recorder
- Brass: cornet, trumpet, trombone, euphonium, French horn
- Guitar: acoustic, electric, bass
- Drum kit
- Piano and keyboard
- Voice

Please [contact us](#) if you'd like advice on which instrument might be suitable for your child.

Practice Tips

1. Try to practice every day and make it part of your routine

Pick a time that works best, for example, after breakfast or before tea time and try to stick with this each day. A small daily practice is better than one longer weekly session.

2. If possible, create a space for music in your home

For example, the corner of a bedroom or dining room. The space should be quiet, free from distractions and comfortable at practice time.

3. Gather everything you need before starting

Have all the equipment needed such as music, music stand, instrument and a pencil ready before starting. If you can, keep everything out in the space so it's ready for the next practice time.

4. Start with some warm ups

Start your practice with some scales and other warm up exercises.

5. Set a goal

Think about what to work on during the session and stick to it. It may be working through a new part of a piece of music, or working on a tricky part. Use a practice diary to record goals for the week with your teacher.

6. Listen to your pieces

Search online (eg YouTube) for the pieces you're learning and hear how others play them.

7. Focus on the tricky bits for smarter practice

Rather than playing a piece through from start to finish each time, think about the bits that need more work and have a go at those first. Look at the music carefully, sing or hum the notes before playing, then play the section through slowly a few times, gradually increasing the speed.

8. Speak to your teacher

Tell your teacher what's going well and what you'd like more help with at the start of the lesson so that they can work with you on techniques and exercises to improve.

Fees and Charges 2023-24

| Fees to parents | | | | |
|--|----------------------------|---------|------------------------|--------------------------|
| Individual lessons (and theory) | | | <i>25% deposit</i> | <i>Remaining 75%</i> |
| 20 minutes | per child per term | £158.00 | £39.50 | £118.50 |
| 20 minutes - concessionary | per child per term | £118.00 | £29.50 | £88.50 |
| 30 minutes | per child per term | £236.00 | £59.00 | £177.00 |
| 30 minutes - concessionary | per child per term | £177.00 | £44.25 | £132.75 |
| Adult lessons | | | | |
| | Hourly Rate | £54.00 | | |
| Mini Musicians, 10 classes per term | | | | |
| Babies and Toddlers First child per term (part term is pro-rata) | per term | £84.00 | | |
| Babies and Toddlers Second child per term (part term is pro-rata) | per term | £68.00 | | |
| Next Steps 4-6 years (Part term is pro-rata) | per term | £84.00 | | |
| Next Steps 4-6 years - concessionary (part time is pro-rata) | per term | £42.00 | | |
| Music School ensemble fees | | | | |
| Music school ensemble 1 term | per child per term | £36.00 | | |
| Music school ensemble 1 term - concessionary | per child per term | £18.00 | | |
| Theory lessons | | | | |
| Group theory (6 students or more) | per child per term | £47.00 | | |
| Group theory (6 students or more) – concessionary rate | per child per term | £36.00 | | |
| Instrument hire | | | | |
| Instrument hire, 1 term | per instrument per term | £26.00 | | |
| Instrument hire, 1 term - concessionary | per instrument per term | £13.00 | | |

Our fees increase slightly each year to cover rising costs such as staff, building spaces and inflation. Fees for Music School and school tuition for the 2023-24 academic year increase from 1st September 2023 (detailed in table above). This year Music School fees have increased by approximately 5% in line with London Borough of Waltham Forest policy.

Payment Deadlines

To secure your child's place for the following term we request that a deposit is paid. Families will be contacted by email to request payment in advance of these dates. Please contact the Music Service if you have any queries about payment.

| Term | 25% deposit deadline | Remaining balance deadline |
|-------------|----------------------|----------------------------|
| Spring 2024 | 4 December 2023 | 3 January 2024 |
| Summer 2024 | 11 March 2024 | 15 April 2023 |
| Autumn 2024 | 8 July 2024 | 1 September 2024 |

How to Book and Pay

| | |
|--|--|
| Register for 1-2-1 lessons | www.wfmusicclub.org/signup |
| Pay for 1-2-1 lessons and instrument hire | www.wfmusicclub.org/pay-online |
| Register for Music School Groups on Eventbrite | http://wfms.eventbrite.com/ |
| Pay for Music School Groups | www.wfmusicclub.org/pay-online |
| Register and pay for Mini Musicians, concerts and one-off events | http://wfms.eventbrite.com/ |

Full Terms and Conditions

- All terms are 10 weeks long and dates will be published at www.wfmusicclub.org.
- A 25% non-refundable deposit payment must be made online by the given date the previous term to secure the teaching slot. The remaining balance must be settled by the start of the new term when lessons commence.
- Subsidised fees are available for families on a low income who qualify for school Pupil Premium grants. To receive the Music School fee subsidy for the next academic year please email evidence of your eligibility for Pupil Premium such as copies of your Universal Credit Statement showing housing benefit or reduced Council Tax to the Music Service office.
Please note:

