

South Eastern Music Centre

CHURCH ROAD BALLYNAHINCH CO DOWN BT24 8LP

CONDITIONS OF MEMBERSHIP

1 MEMBERSHIP

There are two categories of Music Centre membership (1) practical tuition, theory, aural *and* group activities (2) group activities only (except percussion). Continuation to either, on an annual basis, is subject to regular attendance, steady progress and good behaviour. Students selected for senior group membership must continue to receive lessons (internal or external). This condition may be waived, in the short term, for grade 7 plus members and players of minority instruments at the discretion of Heads of Departments providing other members are not disadvantaged.

2 MEMBERSHIP AGE LIMIT

Only members who are under 21 at 1st July will be eligible for re-enrolment for the ensuing year. This condition is made to ensure progression of students throughout the system and to enhance the membership opportunities of prospective applicants. This condition may be waived at the discretion of Heads of Departments for players of minority instruments providing other members are not disadvantaged.

3 TUITION

Students accepted for teaching will be enrolled in, and directed to, a group activity according to ability and the requirements of the service. Students are not permitted to have two tutors for the same instrument, or have dual membership with other instrumental teaching establishments. The only exception to the latter, *subject to written permission from the Director*, is the involvement of a second study which can not be provided by the Music Centre.

4 ABSENCE

Students are required to attend all weekly lessons and group rehearsals during term time. This especially includes performances where attendance is considered extremely essential. (subject to illness etc.). Absence from a performance without notification or good cause will be considered as gross misconduct and as such will require the student(s) to attend a formal Dismissal Hearing with participation in Music Centre courses or overseas tours automatically withdrawn.

Planned and last minute absences should be notified to District co-ordinators and/or conductors as early as possible with the latter followed up with a written explanation. (see Activity Sheet for telephone number).

Absence without notification is considered disrespectful and will warrant a demerit registration which may affect continued membership.

5 CONDUCT

The Music Centre operates in schools as guests of Principals and Board of Governors. It is essential therefore that students behave in a manner that will enhance the good name and reputation of the Music Centre, otherwise offenders will be subject to the Disciplinary Procedure.

6 **STUDENT REPORT**

Study tutors will submit reports to the Heads of Departments following the Autumn and Spring terms. These will serve to determine the progress of students and any necessary alteration to their programme of study or membership. Each report will be signed by the Head of Department and countersigned by the Director before being forwarded to parents. A warning indicated on a report will be equivalent to step 1 in the Disciplinary Procedure (see No 11).

7 **EXAMINATIONS**

Students receiving tuition will enter and pay for all graded examinations as advised by their study tutor and must obtain all music (not photocopies) as required for the particular grade. Applicants, above grade 8, are responsible for the arrangement and payment of accompanists. Students are ***absolutely not permitted*** to enter for practical examination ***on a private basis*** for any subject studied on the evening teaching service except in special circumstances where these have been discussed and authorised, in writing, by the appropriate Head of Department.

8 **INSTRUMENT POLICY**

Students are not permitted to lend instruments registered to them by the Music Centre to any other person, nor are they permitted to handle or play pianos and percussion instruments at group rehearsals unless authorised to do so by a relevant member of staff. To avoid unnecessary damage, students should “case” their instruments when not in use and place on the floor, ***not on chairs***, clear of walkways and exits.

9 **SCHOOL AND MUSIC CENTRE ACTIVITIES**

An important aspect of the Music Centre ethos is to support instrumental work in schools. Students receiving lessons in school, who are registered with the Music Centre, are expected to participate in relevant school musical activities while taking account of the need to meet Music Centre commitments. Advanced notice must be given where these activities will interfere with scheduled Music Centre tutorials or performances.

10 **EXTERNAL PERFORMANCES**

External performances are encouraged, but before taking part students ***must*** obtain consent from their study tutor and Head of Department. This condition is made to avoid misrepresentation and interference with planned courses of work. Students who are members of external musical organisations are required to give Music Centre activities priority in the event of simultaneous engagements, otherwise they will be subject to the Disciplinary Procedure.

11 **DISCIPLINARY PROCEDURE**

Students who breach the Music Centre’s Conditions of Membership or do not make sufficient progress in their studies are subject to the following disciplinary stages:

- (i) warning from Head of Department, Conductor, ATS or Group sectional tutor or other members of staff.
- (ii) written warning, addressed to Parents, from the Head of Department with a review after four weeks.
- (iii) Formal Dismissal Hearing with Director, Head of Department and student/parents or guardian.

In cases of gross misconduct the Centre may dispense with the requirement to issue a written warning prior to proceeding with a Formal Dismissal Hearing. Any subsequent disciplinary measures (other than legal action) may be appealed by writing to the Director within 7 days of the adjudication being received.

RE-ENROLMENT/RE-AUDITION PROCEDURE

All students wishing to renew their membership for a further year must return a re-enrolment form by the prescribed closing date. The decision to accept, deny or recommend conditional membership will be made by the Head of Department using criteria made available during the academic year.

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