- Evidence must be submitted for each academic year
- The Council Tax single occupancy 25% discount and Universal Free School Meals doesn't apply.
- If fees remain unpaid my child will not be eligible to participate in WFMS services including, but not limited to, events and exam entry.
- If I wish to cancel lessons, this must be done in writing before the 25% deposit deadline.
- If the teacher misses the lesson, he/she will attempt to make it up at the end of term and if this is not possible I will receive a credit/refund for that lesson. If a teacher is unwell and/or unable to teach, we will seek to find a cover teacher to ensure continuity of lessons. We will do our best to inform parents of any cover arrangements.
- If a WFMS tutor is unable to deliver a planned session within the ten week term, then this lesson will be rescheduled in the make-up week at the end of the Music School term. Students will be expected to be available to attend lessons this week and refunds will not be possible due to student absence.
- If a WFMS tutor is unable to deliver make up lessons during the make up week, a credit or refund will be given.
- If my child misses a lesson for any reason, fees will not be refunded as the teacher will still be here and the lesson will not be made up.
- If Music School is cancelled due to unavoidable circumstances such as severe weather, lesson fees will not be refunded and lessons will not be made up.
- The service will not administer any medication but will pass information to medical personnel.
- The information provided on this form will be stored in a secure database that is hosted by a third party on our behalf until your child is 18 years of age, unless requested otherwise. This information is used to administer and contact you about the services you have signed up for.
- WFMS is under a duty to protect the public funds it administers and so may use the information provided on this form within the council for the prevention and detection of fraud.
- WFMS may share this information with other bodies administering public funds for this purpose.
- WFMS is required to provide aggregated information to funding organisations such as Arts Council England. Such statistics are used to monitor the effectiveness of WFMS. It is not possible to identify individual children from this information.

Music School Ensembles

New members are always welcome at our music groups, ensembles and choirs.

Speak to your music teacher or contact us to ask which group is best for your child.

For more info about each group visit: www.wfmusiclub.org/music-groups

Group times are subject to change—please check times when booking.

| Monday Groups at Walthamstow School for Girls, Church Hill E17 9RZ | | |
|--|---|--|
| <i>Activity</i> | <i>Age or standard</i> | <i>Day and Time</i> |
| Debut Guitar Group | Members should have basic technique (be able to fret notes) or have started guitar lessons. | Monday 4.00pm - 4.45pm |
| Improver's Guitar Group | Improvers grade 1 + (for guitarists who can read some tab and play basic chords) | Monday 4.45pm - 5.45pm |
| Beats and Bass Music Production | Age 11 to 16 | Monday 5.00pm - 6.00pm |
| Junior Funksters | Beginner to Grade 2 | Monday 5.45pm - 6.30pm |
| Funk in the Forest | Grade 3 + | Monday 6.30pm - 7.30pm |
| ROCKIT! Rock/pop band (guitar, bass, kit, keys, voice) | Grade 2 + | Monday 6.00pm - 7.30pm |
| Tuesday Group at Walthamstow School for Girls | | |
| Ukulele Club | Age 8 to 12, beginners & improvers | Tuesday 4.30pm - 5.15pm |
| Wednesday Groups at Walthamstow School for Girls | | |
| Wind Band | Grades 1 to 4 | Wednesday 4.30pm - 5.15pm |
| Brass Group | Beginner to Grade 1 | Wednesday 4.30pm - 5.15pm |
| Strings Group | Beginners (who can confidently use three fingers) to Grade 3 | Wednesday 5.30pm - 6.30pm |
| Youth Orchestra / Chamber Group | Grade 4+ | Wednesday 6.30pm - 8.00pm |
| Wednesday Group at George Mitchell School, Farmer Road E10 5DN | | |
| Waltham Forest Youth Choir | Age 11 to 18 | Wednesday 4.00pm - 5.00pm |
| Thursday Group at Chingford C of E Infants Site, Kings Road E4 7EY | | |
| Pathfinders Creative Music Ensemble (any instrument) | Age 8 to 12 | Thursday 4.15pm - 5.15pm |
| Saturday Groups at Walthamstow School for Girls | | |
| Beginner Mixed Ensemble | Beginner to Grade 2 | Saturday 9.00am - 9.45am |
| Mini Musicians Next Steps | Age 4 to 6 | Saturday 9.15am - 10.15am |
| Mini Choir of Joy | Age 5 to 7 | Saturday 10.30am - 11.30am |
| Little Choir of Joy | Age 8 to 12 | Saturday 11.45am - 12.45pm |
| Instrumental and Vocal Individual Lessons at Walthamstow School for Girls | | |
| Various instruments including: Piano, guitar, violin, viola, cello, flute, saxophone, clarinet, oboe, cornet, trumpet, trombone, drum kit and voice. | 20 or 30 minute individual lessons from beginner to advanced levels | Monday to Thursday from 4.00pm Saturday from 9.00am |
| Music production paired lessons | For students at exam level | Contact us for availability |

| | | |
|--|---|--|
| Instrumental and Vocal Individual Lessons at Chingford C of E Junior Site, Cambridge Road E4 7BP | | |
| Guitar, drum kit, cello, voice | 20 or 30 minute individual lessons from beginner to advanced levels | Wednesday from 4.00pm |
| Music Theory Groups at Walthamstow School for Girls | | |
| Our 30 minute theory group classes teach pupils about the language of music including the elements of notation, key signatures, time signatures and rhythmic notation. | Beginner, Grades 1-3 | Monday 4.30pm - 5.00pm |
| | Grades 4 & 5 | Monday 5.00pm - 5.30pm |
| | Grades 1-5 | Saturday 11.30am-12pm |
| Mini Musicians Baby and Toddler Courses at the Community Hub, Orford Road E17 9LN | | |
| Baby & Toddler Mini Musicians | From birth to 4 years | Friday mornings. For times & availability visit wfmusicHub.org |

Theory

In our Music Theory classes pupils will learn about notation, key signatures, time signatures and rhythmic notation. At intermediate and advanced levels pupils cover a broader range of topics such as composition, harmony and counterpoint.

Our theory classes are held in small, relaxed groups to help develop your child's understanding of music.

[For times and fees see the Music School timetable above.](#)

How to book theory lessons

[1. Sign up for lessons here](#)

Tell us which grade you're working towards.

2. We'll contact you to arrange the group lesson time, day and start date and confirm the fee.

[3. Pay for the lessons here](#)

ABRSM theory exams grade 1-5

The ABRSM Grade 1-5 theory exams are now taken remotely online instead of at an exam centre on a specified date. This is more flexible for students, and parents can enter their child for the theory exams online. Students who are interested in taking theory exams should speak to their teacher to get advice. If you need any support with the online application process please contact the ABRSM directly or ourselves.

<https://gb.abrsm.org/en/our-exams/online-theory/>

ABRSM practical exams grade 6-8

Those students wishing to sit Grade 6-8 exams will still have to sit these in person and we

can enter these students every term. Please be aware the closing date usually falls near to the start of each term. To enter please [contact our office](#) for the entry form and to check when the next application closing date is.

Grade 6+ ABRSM exams

Pupils taking Grade 6 or higher ABRSM exams must already have passed ABRSM Grade 5 (or above) in Music Theory. Our theory classes can support pupils in preparing for both their theory and practical exams.

Music Production

Learn to make Hip Hop, Grime, Afro Beat, House in this online course.

In this course students are given access to an online music production application and can access tutorial videos to learn to produce music at home.

Students are set weekly tasks and receive feedback from our specialist tutors to help complete tracks. Students can work on an instrumental track or build beats around a vocal acapella.

We offer this class in partnership with [Charanga VIP music production software](#). Members of the group will receive a log-in for this cloud-based software so they can continue working on their productions at home.

To take part, students will need access to an internet enabled computer connected to headphones or speakers. No specialist music production equipment is required.

Beats and Bass is included in the Music School Membership fee.

How to book

Beats and Bass is a Music School Group - please sign up for Music School Membership and select 'Beats and Bass' as the group you'd like to join.

- [Sign up for Music School Membership](#)

Music School Behaviour Policy

Whether you are a Waltham Forest Music School ensemble member or you receive individual or group lessons, you will be expected to uphold a high level of respect and decency while representing Waltham Forest Music School.

The following standards will be expected from all Music School members:

- Remember to bring your instrument, music, practice diary and pencil to every lesson.
- No talking during rehearsals, particularly when another section is playing or the leader is explaining something.
- Check on the sign in table or with reception when you arrive for any rooms changes or events/concerts.
- Treat all other students and staff with respect and kindness.
- No mobile phones are to be used during lessons or rehearsals
- No eating in lessons or rehearsals
- No drinks besides water, which must have a lid.
- Please put litter in the bins provided.
- No running or playing around in the building.
- In the event of a fire alarm, follow the instructions of your teacher.
- You should aim to practice at least 3 times each week between lessons. Without regular practice, you will be unable to progress.
- Make sure any letters given to you are given to your parents as soon as possible.
- If you are worried about anything or unsure, don't be afraid to ask.

Warning Policy

Waltham Forest Music School will not tolerate behaviour that is disruptive to others or causes others distress or harm. Students found to consistently flout the guidelines listed above will be reported to the Deputy Head of Service. Then the following process will be put in motion.

- **First warning** - the student will receive a verbal warning from Deputy Head and a letter home.
- **Second warning** - if the behaviour persists the student will receive another letter home to be signed and returned and a phone meeting will be scheduled with parent/guardian(s).
- **Third warning** - if the behaviour has still not been resolved, the students may be suspended or expelled from the Music School at the discretion of the Deputy Head. In certain circumstances, for example where a pupil has caused bodily harm to another person or has been found to have broken the law, the Deputy Head may decide to bypass the warnings and expel or suspend a student immediately.

By signing up for lessons or ensemble participation, you agree to the above outlined behaviour contract and the 3 warning system

Mini Musicians

Our music courses for babies and toddlers are a fun way for parents and children to connect and explore music together.

Taught by professional musicians and Early Years Music Specialists our progressive curriculum uses a variety of musical activities to lay a foundation for future musicality, as well as helping children feeling more secure and confident when coping with new experiences.

Singing and movement are always at the heart of every session. As repetition is very important to children at this stage the classes have a familiar framework each week but will always include some new challenge. Daily routines such as nappy changing, bath time, meal times, waking, sleeping and even tidying up toys are more enjoyable if done through singing or playing musical instruments and dancing.

- [Find out more about Mini Musicians](#)

Mini Musicians Next Steps

Our Next Steps course for children aged 4-6 years continues to develop musical skills while helping children to become more independent in their learning. It also prepares them to carry on studying a musical instrument if they wish to do so.

- [Find out more about Next Steps](#)

Help with Fees

There are many organisations that provide financial support and assistance for young musicians. If you are looking for assistance or need support with an application [contact us](#).

Friends of Waltham Forest Music School Student Funding Grant

In January 2020 we launched a new funding grant to support students who attend Music School. Grants will be awarded to up to two students each year for 75% of the fees for their music education including lessons, exams, instrument hire and Music School Membership for one year. These grants are being provided by the funds raised by the Friends of Waltham Forest Music School.

For details of the grant and an application form [contact us](#).

Other Support

Here are some organisations that offer funding for young musicians:

[Awards for Young Musicians](#)

The Awards for Young Musicians programme offers up to £100,000 in means-tested grants each year, helping young musicians grow and develop their musical potential.

<https://www.a-y-m.org.uk/>

Future Talent

Future Talent supports gifted young musicians up to age 18 from challenging backgrounds who need guidance to enable them to flourish on their musical journey. Financial assistance can be used to fund a variety of musical costs including lesson fees, contribution towards instrument purchase/ hire, ensemble fees and grade fees.

<https://www.futuretalent.org/>

Help Musicians

Help Musicians UK is the leading UK charity for professional musicians of all genres. They offer people the extra support they need at a crucial stage that could make or break their career.

<https://www.helpmusicians.org.uk/>

Music for All

Music for All believes that everyone should have the opportunity to learn music. They provide grants to individuals of all ages as well as communities.

<http://www.musicforall.org.uk/>

Prince's Trust

As well as offering its own grants to help young people aged 11+ with education, training and jobs, the Trust has a useful list of alternative organisations who offer funding.

<https://www.princes-trust.org.uk/>

Universal Music UK Sound Foundation

Universal Music UK Sound Foundation provides Instrument & Equipment Awards open to schools, teachers and individuals in full time education as well as Bursary Awards through music colleges.

<https://www.umuksoundfoundation.com/>

The Scholarship Hub

Search and apply for UK scholarships, grants or bursaries for university on this comprehensive database of funding for UK/EU undergraduates and postgraduates to help reduce student debts.

<https://www.thescholarshiphub.org.uk/>

Friends of WFMS

Join our Friends, help raise funds and build our Music School community

The Friends of Waltham Forest Music School was set up in 2017 with the aim to raise funds for additional music education opportunities for pupils at Waltham Forest Music Service.

Run by a small group of friendly and enthusiastic group of parents from Music School, the Friends meet about once a term to plan activities to raise money.

The Friends welcome help from any parents, carers, friends or family members who have children at Music School. Please get in touch if you can spare just an hour each term, have a fundraising idea or can help serve refreshments at a concert.

Contact the Friends via Music.Service@walthamforest.gov.uk.

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For details of the grant and an application form [contact us](#).

Student Voice

Our Student Voice offer a young person's perspective on music education in Waltham Forest

The group is currently being reformed. Here are some of the things they've been up to when they were meeting regularly;

- Planned and presented a concert at the Waltham Forest Music Festival
- Run a stall to promote music education at the Walthamstow Garden Party
- Undertaken a needs analysis to find out what music education opportunities young people in Waltham Forest want
- Presented their findings at the WFMEH launch event

Being a member of the Student Voice gives young people the chance to have their voice heard, give feedback, insight and share their views and ideas, gain experience, develop new skills, work collaboratively, be involved in decision making and to develop as young leaders.

New members are welcome aged 11-16 years. [Contact us](#) to find out about getting involved.